**Title Report**

Course and module number

Andrew Dickinson

Matriculation: 40538519

Word count (excl. contents page, abstract, diagrams,

references, bibliography and appendices) :

Submission date:

Font throughout should be Arial 11 or 12, with 1 1/2 line spacing.

Justified text.

Double line spacing between paragraphs, no indenting.

Use numbered sections and appropriate headings.

Tables and Diagrams should have a short part by/near each explaining it.

Tables and Diagrams should use same font numbered in order of

appearance eg. Table 1, Table 2, Figure 1, Figure 2.

Do not use big blocks of text, split up with headings, sub-headings, points.

Use full words, rather than n’t words ect.

Avoid speaking how you speak; use third person/passive voice.

ABSTRACT

Usually 100-200 words.

Why report has been written,

How study was undertaken,

What main findings were,

What the significance of the findings is.

Be specific and precise.

TABLE OF CONTENTS

Organised to help reader find specific information and what topics are

covered.

List of figures.

List of tables.

List of Figures

Figures should be referred to in text such as:

Figure 1, above/below, suggests that….

Each figure should be labeled in bold as to which figure it is. Followed by (not in bold) a short description of what the figure is, and then reference in brackets:

**Figure 1.** Dimensions of the cross-section of the beam (Frei, 2012. Used with permission)

Or:

**Figure 2.** Navigation map of website (Dickinson, 2023)

Use later for own diagrams

List of Tables

Reference same as figures, except use: **Table 1.**

Remember not to use bold in text.

Introduction

Check page numbering, as introduction may still be roman numerals.

To change page numbering, may need to add a section break (under layout tab), and change page numbering in footer section (may need to select first page different or start at page 0).

1. Background - events leading up to existing situation, previous projects, why study is necessary.
2. The purpose - Defines what the study is to achieve, who authorised it and specific terms of reference.
3. The scope - outlines any limitations imposed on project such as cost or time.

* key points
* Usually 10% of body of article

Body

Tends to answer questions - who? why? where? when? what? how?

Literature review (sometimes in introduction)

Methodology

Results

Discussion

All diagrams to be included here - should have long working out in appendix, usually 1 for each diagram to be able to summarise in body.

Conclusion

Brief as possible, presented in descending order of importance and should not suggest action.

Should be free from speculation.

Have no new thoughts or references introduced and contain no further

discussion of points raised.

* Usually 10% of body of article

Recommendations

Should follow naturally from conclusion.

Offered in descending order of importance.

May be in point form.

References

1. In strict **alphabetical order** of all sources related to in report.
2. Numbered
3. Book, single author (also use for diagrams/figures, but reference page number as p.63):

Author’s surname, Initial. (publication year). *Title in italics.*  Publication place: Publisher name.

In-text reference: (Surname, publication year).

1. Book multiple authors in a later edition:

Authors surname, initial., 2nd authors surname, 2nd author initial in order as

per citation publication. (publication year). *Title in italics* (Edition). Place of

publication: Name of publisher.

First in-text reference: (Surnames in order of original, publication year).

Subsequent references: (First surname et al., publication year).

1. Article accessed from a web page:

Organisation (publication year). *Title in italics.* [version in square brackets]

Retrieved date you found article from full URL

In-text reference: (Organisation, publication year).

1. Journal article accessed from a database:

Author’s surname, Initial. (publication year). Article title. *Journal title in italics,*

*volume(issue), pp.page numbers.* Retrieved date retrieved and name of

database.

In-text reference: (Surname(s), publication year).

1. Article from a magazine or newspaper:

Author’s surname, Initial. (year, month and date of publication). Article title.

*Newspaper or magazine title in italics,* p.page number.

In-text reference: (Surname(s), publication year).

1. Essay within an edited book:

Essay author’s surname, Initial. (publication year). Essay title. In Book

editor’s surname, Initial (Ed), *Book title in italics (pp. page numbers of*

*essay).*  place of publication: name of publisher.

In-text reference: (Surname(s), publication year).

Bibliography

A list of all readings referenced or not in strict alphabetical order

Appendix

Page numbering to be appendix section – number, e.g A-1, A-2, B-1, B-2

Section here is manually labelled, so careful it matches section and doesn’t change earlier footers

**Appendix A - Each appendix**

Each appendix to be a letter of the alphabet with a short header

Contains important data, explanatory and illustrative material not included in the text.