BSCCS FINAL-YEAR PROJECT

STUDENT GUIDELINES: PART 3 (FINAL REPORT AND DEMO)
DEPARTMENT OF COMPUTER SCIENCE, CITY UNIVERSITY OF HONG KONG

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1   FINAL REPORT STRUCTURE & CONTENTS

1.1   GENERAL

Ideally a report should be structured so that the reader can easily select the level of detail for reading. For example, a reader does not want to search through pages of detail in order to extract the overall picture of a report. Consequently the Final Report should normally consist of an Extended Abstract, the Main Text, References, and Appendices.

The main text should be concise but complete in itself. The selection of what is included in the main report, what is left out entirely, and what is left for the appendices is **a major indicator of clear thinking**, and therefore of quality. It should never be necessary to refer to the appendices in order to follow the arguments

in the main report. The appendices will therefore supply additional detail which will normally be of interest to only a limited number of people.

The standard of written English is an important factor in the overall assessment of a report.

1.2 REPORT COMPONENTS

Title Page	This is for report identification. A standard document template will be provided by the Department for this purpose.
Declaration	You need to declare that your project does not involve academic dishonesty. A standard declaration statement will be provided by the Department for this purpose.
Extended Abstract	A concise summary of your work, outlining the broad aims and actual achievements of the project. Normally, there will be emphasis on the significant aspects that contribute to the value of the project. This summary must be able to be read in isolation from the rest of the report, and thus should be complete within itself. This will often be written after completing all other parts of the report. The extended abstract should normally be around one to two pages.
Acknowledgments	The organizations and persons who aided the author in a general way during the project should be mentioned appropriately. This section would not normally include people who contributed specific ideas in the form of personal communications, as these contributions are acknowledged by a reference at the relevant point in the text.
Table of Contents	The main headings and subheadings together with the appropriate page numbers. The Appendices should also be listed here.
Introductory Text	This covers the background to the project, including the motivation and objectives, and a comprehensive literature review. This part should have been completed to a great extent when the Interim Report was compiled.
Main Text	Since all projects include the construction of software, an important part of the report is a description of the software engineering aspects of the project. Of particular significance is the ability to demonstrate appropriate evaluation of alternative approaches in the problem solving process. The main text should include the proposed design/solution/system, implementation and methodology details, and testing procedure and results.
Concluding Text	Here is an opportunity for creative writing. Some of the topics that can be considered for this part are:

* Critical review
  (e.g. analyses of why some aspects have proceeded well, while others have not; major problems encountered and how they have been solved, or bypassed; an account of learning experiences; etc.)
* Summary of achievements
* Suggestions for extensions to the project

Because of the great variability in the nature of projects, it would not be appropriate to set a rigid standard for the length of the final report. Nevertheless, **as a general guideline,** the report proper (introductory, main and concluding texts) should normally be within 10,000 words.

Note: A report that is too short might be an indication of insufficient student effort and/or inadequate writing ability. On the other hand, a report that is too long might be the result of a lack of clear thinking and/or tendency towards careless writing.

References	Those references which are cited directly in the report should be included in the list of references. Conversely, all references listed in this section must appear in the main body of text in places where material discussed relates to the contents of the book/journal article quoted. **Any omission of reference at the end or in the main text, when discovered, will be treated as PLAGIARISM**.
Appendices	The Appendices are intended for detailed content such as data flow diagrams, structure charts, program listings, user guides and other detailed supporting material for the main text. Use upper case letters (starting at A) to label the Appendices.

1.3   INDUSTRY-RELATED PROJECTS

In an industry-related project a full set of documentation should normally be produced to the standards laid down by the organisation concerned. In this case they can be included in the Appendices. Take care not to breach any confidential or copyright agreement when producing your Final Report.

1.4   GROUP PROJECTS

Each student must write and submit their own Final Report. The Final Report should mainly focus on the student's own work in the group project. If part of the report contains work performed by other group members, it should be explicitly stated in the text (e.g., in the Section headers). In particular, sections that are **not** the student's work should be highlighted.

2   DOCUMENT PREPARATION CONVENTIONS

2.1   GENERAL

The objective is to produce a professional report, not a fancy one. Sample copies of past reports, that are reasonably well written, have been placed in the Project Area of the Reserve Collection in the Library and on the university e-Portal, for your reference.

- The report should be printed using font size 12, 1.5 spacing, on A4 stationery.
- If possible, double-side printing should be used (to render the report less bulky and to conserve paper).
- Each page should be numbered. Numbers should **either** follow continuously from one chapter to another throughout the whole report **or** should be in the form of a page number within a chapter.
- Each chapter should start on a new page.
- It is recommended that chapters be numbered 1, 2, 3 ...., and sections within a chapter 1.1, 1.2, 1.3 ...., and so on.

2.2   ABBREVIATIONS

Where an abbreviation is used in the main text which may not be known to some readers (if in doubt, assume that it is not known to someone) the full name must be given the first time it appears, followed by the abbreviations in parentheses. e. g. eXtensible Markup Language (XML).

It may be useful to avoid using abbreviations in the Abstract and the Executive Summary, as these are likely to be explored by many more people than is your main text, and hence more of them will not know some of the abbreviations which are common within the topic area.

2.3 TABLES AND DIAGRAMS

Tables and Diagrams included in the Main Text should be on the same page as the text reference to their contents. If this is not practical, then they should be as near as possible to the relevant text, probably on the page immediately before or after the relevant text. They should be labeled as e.g. Table or Figure 2.1 (meaning the first table or diagram in Chapter 2 as appropriate).

It is useful to give each table and figure a descriptive title or caption, in case this is incorporated in a listing of tables and figures which is extracted to the table of contents at the front of the report.

2.4 REFERENCES

References should be set as in the following examples:

EXAMPLE 1

In the Main Text the reference should be indicated by an identifier set in square brackets e.g.

> *.... boolean routines [12] where used to simplify the programming*
> *.... the use of List Processing [13] in .....*

The identifier then ties up with an entry in the References section of the Final Report which follows consistent rules of layout and punctuation, and is set in sequence of the identifiers e.g.

> *[12] Jones, R.W., Marks, F.M., and Athnoy, T. Programming Routines For Boolean Functions. Journal of A.C.M. (May 1960) pages 5-19.*
> *[13] Foster, J. M. List Processing. Macdonald, 1970. Chapter 4.*

The use of numbers for the identifier is easy when created by "end notes" facilities in many wordprocessors, but is not mandated.

An alternative identifier will be the Surname of the first listed author and the year of publication, which may then be extended by a letter when there are more than one paper by the same author in the same year.

> *.... boolean routines (Jones et al, 1960) where used to simplify the programming*
> *a solution based approach to interface design (Cox, 1992a) has not?*

This has the advantage that readers who are already familiar with the subject area will readily recognize widely published authors, and will not need to refer to the references section to confirm the source of your inspiration.

EXAMPLE 2

All material quoted word for word must be included in double quotes " " and the reference must contain a page number as well as the year of publication:

> *"The phrase software design is often used to characterize the discipline that is also called software engineering - the discipline concerned with the construction of software that is efficient, reliable, robust, and easy to maintain." (Winograd, 1996: 17)*

EXAMPLE 3

Any help which you have received from your supervisor or friends, in the form of an unpublished major idea which you have discussed and/or incorporated within your solution, should be referenced in the text as a personal communication e.g.

> *[Paul Smith, pc]*

Where appropriate, the contact mechanism for the person may then be included within the references section. Please consult the person concerned before you include this reference in writing: some people do not wish to be referenced for their good suggestions, or you may have got their suggestions wrong.

3   SUBMISSION PROCEDURE

The deadline for submitting the project report will be announced in due course. Here is a summary

To	Items	Method
Supervisor	• Report softcopy • System softcopy	Via Email or online drive
	• Report softcopy • Demo softcopy	Via the Final Year Project Management System

3.1   REPORT FORMAT

Specific requirements:

- A personalized report cover can be downloaded in submissions page from FYPMS.
- **Do not include** the Interim Report in the appendix.
- **Monthly logs should be included in the appendix**.
- There is no need to provide a listing of source code in the report, **unless required by your supervisor**.

3.2   SOFTCOPIES

All softcopies must be:

- Appropriately labelled with: Student name, Student number, Project code, Project title.
- Virus-free

3.2.1   REPORT SOFTCOPY

This should contain the file(s) from which a complete hardcopy can be generated.

Preferences for document formats:

- **First**: PDF format
- **Second**: Microsoft document formats

Other commonly used document formats are also acceptable. In such cases, detailed information should be provided (typically via a "README.txt" file) on how the hardcopy can be generated from the softcopy.

3.2.2   SYSTEM SOFTCOPY

The system softcopy is due at the same time as the final report. This will include:

- All source code.
- Instructions on installing and running the software.

Note that you should **not** include copies of software tools that are protected by copyright. You can give to your FYP supervisor via DVD/CD, via online drive (Google Drive, Dropbox, GitHub), or via FYPMS.

3.2.3   DEMO VIDEO

The demo video should introduce your project and give a demo of the software. Here are some important guidelines:

1. Your demo video should include:
   a. brief introduction of your project,
   b. software demo.
2. Use speech/music if necessary.
3. You can also edit your demo by adding caption and special editing effects.
4. The demo should last for about 5 to 15 minutes.
5. The resolution of your demo should not be less than 640*480.
6. Demo must be saved in **MP4** video format. The following software can be used to record screencasts: [OBS Studio](#) (can record mp4), [ShareX](#) (you will need to install FFmpeg the first time you start Screen recording). Students may also choose screencasting software from this [Wikipedia page list](#).
7. The language to be used in the demo is English.
8. (Remark: If any technical support, please contact Mr Jim by 3442-9297 or cslmjim@cityu.edu.hk.)

3.2.4   OTHER ITEMS

You will also need to upload the following items to FYPMS:

- Presentation slides.
- Project screenshot – this is a representative image of your project, which will be used to represent your project in the FYP showcase.

Updated on Mar 21, 2020, coordinated by Dr. Antoni Chan.