64-195
RoboCup Project
Guidelines for the written report

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Technical Aspects of Multimodal Systems

Winter 2014/2015

Overview

What is expected from you?

- Submission of a written report (15-20 pages long)
- A group of two → 15 pages, a group of three → 20 pages
- Each group member's contribution should be made clear

- It is strongly suggested to use the Springer LNICST template
- Submission deadline: End of February, 2015
- Please submit the report to: erichter@inf. . .

Springer LNICST template

Get the template from:

tams.informatik.uni-hamburg.de/people/erichter/doc/misc/robocup_lnicst_template.tar.gz

The archive contains an example document to get you started

For further reference please visit:

ftp.springer.de/pub/tex/latex/lnicst/author

Structure of your report

You should structure your report according to the following format

- Title
- Authors
- Abstract
- Introduction / Literature review
- Main text / Methodology
- Results / Discussion
- Summary / Conclusions
- References
- Appendices [optional]

General suggestions

- Do not exceed the page limit
- Choose a representative title (it does not have to be a very short one)
- Be economic and concise with the use of language
- Use visual (figures) and structural (lists, tables) tools to present complex data
- Use cross-references to avoid redundancy

- Beware: Don't use a tool because you can - use it only if it helps you to convey information

Abstract

- Use the abstract section to provide a '*teaser*' for the contents of your report
- Do not attempt to write a review or summary
- Be concise: Your abstract should have 200 words or less (do not use more than 250 words)

Introduction / Literature review

- Outline of underlying concepts
- Brief summary of relevant theoretical background knowledge
- Review of existing (published) work relevant for your topic(s)

- Motivate the reader for the issue(s) you are trying to solve
- Explain why your work (your approach) is necessary

Main text / Methodology

What did you do and how did you do it?

- Methods
- Design
- Implementation

- Do not include every possible detail and avoid redundancy
- Use subsections to emphasize certain aspects/components of your work - but do not overuse them!
- Avoid the passive voice: **Y was done by X**, use the active voice: **X did Y**

Results / Discussion

- Present your results in a logical sequence
- Highlight the importance of your results and explain your analysis methodology

- Discuss the results you infer from your work
- Important: Adopt a critical approach in your discussion
- Do not oversell your results - put the advantages first, but don't forget to mention the shortcomings!

Summary / Conclusions

- Be more informative than your abstract!
- Include a concise version of your discussion
- Highlight what you found out
- Highlight the problems you encountered
- Explain how your results support your conclusions!

- Provide suggestions for future research and briefly outline how suggested research can be attempted
- Important: Make this section readable

References

- Very important section of your report
- **If you used external information/results ⇒ Provide a reference!**
- References will help the reader understand the basis of your work and provide context for comparison
- Use of references might also help you to be more concise

- There are several types of reference
  - Book
  - Journal article
  - Conference publication
  - Web site

- Web sites are usually unchecked sources - be careful!

Appendices

- Appendices are optional - if you can avoid them, don't use them!

- However: Appendices *do* help to minimize reader effort for the main text, providing relevant information if required
- Use appendices for background material and data, source code listings or raw data (e.g. sensor data)

Figures, Graphs and Tables

- Make sure that all figures, graphs etc. are properly labeled and have a caption
- A neat hand drawn figure/diagram is preferable to a poorly made computer diagram, or a low resolution image copied from the web

- Use long descriptive captions
- Very good approach to minimize reader effort