

Change this heading to the title of your final report (only capitalise first word, proper nouns or acronyms)

Author 1

Student number, Email address

Author 2

Student number, Email address

Author 3

Student number, Email address

**Executive Summary**: This guide provides formatting instructions for your Final Report. When you write reports in industry you will most likely have a “house” style that must be followed. This report provides a “house” style that you must follow. An executive summary of no more than 300 words should be provided here in the format given. The words ‘Executive Summary’ should be made bold as shown. Simply replace this italics text with your Executive Summary, which should be formatted as a single (continuous) paragraph, contain no in-text citations or make any reference to figures and tables. As a minimum, authors should use the executive summary to clearly identify the following: (i) the topic of the research presented; (ii) why this topic is of relevance to the wider community; and (iii) the extent to which the report establishes a novel view or presents new data, analyses or findings and/or conveys a useful message not already prevalent in peer-reviewed literature on the topic. Leave one line (space) free between this section and the next.

# Introduction – Final Reports

This template provides general guidance on how to format your final report and some indication of which aspects the assessment process will scrutinise. This document has formats pre-defined and it is suggested they be utilised by replacing the different sections with appropriate blocks of text.

The preferred format for submitting your final report for assessment is as a \*.pdf file. Final Reports are submitted via Canvas in the Assignments section under Final Report.

Do not leave any lines (spaces) free between the last line (paragraph) under a major heading (e.g., the major heading “Introduction – Final Reports”) and any subheadings which follow.

# Report Formatting

## Report length

The main body of the Final Report should be no more than 30 pages in length. This page is the first page of the main body of your report. The References section may begin on page 31, as we do not want to limit your use of references. Appendices and or Supplementary Material are not counted toward the 30 page limit.

We want you to distil your project findings into a well-crafted clear report that includes the key information an independent reader would want to know about your research. Material that is less critical to your overall story, but of interest to some readers may be placed in Appendices or Supplementary Material. The assessment process will focus exclusively on the main body of your report. The main body of your report must be sufficiently self-contained to provide a sound understanding of the work completed.

Final Reports should include page numbers.

Tables and figures must be placed in the body of the report close to where they are being referred to within the body of the text.

Do not change from portrait to landscape orientation

Maintain A4 size (i.e. no MS Word Section-Break “fold outs” to accommodate A3 size) – Appendices can include different page sizes to accommodate, for example, large-format Gantt charts. The details of completed analyses and supporting calculations can be included in an Appendix, referred to, as required, from the main body of the report.

## Report structure

* Executive Summary
* Introduction
  + General overview of the project topic and why it matters to society.
  + Overall aim(s) of the project.
* Literature Review
  + Critically review the existing research on your topic
  + Identify the research gap(s) your project will address
* Methodology/Methods
  + What methodologies were available to answer your research gap(s)?
  + Why have you chosen the methodology you adopted?
  + Detail the method(s) adopted to execute that methodology.
  + Detail your novel contributions.

Results & Analysis

* + Present your results here.
  + Detail your novel contributions.
* Discussion
  + What do your results mean within the context of the existing literature?
  + What limitations are there in your analysis?
* Conclusions and Recommendations
  + Report on your findings relative to the overall project aims
  + Recommendations for future work
* Acknowledgements
* References
* Appendices/Supplementary Material

## Normal style

The standard paragraph format is 11 pt Times New Roman with preceding 6 pt space. (That is, there is automatically a half line space before each paragraph). Please do not press Enter twice at the end of each paragraph!

## Report title (Title Style)

The report title is Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised). Leave zero blank paragraphs after the title.

## Author details

Author details are centred and should include two lines for each author. The first line should have the name of the author in Arial 11 point bold (style: Author). The second line should give the author’s student number and email address also in plain text, Times New Roman 11 point (style: Affiliation). There should be one blank line after each author.

## Executive Summary

The Executive Summary should be no more than 300 words in length, written in Times New Roman, 11 point italics, justified and single spacing (style: Executive Summary). The words ‘Executive Summary’ should be first in bold, followed by a colon and then the text of the abstract. There should be one blank line after the Executive Summary.

## Heading 2

Heading level 2 is Arial 14 point bold. Note that Heading 1 is used only for the title of the report, so Heading 2 is used for all major section headings. Capitalise each word in a major subheading. In this template, the “Introduction – Final Reports” and “Report Formatting” are major subheadings.

### Heading 3

Heading level 3 is Arial 12 point bold. Capitalise only the first word (and nouns) in all types of subheadings.

#### Heading 4

Heading level 4 is Arial 11 point bold.

## Bulleted lists

Bulleted lists should use the List Bullet style (same as Normal style, with no preceding space). Press Shift-Ctrl-L to turn on the List Bullet style.

* Item 1
* Item 2
* Item 3

## Numbered lists

As for bulleted lists, use List number as the style for numbered lists.

1. Item 1
2. Item 2
3. Item 3

## Figures and tables



Figure 1: Captions and titles for figures and tables

Figures and tables should be centred. Use style Caption for captions and titles for figures and tables. Figure captions are usually placed beneath the figure and table captions are normally placed above the table. The word “Table” and “Figure” should have its first letter capitalised when it features in the body of the text or within a caption. Use the full format “Figure 1” rather than an abbreviated format “Fig. 1” when referring to a figure or table within the body of the report. A table or figure should be preceded and followed with one line (space) free to the adjoining paragraphs. It is acceptable for narrow figures (less than half the body width) to be left aligned and have text flow around the figure.

## Equations

Equations and formulae should be typed and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text),

Rt = K EP = 93.02 (±9.62) – 13.45 (1)

They should also be separated from the surrounding text by one space. The font for equations is not specified.

## Page setup

Use A4 paper size settings and use 2.5cm margins all around; that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm. Leave the Gutter at 0cm. These are all predefined in this file.

## Formatting your report with styles

You should use the **styles** in this document. The report will be assessed exactly as you submit it, so carefully follow the guidelines.

## Headers, footers and page numbers

Ensure that your document includes the provided footers and page numbers. Update ‘authors names’ in the footer.

## Footnotes

Do not use footnotes in your report.

## References

References are listed in Times New Roman 10 point, single spacing (style: Reference). Second and subsequent lines within each reference are automatically indented 0.5cm. There is no white space (blank lines or space) between references.

Use American Psychological Association (APA) referencing both in text and for listing references at the end of the report (see <https://apastyle.apa.org/style-grammar-guidelines/references/examples> for examples). References in text should be author and date:

… Bates (2000) contended that …

… Berge, Collins, and Dougherty (2000) found that …

… there is strong evidence of this in the literature (e.g., Reeves and Laffey, 1999).

References should be listed in alphabetical order in the reference list. Examples of referencing different sources are given below:

### Book

Bates, A. W. (2000). *Managing technological change: Strategies for college and university leaders.* San Francisco: Jossey-Bass.

### Chapter in book

Berge, Z. L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based courses. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Hershey, PA: Idea Group Publishing.

### Journal article

Reeves, T. C., & Laffey, J. M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal, 18*(2), 219-232.

### Conference proceedings

Edwards, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

### Online source

Chandler, T. (2001). *Outback and in again: A new graduate's experience of rural and remote nursing*. Sixth National Rural Health Conference. Accessed at <http://www.abc.net.au/health/papers/paper11.htm> on 18 Mar 2005.

### Newspaper articles

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks', *Newspaper name - italicised*, day month, page number(s).

Example:

Tobler, K & Kerin, J.( 2002). ‘Hormone alert for cancer’, *The Australian*, 10 July, p. 1.

Note: if the newspaper article does NOT have an author then provide details in-text citation only, NOT in the Reference List or Bibliography.

For example: The Australian (10 July 2002, p.1) states……

## Acknowledgements

Acknowledgements can be made after the References. Use Level 3 Heading and Body text style. Leave one blank line after the Acknowledgements.

## Appendices

Appendices and or Supplementary Material follow the Acknowledgements and can be as long as you like. However, they need to follow the same style as the rest of the report.