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Glasgow College, UESTC

FINAL YEAR PROJECT REPORT
BACHELOR OF ENGINEERING

Some Thesis Title

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2020–2021

Coursework Declaration and Feedback Form

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Abstract

All reports start with an abstract, which contains a summary of the project: its aim, what was done and, most important, what was achieved. This document describes the requirements for a project report in the School of Engineering and gives advice on how to get better marks. It is structured to match a project report as far as possible so that the document can be used as a template.

Acknowledgements

The acknowledgments and the people to thank go here, don't forget to include your project advisor

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List of Notations

SPI Serial Peripheral Interface

1 Introduction

Whew –I’ ve finished the work, now I only have to write the report. Sound familiar? Many students put off writing until too late and don’ t leave enough time to make a good job of the report. This is a serious mistake because the report typically accounts for a large fraction of the assessment. Start early because most people find report-writing difficult. Think about the report throughout your project, keep track of references and collect material to illustrate the report.

The report contributes a large fraction of the overall assessment for the project. It is depressingly common for students to perform excellent technical work but submit a weak report, which pulls their overall result down. Please apportion your time appropriately.

1.1 What are the important parts of a report?

It’ s worth thinking of the sort of report that you might submit to your managers in your future career. The technical content of the report can be broken into two parts.

- a description of the work that you did and the results that you obtained
- your analysis of the results and what you learned from them –the conclusions.

It is likely that your managers will open the report at the conclusions and perhaps look back at the analysis if they want to see the evidence for a particular point. It is most unlikely that they will read the earlier sections at all. The report that you are writing now is an academic document and we will read it all but the same point applies: the analysis and conclusions are the most important sections. These are where you can show your understanding and insight and they therefore make a major impact on your final grade. Make sure that you spend enough time on them.

1.2 Mechanical aspects

The length of the body of the report is specified in the instructions for the project. Extra material may be provided in appendices but this material is for reference only: you cannot assume that the reader will study it. In other words, do not put vital points in an appendix.

You probably think that the report is too short but this is deliberate. Most reports are submitted to busy managers, who do not have time to read lengthy documents. It is important to learn how to pick out the vital points and write a concise report with maximum impact.

Reports should be word-processed and firmly bound. Use A4 paper and a clear typeface such as 12-point Times¹, number the pages and leave margins of at least 25 mm all round. Follow the layout of this document.

¹Cambria is better if you use a lot of mathematics in Word because it is used automatically for equations.

- The front cover shows the title of the project with your name(s) and matriculation number(s).
- The abstract goes on the next page. It should be about 100–250 words and gives a brief summary of the report including the background and aims of the project, the principal results and conclusions.
- You may wish to include a page with acknowledgements next.
- The following page has the table of contents. There is no need for lists of figures and tables.
- The body of the report should be divided into numbered sections, each starting on a new page. Figures (diagrams, plots or photographs) and tables need captions and should be numbered.
- References follow the body of the report, again starting on a new page.
- Any appendices should again start on new pages. Number them alphabetically (Appendix A and so on).

1.3 What goes into the introduction?

Explain the background to the project and the reasons why your particular piece of work was considered worthwhile. This usually includes a literature review to show how your project builds on established knowledge. A worthwhile review must be critical, meaning that you assess the previous publications to show where more work is needed. A simple summary of previous work is of little value because the reader can get this by scanning the references. Do not quote from advertising material and do not make the literature review too long, definitely less than 25% of the report.

The introduction leads to the aims of the project: what you are trying to achieve. Be specific.

2 Body of the report

This section describes the structure of different types of report and how the text should be written. It includes tips for diagrams and equations, which are required for most engineering reports. Finally, it addresses the vital topic of references and how you should acknowledge the work of others.

2.1 Structure and sections

The structure of the report and the titles of sections depend on the nature of the project. Here are suggestions for two extreme types, which can be adjusted to suit your report.

2.1.1 Research projects

Here you are given a starting point and a general direction: your aim is to discover something new. The report would probably be divided into sections with familiar titles.

- **Theory** – Explain essential background theory that is vital for the reader to understand your report. Select and present the material to show its relevance to the project and demonstrate your understanding. Do not repeat standard material from textbooks, which is a waste of space; give a reference instead. This section should lead into the Objectives of your project: the specific questions that your research will address.
- **Experimental Techniques** – Give an account of your experimental or numerical techniques. Emphasise details that would be necessary to continue the work or to compare your results with those of other experimenters. Include what you would have liked to know at the start of your project but don't copy material from manuals or other references.
- **Results** – Describe these at an appropriate level of detail to support your conclusions. Be selective: you cannot include everything. Lengthy tables should be left to an appendix. Avoid unnecessary detail: describe preliminary experiments briefly if at all, unless they illustrate some important point.

2.1.2 Design, build and test projects

Here the goal is specified, more or less precisely: your job is to work out how to get there. The titles of the sections are less standardised but here is a possible approach.

- **Specification** – Typically you are given only a vague description of the functions required as the aims and must first develop this into a firm specification against which your final product will be judged. This may be a fairly long section because you need to justify your choices. The detailed specification provides the objectives for this type of project.

- **Possible strategies** – Evaluate briefly the possible approaches that you considered and explain why you selected one of these. Avoid excessive detail of discarded possibilities.
- **Implementation** – Describe the final product. Concentrate on key features that required advanced design and skim over well-known aspects. Mention useful points that might help future students, such as tricky sections of data sheets.
- **Testing** – This is equivalent to the ‘Results’ section of a research project.

2.2 Style of writing

One of the most difficult aspects of writing is to judge the level and background of your readers. Typically the report is assessed by your first supervisor, who is an expert on the topic, and your second supervisor, who is not. You should therefore assume that the reader is a *well-educated, graduate engineer* but not an expert on the subject of the project. Assume that he or she is familiar with the general concepts taught in courses up to level 3 but not with the details of specialised courses at higher levels.

It is also difficult to appreciate that most readers are not interested in the nitty-gritty detail. They want to know *what* you did and *why* you did it that way but they don’t want a step-by-step account of *how* you did it. Your watchword should therefore be:

SUMMARISE!

Of course some people need the details – a person continuing work on the project requires precise experimental methods, for instance. Such material is best in an appendix. The same is true for computer programs and schematics of complicated circuits. Design-and-build projects may need a User’s Manual, which should be included as an appendix.

A report is a formal document and should be written in appropriate language. Numerous books offer advice on writing reports and a selection [1, 2, 3, 4] is listed in the references at the end. Here are a few tips.

- Reports should be written in correct English. Break text into paragraphs, keep sentences to a reasonable length and insert appropriate punctuation. Use a spell-checker and a grammar-checker if desired but neither is a substitute for careful reading.
- A report is not a story. Write ‘The voltage was measured’ rather than ‘I measured the voltage’. This document contains instructions and therefore uses a different style.
- Define all abbreviations when they are first used: ‘The accelerometer uses a serial peripheral interface (SPI)’. Provide a list of abbreviations if you use a large number of them.
- Don’t write material that you don’t understand. It will be obvious to the reader.

2.3 Precision

An engineering report must be precise. This applies both to the language and to numerical values. For example, the words precision and accuracy are often used interchangeably in non-technical discussion but the distinction between them is vital in engineering. Vague, waffly text is a major weakness of many students' technical reports (and examination answers).

Quote numerical results to an appropriate number of significant figures. For example, it is pointless to claim that a length was 12.345 mm if it was measured with a pocket ruler. Don't simply write down all the digits displayed on your calculator.

Analyse the uncertainties in your results to increase the impact of your results. Please avoid horrors like this:

The gain was quite accurate.

The sentence is meaningless and the reader will doubt whether you have any idea of the accuracy. Contrast this sentence:

The accuracy of the gain was estimated to be $\pm 2\%$, limited by the tolerance of the resistors. A detailed analysis is given in Appendix C.

This is informative and convinces the reader that you have a full understanding.

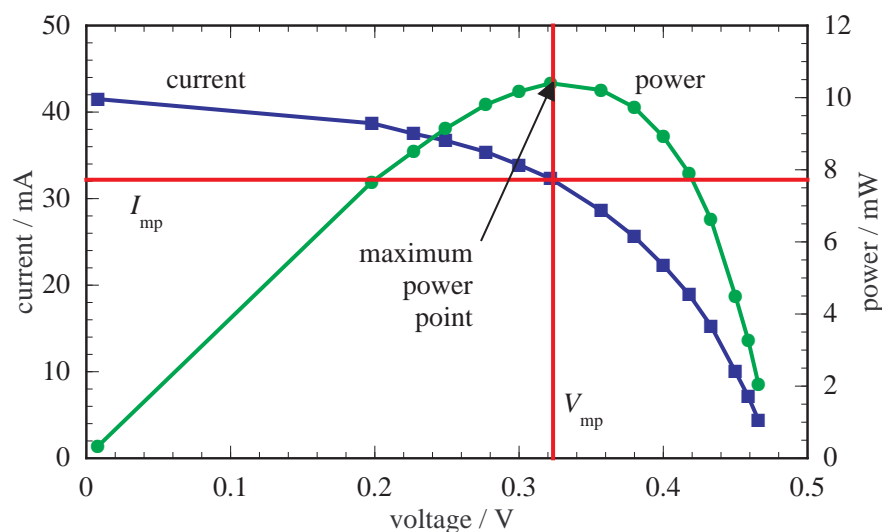


Figure 1: Current and power as a function of voltage delivered by a single photovoltaic cell: under illumination from a 150 W metal halide floodlamp, showing the maximum power point.

2.4 Figures and tables

Figures (diagrams, photographs etc) and tables must have informative captions and be numbered as in Figure 1. Axes of graphs should have scales, titles and units, otherwise the plot is meaningless. Multiple curves must be labelled, either directly as in Figure 1 or with a caption. Use dotted or dashed lines as well as colour for clarity; remember that

the reader might be colour-blind or have only a black-and-white printout. All text must be legible, roughly the same size as the main text. Be warned that plots from Excel or Matlab need extensive editing to bring them up to an acceptable standard. Experimental traces can be captured on most modern test equipment and can make good illustrations.

Never use screenshots or images taken with a camera where a more professional method is available.

Be careful if you paste figures into Microsoft products, which seem to wreck almost any format; png files may be best. Do not distort the image by changing the aspect ratio (width:height).

Tables must have appropriate headings with units. Avoid lengthy tables: consider whether a graph would be clearer or the data would be better in an appendix.

2.5 Equations

Most engineering reports contain equations. Do not type these as though they are ordinary text in Word but use an equation editor. Short equations, such as $ax^2 + bx + c = 0$, can be written inline but longer equations should be displayed like this:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1)$$

Number equations so that you can refer to them. Consider \LaTeX if you have a lot of mathematics.

2.6 Software

It is tricky to describe software well. Often the best approach is to describe the high-level structure in the main text (a UML diagram for example) and pick out any special features of the program that need to be explained in detail. A complete listing should be included as an appendix. Do not describe your complete code line by line; you will send the reader to sleep. Please make sure that the listing is formatted to make it easy to read and understand; screenshots are unacceptable.

You must supply references to make it clear where your computer code includes material from elsewhere, such as published libraries or code examples. This is a perfectly acceptable approach (it is why the material is made available) but you must:

- provide a reference to the source of the material
- use comments in the listings to make it absolutely clear which parts were written by you and which were taken from published material.

If you do not do this, the reader will assume that the code is all your own work and you will be guilty of plagiarism if this is not correct. See the next section.

2.7 References

No project is done in isolation. A research project builds on the results of previous workers; a design-and-build project depends on the properties of the components available. You therefore draw on published documents during your project and must provide references to these sources in your report. References are cited (a) to give due credit to the originator and (b) to guide a reader who wants more detailed information. You should give a reference wherever it is required for either of these purposes. Properly referenced material from many sources is a sign of a good project report.

References must be cited with sequential numbers in square brackets where they are used in the text. Typical usage is ‘Fitzmaurice and Hand (Fitzmaurice et al., 1987) showed that...’ or ‘The median is an appropriate estimator for this signal (Fitzmaurice et al., 1987)’

Avoid direct quotations from references in general; make it absolutely clear that the text is a quotation if this is unavoidable. An illustration, such as a diagram from a data sheet, is another type of quotation and must be referenced, typically in the figure caption. This is perfectly acceptable: do not waste time redrawing diagrams.

2.7.1 Plagiarism

If you copy from another person’s work (project report, book, journal, code, web page or any other document) without acknowledging the source, you are guilty of plagiarism. This is a disciplinary offence and the University has procedures for handling it. The failure to acknowledge a source is considered as plagiarism even if there was no deliberate intention to cheat.

Avoid any risk of plagiarism by providing a reference for all sources that you use. Read the advice offered by the University at www.gla.ac.uk/services/sls/plagiarism and consult your supervisor if you are in any doubt. The University’s [Plagiarism Statement](#) is reproduced in [Appendix B](#).

All project reports are submitted to [Turnitin](#) or another application that checks for originality as part of the university’s policy “to provide a means whereby students may enhance their knowledge and understanding of plagiarism”. The policy also states that “students must always be allowed the opportunity to run a draft of their assignment through the originality check system to gain feedback before being asked to submit a final document”. The checker highlights your text to show material that is similar to other documents in its database. Some phrases are so common that they are always highlighted and this is no cause for concern. However, we will look more closely if whole sentences or larger blocks of text are highlighted.

The overall fraction of highlighted material is shown as a similarity percentage. The most common question from students is “What similarity percentage is acceptable?” A quick answer is 10% but it is meaningless for the following reasons.

- It may be appropriate for you to quote a large block of text in your report. For

example, you might be developing a product to meet an unusual design code and feel that the reader must know the details of this code to understand why you approached your project in a particular way. Turnitin will highlight the design code but this is acceptable provided that you have referenced it correctly, even if it is more than 10% of your report. (Please consider whether this is the best approach, though.)

- If you have copied material into your results, analysis or conclusions, it will almost certainly be treated as serious plagiarism even if it is less than 1% of your report. You may be expelled from the university for such an offence.

An automatic checker is not the only method used to detect plagiarism. Some sources are not included in its database but your supervisor knows the literature well. Images can be plagiarised in the same way as text.

2.7.2 List of references

All reports must have a section entitled References after the main text but before any appendices. This comprises a list of sources, numbered to match the citations in the text. Each reference requires the following information and the cited references provide examples.

- Journal paper — author(s), title of paper, name of journal, volume number, first page, last page and year ([Fitzmaurice et al., 1987](#)). Many journals now use article numbers instead of page numbers.
- Book — author(s), title, edition, publisher and year of publication ([Van Emden et al., 2017](#)). Include the number of the chapter or page(s) if you refer to only a small part of the book.
- Data sheet — company, title, edition, URL and date ([Semiconductor, 2008](#)). Application notes, technical reports and similar documents should be cited in the same way.
- Web page — author(s) or organisation, title, full URL and date of viewing ([Press, 2009](#)). See below.

The reader must be able to find the document without further searching.

2.7.3 References from the Web

The World Wide Web is a wonderful resource because it is so easy to search. It is therefore tempting to use web pages as references. Proceed with caution because the accuracy of many web sites cannot be verified. This is particularly true for anonymous sites such as Wikipedia. Use them only as a starting point: good pages provide references to more authoritative sources.

Reports whose references are all or mainly from the web, especially from anonymous sites, will be penalised.

3 Analysis and Discussion

The discussion is your opportunity to impress an expert with your depth of understanding. Don't worry so much about the non-expert reader –she or he can skip to the Conclusions. All engineering projects are expected to show technical analysis and this section is a good place.

For a research project this section should provide a logical argument leading from the experimental observations to the final conclusions. Evaluate your results thoroughly and gain every possible piece of understanding from them. Compare the results in detail to other work in the field. This should be a critical comparison so don't just say that your results are different from previous work; explain why. Never say 'The results were as expected' unless you have already described exactly what was expected.

The main purpose of the Discussion in a design-and-build project is to assess the performance of your product against the specification, using the insight that you have gained to show the product's strengths and weaknesses.

4 Conclusions and further work

4.1 Conclusions

Every report must have conclusions, built on the discussion. This section includes a summary of the main achievements of the work but is more than that. The noun ‘conclusion’ can be defined as “a judgement or decision reached by reasoning” ([Press, 2009](#)) so you should highlight what has been learnt as a result of your project. What did your project achieve – what is the big picture that the reader should take away?

The Conclusions should include an assessment of the outcome against the original aims of the project. If you were unable to fulfil some aims, explain why. It is also useful to review the project plan (which should be included with the report). Did some tasks prove to be unexpectedly difficult, for instance?

4.2 Suggestions for further work

Almost every project leaves you with ideas for the future. Research typically answers some questions while opening new ones; by the end of a design-and-build project you may have thought of a superior approach. Examiners are impressed by intelligent suggestions for further work because they show that you really understand the project. It is often a sign of strength to identify the weak points and suggest solutions for them.

The *Analysis, Discussion and Conclusions sections are important* –perhaps the most important parts of the report. Many students do not spend enough time on these sections but this is where you can display your understanding of the project, your insight into the technical analysis and your appreciation of the impact of the results.

References

- [FH87] GM Fitzmaurice and DJ Hand. “A comparison of two average conditional error rate estimators”. In: *Pattern recognition letters* 6.4 (1987), pp. 221–224 (cit. on pp. 7, 8).
- [Sem08] Freescale Semiconductor. *Datasheet for MC9S08QG microcontroller*. Version revision 4. 2008 (cit. on p. 8).
- [VB17] Joan Van Emden and Lucinda Becker. *Writing for engineers*. Macmillan International Higher Education, 2017 (cit. on p. 8).
- [Pre] Oxford University Press. *AskOxford*. URL: www.askoxford.com/?view=uk (visited on 05/13/2009) (cit. on pp. 8, 10).

A Appendices

Use appendices for supporting material which is relevant but of a detailed nature. In this way the flow of ideas in the body of the report is not interrupted. Appendices should be lettered rather than numbered to distinguish them. Several uses for appendices have been suggested already. Assessors are not obliged to read appendices so do not put vital points here.

Lengthy appendices should be submitted on a CD or thumb drive with paper copies of the report but must be included as an integral part of the electronic submission.

B University' s Plagiarism Statement

This statement is reviewed annually and the definitive statement is in the [University Calendar](#). The University' s degrees and other academic awards are given in recognition of a student' s personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student' s own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one' s own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Autoplagerism includes using work that has already been submitted for assessment at this University or for any other academic award.

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation
- a close paraphrase
- an unacknowledged summary of a source
- direct copying or transcription

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Departments should provide guidance on other appropriate use of references in examination conditions.

Plagiarism is considered to be an act of fraudulence and an offence against University discipline. Alleged plagiarism, at whatever stage of a student' s studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work.

C C Code Example

```

1  /**
2   * Author: Jason White
3   *
4   * Description:
5   * Reads joystick/gamepad events and displays them.
6   *
7   * Compile:
8   * gcc joystick.c -o joystick
9   *
10  * Run:
11  * ./joystick [/dev/input/jsX]
12  *
13  * See also:
14  * https://www.kernel.org/doc/Documentation/input/joystick-api.txt
15  */
16 #include <fcntl.h>
17 #include <linux/joystick.h>
18 #include <stdio.h>
19 #include <unistd.h>
20
21 /**
22  * Reads a joystick event from the joystick device.
23  *
24  * Returns 0 on success. Otherwise -1 is returned.
25  */
26 int read_event(int fd, struct js_event *event)
27 {
28     ssize_t bytes;
29
30     bytes = read(fd, event, sizeof(*event));
31
32     if (bytes == sizeof(*event))
33         return 0;
34
35     /* Error, could not read full event. */
36     return -1;
37 }
38
39 /**
40  * Returns the number of axes on the controller or 0 if an error occurs.
41  */
42 size_t get_axis_count(int fd)
43 {
44     __u8 axes;
45
46     if (ioctl(fd, JSIOCGAXES, &axes) == -1)
47         return 0;

```

```

48
49     return axes;
50 }
51
52 /**
53  * Returns the number of buttons on the controller or 0 if an error occurs.
54  */
55 size_t get_button_count(int fd)
56 {
57     __u8 buttons;
58     if (ioctl(fd, JSIOCGBUTTONS, &buttons) == -1)
59         return 0;
60
61     return buttons;
62 }
63
64 /**
65  * Current state of an axis.
66  */
67 struct axis_state
68 {
69     short x, y;
70 };
71
72 /**
73  * Keeps track of the current axis state.
74  *
75  * NOTE: This function assumes that axes are numbered starting from 0, and that
76  * the X axis is an even number, and the Y axis is an odd number. However, this
77  * is usually a safe assumption.
78  *
79  * Returns the axis that the event indicated.
80  */
81 size_t get_axis_state(struct js_event *event, struct axis_state axes[3])
82 {
83     size_t axis = event->number / 2;
84
85     if (axis < 3)
86     {
87         if (event->number % 2 == 0)
88             axes[axis].x = event->value;
89         else
90             axes[axis].y = event->value;
91     }
92
93     return axis;
94 }
95
96 int main(int argc, char *argv[])

```

```

97 {
98     const char *device;
99     int js;
100     struct js_event event;
101     struct axis_state axes[3] = {0};
102     size_t axis;
103
104     if (argc > 1)
105         device = argv[1];
106     else
107         device = "/dev/input/js0";
108
109     js = open(device, O_RDONLY);
110
111     if (js == -1)
112         perror("Could not open joystick");
113
114     /* This loop will exit if the controller is unplugged. */
115     while (read_event(js, &event) == 0)
116     {
117         switch (event.type)
118         {
119             case JS_EVENT_BUTTON:
120                 printf("Button %u %s\n", event.number, event.value ? "pressed" :
121                     ↪ "released");
122                 break;
123             case JS_EVENT_AXIS:
124                 axis = get_axis_state(&event, axes);
125                 if (axis < 3)
126                     printf("Axis%zu_at%d,%d\n", axis, axes[axis].x, axes[axis].y);
127                 break;
128             default:
129                 /* Ignore init events. */
130                 break;
131         }
132
133         fflush(stdout);
134     }
135
136     close(js);
137     return 0;
138 }

```

Program code 1: An C code example