# GUIDELINES FOR PREPARING REPORT

**Please adhere to the guidelines given below.**

**1. Language and Units**

The report should be written in English in the third person, and SI units should be used.

# Page Format, Font and Colour

The paper should be A4 size. A margin of 4 cm must be provided on the left hand side, while the other sides should have margins of 3 cm. Times New Roman, 12 points, or similar font and 1.5 line spacing must be used. Font and size of symbols must be the same in equations, text and figures.

# Organization of Report

Your report should consist of the following parts:

1. Include a title of the article at the top in the first page. The author’s name can be included in the 2nd line.
2. An abstract should summarize the report in preferably one paragraph and with less than 100 words.
3. The main text of the report is to be organized in Sections and Sub-sections. Note that all Sections must be appropriately numbered, titled, and should neither be too long nor too short in length.

The first Section should be introductory in nature and should outline the background of the area of the report, the state of the art in industry / technology, other related works and how the report is organized. It should not be more than 1 page in length and wherever appropriate, references should be quoted.

The last Section should be concluding in nature and should summarize the discussions as well as some suggestions if any. The other Sections should form the body of your report and they are for you to share the state of the art in the area, current issues and what way Industry 4.0 can be utilized to address the issues leading to improvements in productivity. Avoid abrupt changes in contents from section to section and maintain a lucid flow throughout the thesis.

1. A list of references can be included toward the end (see examples in Page 2). Note and follow the format used in listing down each reference item. Also, remember that this list should only contain references which have been quoted and that the cited publications must be listed in the same order as they appear in the report. **The figure caption of any copied figure and title of any copied table must cite the reference.**

In-text Citing

It is not necessary to mention an author's name, pages used, or date of publication in the in-text citation. Instead, refer to the source with a number in a square bracket, e.g. [1], that will then correspond to the full citation in your reference list.

1. Place bracketed citations within the line of text, before any punctuation, with a space before the first bracket.
2. Number your sources as you cite them in the report. Once you have referred to a source and given it a number, continue to use that number as you cite that source throughout the paper.
3. When citing multiple sources at once, the preferred method is to list each number separately, in its own brackets, using a comma or dash between numbers, as such: [1], [3], [5] or [1] - [5].

*Examples of citations for different materials:*

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| --- | --- |
| **Material Type** | **Works Cited** |
| **Book in print** | [1] B. Klaus and P. Horn, *Robot Vision*. Cambridge, MA: MIT Press, 1986. |
| **Chapter in book** | [2] L. Stein, “Random patterns,” in *Computers and You*, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70. |
| **eBook** | [3] L. Bass, P. Clements, and R. Kazman, *Software Architecture in Practice*, 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book. |
| **Journal article** | [4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasability," *IEEE Trans. Electron. Devices*, vol. ED-11, pp. 34-39, Jan. 1959. |
| **eJournal (from database)** | [5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, http://find.galegroup.com. [Accessed May 31, 2005]. |
| **eJournal (from internet)** | [6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," *Current Issues in Education*, vol. 6, no. 12, July 2003. [Online]. Available: http://cie.ed.asu.edu/volume6/number12/. [Accessed Dec. 2, 2004]. |
| **Conference paper** | [7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in *Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004*, J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19. |
| **Conference proceedings** | [8] T. J. van Weert and R. K. Munro, Eds., *Informatics and the Digital Society: Social, ethical and cognitive issues*: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany. Boston: Kluwer Academic, 2003. |
| **Newspaper article (from database)** | [9] J. Riley, "Call for new look at skilled migrants," *The Australian*, p. 35, May 31, 2005. [Online]. Available: Factiva, http://global.factiva.com. [Accessed May 31, 2005]. |
| **Technical report** | [10] J. H. Davis and J. R. Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987. |
| **Patent** | [11] J. P. Wilkinson, “Nonlinear resonant circuit devices,” U.S. Patent 3 624 125, July 16, 1990. |
| **Standard** | [12] *IEEE Criteria for Class IE Electric Systems*, IEEE Standard 308, 1969. |
| **Thesis/Dissertation** | [1] J. O. Williams, “Narrow-band analyzer,” Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993. |