**Checklist for report submission**

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| **Action** | **Tick** |
| Spelling and grammar have been checked. |  |
| Title page has been prepared properly. |  |
| Table of content, lists of tables and figures have been updated. |  |
| Abstract is no more than 300 words. |  |
| The nomenclature section (if any) includes definitions of all symbols and abbreviations |  |
| All chapters, sections and subsections are numbered. |  |
| All figures, tables and equations are numbered and are introduced/explained/discussed in the text body. |  |
| Figure captions are at bottom of the figures and table captions are at the top of the tables. |  |
| All cross references match the intended targets or sources. |  |
| The full term is given before the first appearance any abbreviation. |  |
| The definition of any symbol is given at its first appearance in the text. |  |
| Reference style is consistent and conforming to the requirement of the selected style. |  |
| All referenced items are included in the reference list. |  |
| The document has been proof read by yourself or by someone else. |  |
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