**Report Structure**

**Title Page**

The Title Page contains the project title, your name, date of submission, your project supervisors, and the title of the undergraduate programme.

**Abstract**

The abstract, occupying less than half a page, is a short description of the intention of the project.

**Preface**

The preface is about describing the context of the project, and the main idea behind work, without giving details.

**Acknowledgements**

It is customary to acknowledge any substantial help, with either the project work or the report, from people and other informal sources.

**Table of Contents (including appendices)**

The report should be divided into chapters each of which may be divided into sections which may again be divided into subsections and so on.

Each chapter and numbered section should have a title, and the contents page should list the most significant of these.

**List of Tables**

List of tables that have been used in the report

**List of Figures**

List of figures that have been used in the report

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*Main Body of Report*

*In the body of the report, each chapter should start on a new page. Chapter headings should appear more important than section headings. The following usually have one or more chapters devoted to them.*

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## Introduction

## Literature Review

## Main Chapters

Analysis and Requirements Specification

Design

Implementation

Testing and Integration

Product Evaluation

## Closing chapters

The closing chapters commonly include a summary and a conclusion together with any recommendations. In summarising, highlight the important stages and outcomes of the project. The conclusions would normally consider and comment critically upon the results of the project; this includes both the process and the product. This should include a consideration of the extent to which the aims of the project have been achieved. Finally, recommend ways in which the work could be applied or extended.

## List of References

References should be ordered alphabetically by the name of the author (or, if there is more than one, the name of the first author. The Harvard system is used (more information is available on the project website) and each reference should state the author's name and initials, date (in parentheses), title, publisher, and place of issue (if known) e.g.

Seber G.A.F. (2003), Multivariate Observations, John Wiley, New York.

If the reference is to a journal or to a conference proceedings article, then the journal title, volume, number, and page numbers should be added, e.g.

Parnas D.L. et al (2001), Evaluation of Safety Critical Software, CACM, Vol. 33, No.6, pp. 636-651.

Appropriate references should also be included if material has been used from lecture notes that have been written by members of staff, from previous students' project reports, or from laboratory manuals. These should cite the programme and course title together with the date of the course instance and the full name of the lecturer concerned.

References mentioned in the text of the report should be cited by the name of author and the date, inside parentheses, e.g.

"The Jackson technique (Jackson 2000) was employed for systems analysis and design after structured analysis (De Marco 1978) had been examined ….".

If you fail to properly cite sources of information you will lay yourself open to accusations of plagiarism.

**Appendices**

This should include detailed and technical documentation such as table of results, diagrams, program source code, etc, which are essential parts of the project but not directly a part of the main discussion in the report. All contents of appendices should be exclusively, products of the student's own work.

Other materials used during the project work (such as information from user manuals, interview notes, etc), which it is necessary to include, should if possible be summarized to only a few pages before entering into the appendix. Original copies of such material should be kept by the student and may be required to be produced as supporting evidence of their work. Examples of key coding may be provided in an Appendix but generally it should be on the P drive with its associated software.