

**A project report submitted in partial fulfilment for the degree of**

**BSc (Hons) Computing**

**School of Psychology and Computer Science**

**University of Central Lancashire—Cyprus (UCLan Cyprus)**

Project Title

Student Name

**Date**

# Abstract

Remove any text highlighted in yellow before submission.

You are aiming for no more than 50 pages of report content, this count starts at Chapter 1 and does not includes your references or appendices.

The abstract is the summary of the project report within one page (aim for about 500 words). Unnumbered chapter headings, as above, are entered using the ‘Heading (Unnumbered)’ style, which automatically starts a new page.

This template starts the page numbering at the foot of this page. That is, the first page does not have a number.

It is suggested that the abstract be structured as follows:

* Problem: What you tackled, and why this needed a solution
* Objectives: What you set out to achieve, and how this addressed the problem
* Methodology: How you went about solving the problem
* Achievements: What you managed to achieve, and how far it meets your objectives.

IMPORTANT – your abstract is a SUMMARY of the content of this report. It’s like a synopsis of a movie, with spoilers. Write it in the present tense. For example:

This project report discusses the process of implementing xxxxx. This report reviews, amongst other topics the current literature available on the use of xxxxx in xxxxx along with how the project has been planned, designed and developed.

# Attestation

I understand the nature of plagiarism, and I am aware of the University’s policy on this.

I certify that this document reports original work by me during my University project.

Signature:

Date:

# Acknowledgements

Acknowledge anyone who has helped you in your work such as your supervisor, technical support staff, fellow students, or external organisations. Acknowledge the source of any work that is not your own.

# Table of Contents

The table of contents below is automatically generated from the paragraphs of style ‘Heading 1’ to ‘Heading 3’ and ‘Heading (Unnumbered)’. To update this after revisions, right-click in the table and choose ‘Update Field’ for the entire table. It is also possible to left-click the table and press F9 to update the entire table. Delete this paragraph and the one below before submission.

Sometimes Word does not automatically update references to other parts of the document, such as captions, Table of Contents and cross-references. To update everything, select the whole document by pressing Ctrl+A and then either press F9 or right-click anywhere and click on ‘Update Field’. Confirm all prompts by selecting ‘Update entire table’ and clicking OK. **Sometimes the font changes on update so check it is the correct font face before submitting your work**.

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# List of Figures

Similarly, you can automatically generate a list of ‘Figures’. Right-click a figure (e.g. image or diagram) and add a caption labelled ‘Figure’ and ‘below selected item’. To update this after revisions, right-click in this table and choose Update Field (or use F9) and then choose to update the entire table. Delete this paragraph before submission.

[Figure 1 - Highly Technical Diagram 3](#_Toc55206440)

# List of Tables

Similarly, you can automatically generate a list of ‘Tables’. Select a table, right-click it and add a caption labelled ‘Table’ and ‘above selected item’. To update this after revisions, right-click in this table and choose Update Field (or use F9) and then choose to update the entire table. Delete this paragraph before submission.

[Table 1 - Test Results 8](#_Toc55206437)

# List of Listings

This list only applies to you if you use code snippets in your report. If you don’t have any listings, remove this whole section including the heading ‘List of Listings’.

You can automatically generate a list of ‘Listings’. After formatting your Code, move the cursor to the first line below your code block and click ‘References’ -> ‘Insert Caption’ in the ribbon menu. Select the label ‘Listing’ or add a new Label called ‘Listing’ if it does not yet exist. To update this after revisions, right-click the table and choose ‘Update Field’ (or use F9) and then choose to update the entire table. Delete this paragraph before submission.

[Listing 1 - [Program.cs] The main class of the program 6](#_Toc55206433)

# Introduction

For editorial consistency, it is important to use Word styles properly. Word 2003 onwards has so-called ‘quick styles’. If the styles referred to below are not visible on the Home ribbon in the Styles category, choose ‘Apply Styles’ from the down arrow at the bottom right of the Styles category. Styles can then be applied from the drop-down box. To make a style visible as a quick style, choose Apply Styles, then click Styles (the AA icon) or use ‘Alt + Ctrl + Shift + S’, then right-click on the style and then ‘Add to Style Gallery’.

Chapters are entered using the ‘Heading 1’ paragraph style. The Heading 1 style automatically moves to the start of a new page and supplies the next chapter number. Pressing enter on a ‘Heading 1’ heading automatically inserts a ‘Heading 2’ heading underneath.

There should not be any text between a parent heading and its first sub-heading. For example, when you want to write an introductory section for the following sections, give that introductory section an own ‘Introduction’ heading instead of writing it between the heading preceding these sections and the first sub-heading.

As an example: This comment text is incorrectly placed between a ‘Heading 1’ (‘Introduction’) and a ‘Heading 2’ (‘Background and Context’).

Most text uses the ‘Normal Project Body’ paragraph style with 10-point Calibri, 1.5-line spacing, single-sided pages.

In general, use the default spacing that headings and paragraphs give you. Avoid using new-lines or spaces to format text. If you need to use quotes, preferably use single curly quotes ‘…’. If you wish to emphasise something, use the ‘Emphasis’ style. In addition, also a ‘Strong’ style is preconfigured.

Remember to Save frequently while you are working! Check that AutoSaving is enabled under options -> save -> 'Save AutoRecover information every 5 minutes'.

# Background and Related Work

Copy and paste your background and related work submission here. MAKE SURE IT MATCHES THE FORMATTING FOR THIS TEMPLATE. For example, check you are using the correct font face and style, and that the text is fully justified.

You may need to make some minor changes to make it look correct. Do not list your references at the end of this chapter, list them in the REFERENCES section at the end of this report. **You must amalgamate all your references together, listing them in alphabetical order by author surname**.

# Project Planning

## Introduction

Each of your chapters should have an introduction to tell your readers what they will find in the chapter. This should be written in the correct tense (i.e. this happens BEFORE you have embarked on any implementation). For example:

This third chapter considers which methodology the project development will follow and what it is required to do. Furthermore, it presents the tools and techniques which will be used to implement the project alongside an explanation of legal and ethical issues that may occur.

## Methodology

## Requirements

## Potential Solutions

## Tools and Techniques

## Legal, Social, and Ethical Issues

### First Sub Section

If necessary, also use subsections. Subsections are entered using the ‘Heading 3’ paragraph style (all these heading styles are self-numbering). **Do not go lower than Heading 3**. Try to avoid if possible.

### Second Sub Section

## Another Section

As an example of a figure, consider Figure 1.

To place a figure, insert the picture / diagram / etc... where you want it to be, make sure it is selected and then apply the ‘Project Figure Title’ style which centres the figure horizontally.

Captions are entered through the ribbon menu under ‘References’ -> ‘Insert Caption’ or through right-clicking an image and selecting ‘Insert Caption’. Add the caption text in the box, separated with a dash as the example below shows.

Each figure is numbered automatically, and it is possible to make cross-references to figures.

Highly technical diagram



Figure 1 - Highly Technical Diagram

## Summary

Write a short summary at the end of each chapter. Do not use the words ‘In summary’, we know what it is from the title.

# Design

## Introduction

Each of your chapters should have an introduction to tell your readers what they will find in the chapter. Remember to change the sub chapter headings to some that are suitable to your project. Note that all heading are written in Title Case. Look this up if you are unsure what it means.

## System Design

## User Interface Design

## Summary

Write a short summary at the end of each chapter. Do not use the words ‘In summary’, we know what it is from the title.

# Implementation

## Introduction

Each of your chapters should have an introduction to tell your readers what they will find in the chapter. Depending on what type of project you are doing, you may name this chapter ‘Investigation’.

## Section

### Subsection One

Code can be formatted using the ‘Code’ style. An example is shown below. It can be a little bit tricky to keep the formatting when pasting from an IDE but the following works for most IDEs: Copy the text from the IDE, paste it in Word, select the pasted code and change the style to ‘code’. It is worth noting that spell checking is deactivated for the ‘Code’ style.

using System;

namespace HiWorld

{

    internal static class Program

    {

        private static void Main(string[] args)

        {

            Console.WriteLine("Hello World!");

        }

    }

}

Listing 1 - [Program.cs] The main class of the program

Captions are entered through the ribbon menu under ‘References’ -> ‘Insert Caption’. Select ‘Listing’ (or add a new Label called ‘Listing’ if it does not already exist) and add the caption text in the white box, separated with a dash as the example above shows. Think about a naming convention for listings and stick to it throughout the report. For example, as seen above, ‘[ClassName or Filename] Description’.

In case you are mixing multiple programming languages: Consider stating the language name in the caption if it is not obvious from the file name or when there is no file name to refer to. For example, when you use XML and HTML, JavaScript and TypeScript or other languages with similar syntax. A suggestion might be to add the language in parenthesis at the end.

It is also possible to use the ‘code’ style “inline” to highlight commands in normal text by selecting the words to highlight and choosing the ‘code’ style. For example: This example demonstrates the ping 127.0.0.1 command.

Make sure to write the whole text first and select the part you want to highlight afterwards. When there is no selection, Word applies the selected style to the whole paragraph.

### Subsection Two

## Section

## Summary

Write a short summary at the end of each chapter. Do not use the words ‘In summary’, we know what it is from the title.

# Testing

## Introduction

Each of your chapters should have an introduction to tell your readers what they will find in the chapter. In this chapter you should introduce your test strategy – how have you tested your artefact. You should also talk about user testing. How did you test with real people? How did you select them? What did you ask them to do? What ethical considerations did you adhere to? In this chapter you will also discuss how you have carried out an evaluation of your artefact. This is not the same thing as a total project evaluation.

## Functional Testing

To add a caption to a table, either select the whole table (e.g. by clicking on the + symbol in the upper left corner of the table), right-click it and choose ‘Insert Caption’ or click in any table cell and select ‘References’ -> ‘Insert Caption’ from the ribbon menu. Choose ‘Table’ as label and ‘above the item’ as position. Add the caption text in the box, separated with a dash as the example below shows.

Table 1 - Test Results

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Non-Functional Testing

## User Testing

## Evaluation

## Summary

Write a short summary at the end of each chapter. Do not use the words ‘In summary’, we know what it is from the title.

# Evaluation, Conclusions and Future Work

## Project Objectives

Summarise what you have achieved.

## Self-Evaluation

This section is about yourself. Be honest. Look at where you were situated at the beginning of the project and where you are now. What have you learnt on a personal level, what have you found out about yourself? Try to reflect upon individual goals, experiences, and incidents. No one is perfect, and it is very likely that you will recall both good and bad experiences.

The purpose of the evaluation process is to highlight strengths, correct performance weaknesses, and develop unused skills and abilities. To do this, you must be willing to recognise areas that need improvement or development.

## Project Evaluation

Stand back and evaluate what you have achieved and how well you have met the objectives. Evaluate your achievements against your objectives in section 3.2. Demonstrate that you have tackled the project in a professional manner.

(The previous paragraph demonstrates the use of automatic cross-references: The ‘3.2’ is a Cross-reference to the text in a numbered item of the document, it is not literal text but a field. The number that appears here will change automatically if the number on the referred-to section is altered, for example if a chapter or section is added or deleted before it. Cross-references are entered using Word's Insert or References menu. Cross-references are set to update automatically when printed but may not do so on-screen beforehand; you can update a field manually on-screen by right-clicking on it and selecting Update field from the pop-up menu or by selecting the whole document and pressing F9.)

## Applicability of Findings to the Commercial World

Summarise what you have achieved and how it can apply to the commercial world.

## Conclusions

Summarise what you have achieved. Do not use the words ‘In conclusion’ or ‘to conclude’ or any derivative of those. We know this is the conclusions from the title.

## Future Work

Explain any limitations in your results and how things might be improved. Discuss how your work might be developed further. Reflect on your results in isolation and in relation to what others have achieved in the same field. This self-analysis is particularly important. You should give a critical evaluation of what went well, and what might be improved.

# References

Cuevas, R., Cuevas, Á., Cabellos-Aparicio, A., Jakab, L., & Guerrero, C. (2010a). A collaborative P2P scheme for NAT Traversal server discovery based on topological information. *Computer Networks, 54*(12), 120-122.

Cuevas, R., Cuevas, Á., Cabellos-Aparicio, A., Jakab, L., & Guerrero, C. (2010b). Book Section. In J. D. Kramer (Ed.), *This is a another Book released in the same year* (Vol. 54, pp. 150-180). London: PressAwesome.

Greene, D., & Williams, P. C. (1997). *Linear Accelerators for Radiation Therapy* (2nd ed.). Bristol and Philadelphia: IOP Publishing Ltd.

Jacobson, J., & Andersen, O. (1997). Software Controlled Medical Devices. In *SP Report 1997:11.* Sweden: Swedish National Testing and Research Institute.

Ji, H., & Turner, K. J. (1999). Specification and Verification of Synchronous Hardware using LOTOS. In J. Wu, S. T. Chanson, & Q. Gao (Eds.), *Formal Methods for Protocol Engineering and Distributed Systems (FORTE XII/PSTV XIX)* (pp. 295-312). London: Kluwer Academic Publishers.

Turner, K. J., & Jennings, M. A. (2002). The Rules of Sailing Races for Hand-Held Devices. *J. Navigation, 23*(5), 114-240.

University of Stirling. (2002). *Computing Science and Mathematics Research*. Retrieved March 01, 2017, from http://www.cs.stir.ac.uk/research

This report uses the APA notation style: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

It is important that you reference correctly, if you are not sure, ASK! You must be consistent, check your work! All references in this list must be listed alphabetically by author**. If you do not refer to them in the body of your report, then they should not be here**. Remember that you should be using references throughout all your chapters. For example, in your testing chapter you can reference different testing techniques. In your evaluation chapter you can refer to different ways in which evaluations are carried out. There are even sources available on how best to carry out a self-reflection. There is no rule as to how many references you should be including in your report. However, as a baseline, a good aim would be 25-30.

You should use a reference manage to manage your references throughout the whole project, it will also help you insert them into you report.

Please note that this chapter heading is NOT NUMBERED. This is not a mistake.

# Appendix 1 – Project Proposal

Your first appendix should be a copy of your Project Proposal.

You may have one or more appendices containing detail, bulky or reference material that is relevant though supplementary to the main text: perhaps additional specifications, tables or diagrams that would distract the reader if placed in the main part of the dissertation. Make sure that you place appropriate cross-references in the main text to direct the reader to the relevant appendices.

Do not blindly include all your code in the appendix or the body. Only include the parts you refer to in the report. You can put those parts either in the appendix or in the body (e.g. in the “Implementation” part).

Your marker will not look at your appendices unless you refer to them in your report. For example:

All testers unanimously agreed that the usage of xxxxx would help improve lectures and help students understand topics better (see Appendix 3).

# Appendix 2 – Technical Plan

Your second appendix should be a copy of your Technical Plan.

You may have one or more appendices containing detail, bulky or reference material that is relevant though supplementary to the main text: perhaps additional specifications, tables or diagrams that would distract the reader if placed in the main part of the dissertation. Make sure that you place appropriate cross-references in the main text to direct the reader to the relevant appendices.

Do not blindly include all your code in the appendix or the body. Only include the parts you refer to in the report. You can put those parts either in the appendix or in the body (e.g. in the “Implementation” part).

# Appendix 3 – Title of Appendix

You may have one or more appendices containing detail, bulky or reference material that is relevant though supplementary to the main text: perhaps additional specifications, tables or diagrams that would distract the reader if placed in the main part of the report. Make sure that you place appropriate cross-references in the main text to direct the reader to the relevant appendices.

Do not blindly include all your code in the appendix or the body. Only include the parts you refer to in the report. You can put those parts either in the appendix or in the body (e.g. in the “Implementation” part).