1. **Cover page --** The cover page can be downloaded at the end of this section.
2. **Abstract --**This is a brief precis of the report and should contain a brief introduction to the project objectives; a brief description of the main work of the project; and a brief description of the contributions, major findings, results achieved and principal conclusion of the project.
3. **Acknowledgments --** This is a short paragraph to thank those whose have helped you complete your project, such as your supervisor, your domain advisor(s) and your roommate/partner/friends/family/pets... This section will not be marked.
4. **Table of Contents --** This is a list that includes and identifies the main sections, sub-sections and appendices (if any) of the report.  Page numbers must be included. *Latex will generate a Table of Contents for you automatically.*
5. **Nomenclature --**  This is a glossary defining all abbreviations and symbols used in the report. The contents should be listed in alphabetical order. *Latex can generate this for your automatically.*
6. **List of figures and tables --** These are lists of all the figures and tables found in the report.*Latex will generate this for you automatically.*
7. **Introduction --** This section describes the project aims and objectives. Provide basic background information about the work. Clearly state the problems being addressed and your motivation for selecting these problems. An overview of the techniques and approaches chosen to address the problem should be introduced, though these will be discussed in detail later. It is helpful to briefly explain why you chose the techniques that you did; you can go into more detail about your reasons later, in the Approach section. Clearly state the main results you have obtained and the contributions you have made to solving the problem. It is helpful to the reader if you conclude your introduction with a brief description of the remainder of the report.
8. **Background --** This section provides background information required for the reader to understand the context of the project and the related work (next section). This is a good place to include definitions of terms and abbreviations, software libraries and tools, well-known (e.g., textbook) techniques and methodologies.
9. **Related Work --**This section provides a succinct review of the relevant literature. Highlight related work that has examined the same problem domain using different techniques, or work that has used the same techniques applied to different domains. Any technical definitions that are needed to understand your description of the related literature should be explained previously, in the Background section.
10. **Approach --**This section is where you explain what you have done. Reiterate the problem you are trying to solve. Defend your reasons for choosing the techniques that you selected. Discuss the pros and cons of various existing algorithms and approaches, including narrative of things that you tried that did not work (with explanation about why they did not work). Detail the differences between your method and existing approaches in the literature (e.g., techniques you mentioned in the Related Work section). If you perform experiments, then describe the design of those experiments in this section.
11. **Results --** This section presents the results of your investigation. If you have performed experiments and/or analysis, then these should be presented here. Use figures and drawings to explain the significance of your results.
12. **Conclusion --** This section highlights the contributions that you have made with your project. Review the objectives of your project (from the Introduction) and summarise the main results (from the Results section). Include sub-sections on "Lessons Learned", to explain what you learned in the course of undertaking the project, and "Future Work", to list things that you would like to have done but ran out of time.
13. **References --** This is your bibliography. It is a list of source materials that you have mentioned in your report, including articles, books, web sites, software tools and libraries, data sets, videos and other items you have drawn upon to conduct your research. Any material mentioned in the report that is not your own work must be given a reference.  All references must contain the following details: *authors, title of the work, sources* (journal title, conference title, publisher (for books)), *date of publication,*and *page numbers (except for online sources)*. General guidelines for reference formatting can be found in the **Resources** section of this KEATS page.
14. **Appendices --**Supplementary materials may be included, such as additional tables and figures that would detract from the narrative if you included them in the main sections, above. Each appendix must be labeled (for example, Appendix A, Appendix B).  All Appendices must be referred to somewhere in the text.

***Hints for Success:***

* Start by creating an outline of the report, which gives you an overall structure of the report.
* Think of the text of your report as a sandwich: the "bread" is the introduction and the conclusion. Start writing the "meat" first--the inside of your sandwich. Write about your results. Then write about the methodology you used to achieve these results, the software you wrote, the libraries you integrated and the data set(s) that you explored. *Write your introduction and conclusion last!*
* Show understanding of the topic and demonstrate the contribution of the work. At least 70% of the content of the report must be your own contributions and achievements.
* Always use your own words.
* The main report and any appendices must constitute one PDF document.
* Pages must be numbered consecutively.
* Captions must be provided for all figures and tables.
* For graphs, all axes and units must be labeled (in a font large enough to be read--a good guideline is that no label in a figure should be smaller than the font in the body of the report, even when the figure is included in the report; sometimes you have to generate the PDF in order to make sure this is the case).
* Equations (or important equations), figures and tables must be numbered.
* All figures and tables must be referred to in the text.
* Units of all variables must be provided.
* Numerical values (floating-point numbers) should be displayed with appropriate precision (e.g., 2 decimal places for currency, more or less as appropriate).
* Contractions ~~shouldn't~~ should not be used.
* Check punctuation of sentences. In particular, those sentences with equations. For example, if an equation is at the end of a sentence, a full stop should be used. If sentences are comprised of multiple clauses, use commas (,) and semi-colons (;) as appropriate, in order to help the reader understand what you are trying to say.
* All variables must be defined.
* Font face of variables throughout the report (in the text, equation, figures and table) must be consistent.
* Use proper headings for chapters, sections, subsections.
* Chapters, sections, subsections should be numbered, and the same numbering system should be used throughout the report.
* It is suggested that vector and matrix variables should be in **bold** and scalar variables should be in *italics*.
* Terms and abbreviations should be written in *italics* and defined the first time they are used.
* References must be used for text quoted in the report that is not yours, as well as software and other materials (e.g., images) that you did not generate yourself from scratch.
* A standard reference format must be adopted and be consistently applied throughout the report.  General guidelines for reference format can be found here.
* ***Always back up your files!!***