

Data Analytics Capstone Topic

Interim Report

<Name>

Walsh College

QM640 V1: Data Analytics Capstone

<Mentor Name>

Winter 2025 Term

Instructions:

The Interim Report is a standalone document. Though it is subsequent to the Synopsis, there must not be any dependency on the Synopsis. A reader should be able to understand the project status from the Interim Report alone.

The Interim Report must be 12 - 15 pages long with the following specifications:

Font size : 12 points
Line spacing : double spaced
Default font : Times New Roman
File format : **PDF**

Follow the standard formatting requirements :

The pages need to be numbered, barring the title page.
Title page and Appendix (optional) are not included in the page count.
The figures, diagrams, charts, and tables need to be properly labeled and referenced.
If added, the Appendix needs to be referenced in the work.

The Interim Report must follow these requirements:

Grammatical correctness,
No spelling errors,
Logical thoughts,
Unity in thoughts in each paragraph.

Regarding abbreviations, define the full-form first, then create the abbreviation, irrespective of the popularity of the abbreviation.

After the title page, add your GitHub link with the data files and codes.

Format of the Interim report

1. Introduction
2. Scope and objectives
 - a. Clearly write the Research Problems you have identified
3. Literature survey
 - a. Paraphrase the work done and state how each article is pertinent to your research.
Present at least 10 relevant sources.
4. Data Description
 - a. Provide a brief description of the dataset. Cite the source(s). The data must be available for the evaluator to access in the GitHub link provided
5. Analysis
 - a. Data cleaning.
 - b. EDA results.
 - c. More emphasis on the interpretation of graphs, charts, tables, figures etc.
 - d. All tables and diagrams must highlight one or more important insights in the data.
6. Modelling
 - a. Choice of models with justification. Clearly mention which features are included, whether any feature engineering is done and the basis for such a decision.
7. Preliminary results
 - a. Display and analyze the preliminary results.
 - b. Present some evaluation of performance as well.
8. Bibliography
 - a. Use the APA7 style.
9. Appendix (Optional)
 - a. If any code needs to be shared, please add it in the appendix.

Rules to follow:

1. General Requirements

- Every figure, diagram, chart, and table must have a clear, descriptive caption that explains its content without needing to refer back to the main text.
- Ensure that when any visual element is referenced in the text (e.g., “see Figure 3” or “refer to Table 2”), the numbering corresponds accurately.
- Place the labels (Figure, Table, etc.) and their numbers in a consistent location (typically above tables and below figures, or as dictated by your style guide).

2. Figures (including diagrams and charts)

Each figure must be labeled sequentially using the term “Figure” followed by an Arabic numeral (e.g., Figure 1, Figure 2, etc.).

- The label should be accompanied by a concise title or caption that briefly describes the graphic’s content.
- Reference all figures in the text by their label (e.g., “as shown in Figure 1”) so that readers can easily locate the corresponding visuals.
- Maintain consistency in the naming and placement of figures throughout the document.

3. Tables

- Tables must be labeled sequentially using the term “Table” followed by an Arabic numeral (e.g., Table 1, Table 2, etc.).
- Each table should have a clear title that summarizes its content and purpose.
- Reference each table in the text using its corresponding label (e.g., “see Table 1 for details”).
- Ensure that tables are formatted correctly, with consistent layouts, fonts, and spacing as per your style guidelines or journal requirements.

4. Cross-Referencing and Placement

- Verify that every labeled visual element is mentioned in the text at least once.
- Align the numbering with how sections or chapters are organized; if the document is extensive, consider using a numbering system that reflects the section (e.g., Table 2.1 for the first table in Chapter 2).

- Ensure that the order in which figures and tables appear in the document is logical and that references in the text follow the same order.

Additional Considerations

- Double-check that any revisions to your document do not disrupt the sequential numbering; automated numbering tools in word processors can be useful for this purpose.
- If visual elements are added, removed, or rearranged during revisions, update all labels and text references accordingly.
- Adhere to the APA style for referencing.