RaspiGuard OACETT TR Checklist

1 ☒ Has a Proposal for a Technology Report been submitted and accepted and a copy of the approved proposal included in the TR?

2 ☐ Has the TR been submitted within one year since the proposal was approved?

3 ☒ Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)?

4 ☒ Is the TR typed, double-spaced and justified left?

5 ☒ Has a 12 point Arial, Univers, or similar Sans Serif font been used?

6 ☐ Is the body of the report a minimum of 3,000 words?

7 ☒ Are the components in the following order: Title Page; Declaration of Authorship, Executive Summary/ Abstract/ Introduction/ Foreword, Table of Contents, Lists of Illustrations/Diagrams, Body of the TR, Conclusions and Recommendations, Bibliography/Technical References, and Appendices?

8 ☒ Is there a signed Declaration of Sole Authorship? [1]

9 ☒ Is the report dated?

10 ☒ Is the TR current? (The TR should be less than 5 years old.)

11 ☒ Is there a Title Page?

12 ☒ Is there a Table of Contents?

13 ☒ Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices?

14 ☒ Are the pages numbered with appropriate page breaks?

15 ☒ Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable)

16 ☒ Does the body of the report contain Section Headings?

17 ☒ Are Conclusions and/or Recommendations provided?

18 ☒ Is there a Bibliography with Technical References?

Notes

1. Project RaspiGuard has a signed Declaration of <u>Joint</u> Authorship.