

# Interim Report Marking Guide

## Structure and Style

The following points should be considered in assessing the structure and style of the report:

- All chapters/ sections and subsections should be numbered using the decimal system.
- All figures/ tables should be numbered and titled and all should be referred to in the text
- A consistent style should be used for all headings and subheadings
- Body text should be double spaced and either Arial 10 pt or Times New Roman 12 pt
- The text should be formal in style and care should be taken with spelling and grammar
- Possessive pronouns should not be used.
- The report should be a progress report containing the following sections:
- **FrontPage-** In a standard format
- **Summary-** This summarises the whole report. This should be the first section.
- **Table of contents** - Should be included and should be correctly formatted.
- **Introduction-** Chapter is numbered as chapter 1 and should introduce the *subject* of the report and the *structure* of the remainder of the report.
- **Background/ literature review-** A detailed review of the area around the project, to give the reader confidence that the student has a good grasp of the subject area.
- **Development to date-** Details what the student has done in their first term.
- **Analysis of progress-** The student should look at how far they have got, and where they said they would be according to their project plan. Are they ahead of schedule, on target, or behind. If they are behind, they *must* produce a remedial action plan to enable them to get back on target and still bring the project in on time
- **Future work-** Like a progress report, the final chapter should detail future work
- **References-** The report should be fully referenced using either IEEE or Harvard. All references used should be marked in the text and listed here.
- **Bibliography-** Any other sources accessed but not directly referenced in the text should be listed in this section.
- **Appendices as appropriate-** These should be used sparingly but should contain information which the reader cannot be expected to know, but which it is useful to have to hand and would get in the way of the smooth flow of the report is placed in the main text.