# TITLE PAGE

### Summary

This provides a concise overview of the substance of the report to give the reader a clear understanding of your investigation. It states the topic of your investigation and outlines its main stages, and it states the most important findings and outcomes of each stage. It also highlights the major conclusions of your investigation. As some readers read the Summary of your report only, it should be self-contained; it should not refer to figures or references.

### Table of Contents

Discuss the structure of your report with your supervisor.

### Introduction

DO NOT CHANGE FORMATING! You should simply replace the text of this document with your own. Do not change font sizes, paragraph setting etc. Manipulation of the formatting will be detected and marks will be deducted. You may change section headings as you feel appropriate for your project.

For 12cp projects, the length of the Final Report MUST not exceed ~50 A4 pages or about 20,000 words excluding the title page, table of contents and appendices. For 6cp projects, the length of the Final Report MUST not exceed ~25 A4 pages or about 10,000 words excluding the title page, table of contents and appendices. These are the maximum lengths only. If your project can be fully described in fewer words/pages do not “pad” the content: you will loose marks for poor writing.

#### Subheadings (use this format)

##### Sub Sub Headings (Avoid over use of these)

### Middle Sections

Present the details of your project. The way that you divide up these sections and devise headings will depend on the type of investigation that you conducted.



Figure 1 Use the insert captions command to insert labels for your figures and tables. Ensure that your captions describe the figure. An educated reader should be able to gain a basic understanding of the figure by reading the caption and looking at the figure.

Table 1 Description of table contents

|  |  |
| --- | --- |
| **Heading 1** | **Heading 2** |
| Interesting results | Interesting results |

You can use the cross-reference command to reference the figures/tables in the text as a hyperlink e.g. Figure 1. Ensure that all text in the figures is large enough to be read when the document is printed. Ensure that all symbols and lines are clearly differentiable from each other. If required you may use columns to insert figures next to each other.

### Conclusions

This section provides a clear summary of the major findings of your investigation. A possible way of presenting your conclusions is to list them as bulleted or numbered points, where you state the most important or strongest conclusions first and you work down to the least important and more tenuous conclusions. As this section summarizes information included in the report, no new material appears in it.

### Acknowledgements

Acknowledge (briefly) those who contributed to your project.

### References

Put references here - list references alphabetically by first author's surname; do not number references. Cite references by (author, year) in the paper. You may reduce the font size of the references to 10 pt if required.

### Appendices

Provide more detailed information than required in the report such as details of equipment specifications, pilot study data or research design or analytical models to be used.