

# Guidelines on the Final Report

MATH 564/484  
Applied Statistics/Regression

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In your final summary report, we expect clear explanations of models chosen, hypotheses tested, and findings analogous to what you would produce for a consulting project. The most important advice is to follow your common senses to make your final report understandable to an intelligent scientist who might not be familiar with your project.

The main body of your final summary report (e.g., without appendix and figures/tables) is generally 5 ~ 10 pages, and the total length of the final report shall **not be longer than 20 pages**. Only very relevant plots and tables shall be included in the body of the report, and the rest should go to Appendix. When writing up your summary report, it is useful to ask yourself the following questions: What is the work? Why is it important? What background is needed? How will the work be presented?

Here is a suggested format for your summary report:

1. **Title Page:** Project Title, author(s) (names, and email addresses), the submission date, course name/number. **You must add percentage of contribution for each author to the project.** The percentage numbers must be agreed upon by all group members.
2. **Abstract:** informative summary of the whole report (100-500 words).
3. **Introduction** includes problem description, motivation and challenge(s), problem solving strategies, accomplished learning from the applications and outline of the report.
4. **Problem Statement or Data Sources:** cite the data sources, and provide a simple presentation of data to help readers understand the problem or challenge(s).
5. **Proposed Methodology:** explain (and justify) your proposed methods or models.
6. **Analysis and Results:** present key findings when executing the proposed methods or models. For the benefit of readability, detailed results should be placed in the Appendix. Reference of computer softwares to implement your proposed methods or models (even it is a web page) should be given.
7. **Conclusions:** Draw conclusions from your data analysis practice. Unfinished or possible future work could be included (with proper explanation or justification).
8. **Appendix:** This section only includes needed documents to support the presentation in the report. Feel free to divide it into several subsections if necessary. Do NOT dump all computer outputs unorganized here.
9. Bibliography and Credits.

Please make your writing clear. The technical presentation must be organized. No codes should be included in any parts of the report. Codes should be submitted as separate files from the report.