

IFT6759 Guidelines

Project Report

This document describes good practices and general guidelines on how to write a technical report.

General info:

- The page limit for the project reports is not a hard limit. You can go over the page limit as long as you stay concise, clear and to the point.
- In the context of this report, the abstract and the intro is one and the same. No need to have both.
- When you make a claim of any kind, support it with a citation or results supporting it clearly.
- Don't hesitate to write one or two sentences for each section to present its organization (i.e., what is in each subpart, and how the parts relate to one another).
- Use figures to illustrate your points. You should refer to the figures in the text and help the reader to understand them and what are the important parts. You should have 1 or 2 sentences in the caption to explain the figure and its findings.
- Keep the same wording when you refer to something. Use descriptive names. For figures and tables, number them sequentially.
- For numbers and measurements, don't report more digits of precision than needed to convey your message and always have clear units.

How to start working on the report:

- Brainstorming. Start by talking with your colleagues about what needs to be in the report. When the conversation is over, write down an outline of your ideas.
- Outline. Decide on the titles of your sections and subsections. Provide a brief description of the content.
- Add more content. Write down everything that you know without trying to have a good style.
- Refine your wording. Work by part. As you already have all the ideas you can now rewrite each section/subsection with the proper wording.

Feedback:

- Finish your report in advance so you can ask questions to the TAs and teammates.