

IFT6759 Guidelines

Block Reports

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

General info:

- The 5-7 pages limit for the block reports is not a hard limit. You can go over the 7 pages 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 a or two sentence 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 finding.
- Keep the same wording when you refer to something. Use descriptive names. For figure 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's needs to be in the report. When the conversation is over, write down an outline of your ideas.
- Outline. Decide on sections and subsections title. 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.
- Re-use. Don't hesitate to reuse some part of the block 1 & 2 reports and refine it.

Feedback:

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

Introduction (~0.5 page)

- Communicate the main ideas discussed in the report
- Frame the problem, provide motivation and background
- Summarize your contributions including the more important results
- Outline the different sections of the report

Methods (~3+ pages)

Data

- Describe the dataset and its particularities
- Pre-processing used
- Data augmentation methods if appropriate
- Talk briefly about its difficulties/limitations

Models & Experimental setting

- You should explain how your model works and how you use/train/evaluate it
 - If it's a known architecture, give a very high-level description and cite a source describing it in depth
 - If there is too much information that breaks the flow of the story, don't be afraid to use appendices to ensure your work is reproducible.
- Why did you choose this model

Results & Discussion (~ 3 pages)

- Present results in a table and compare them to all baselines and between them, if multiple models were tested
- Discuss the results with respect to the original problem
 - Do the results improve on the baselines and why? Make sure your statements are supported by your experiments and/or citations.
 - The discussion is very important to show that you understand the impact of the results

Conclusion (~0.5 page)

- Present the main findings of your work and their limitations
- Present the next steps to explore to improve on your approaches