**Reading Report Template** prepared by Shing-Chi Cheung, HKUST

Please follow this template to put down your reading report as a MS Word document.

You need to develop a habit to file reading reports.

1. **Citation** (Put down the citation of the paper in IEEE format so that you may later copy and paste it in your paper)

2. **Abstract** (may copy and paste the paper abstract for future easy reference)

3. The **key problem** targeted by the approach (a few sentences)

4. **Inputs** of the approach (One sentence)

5. **Outputs** of the approach (One sentence)

6. **Why the paper is accepted?** (in not more than 50 words summarize the key contributions) [Note that you should not just rewrite the contribution statements in the paper. Instead, you should put down in your own words the 'killer' contribution(s) that make this paper accepted against the three acceptance criteria: usefulness (to current practices), novelty/impact, and elegance.]

7. **Summary** (summarize the key ideas using your own words as if you are putting it in the related work)

8. **Research pattern** (put down the paper’s organization in terms of “problem definition”, “problem motivation”, “observations”, “research challenges”, “insights distilled from observations”, “inadequacy of existing work”, “identification of a new problem”, “research challenges”, “motivating example”, “types of methodologies (algorithmic, empirical, analytical, …), “evaluation approaches (benchmarking, control experiments, survey, user feedback, …), “discussion”, and “threat to validity”.) [Put the parts that you think are strong in **bold**. If possible, please include citations of recent papers following a similar research pattern.]

9. **Evaluation** (put down the subjects, the tools used, and the key results achieved, e.g., 50% improvement over ...). Putting down key results is useful so that you will have a feeling what level of results is considered good and publishable in different types of work.

10. **Reflection** (including contrast with latest works)