

## REPORT FORMAT

### A. Technical Specifications

#### A1 Length of Report

As a general guideline, the length of a report should not exceed 20,000 words (excluding appendices).

#### A2 Typing and Printing

Microsoft Word should be used for typing. All final copies of the report should be printed on a laser printer for quality printing.

#### A3 Typeface, Typing Quality and Font Size

The entire text of the report, including headings and page numbers, should be of the same font or typeface. "Times New Roman" should consistently be used throughout the report. Computer printouts should be clear and of high quality.

##### A.3.1 Font Size

The body text size is 12 points. Text should not be scripted or italicized except for:

- scientific names,
- terms in a different language, and quotations

Footnotes and text tables should not be less than 8 points.

##### A.3.2 Headings and Subheadings

These should be in bold print in font size 14 point.

##### A.3.3 Symbols or Special Characters/Notations not found on the Computer Keyboard

These should be drawn in black ink with a mechanical guide.

#### A4 Margins

Margin specifications are meant to facilitate binding and trimming. The stipulated margins for the general text are as follows:

- Top edge: 3.0 cm
- Right side: 2.5 cm
- Left side: 4.0 cm
- Bottom edge: 3.0 cm

All information including text headings, footnotes and illustrations should be within these margins.

## **A5 Paragraphs**

A new paragraph at the bottom of a page must have at least two full lines of text: if not, it should begin on the next page.

## **A6 Spacing**

Use 1.5 spaces between lines and 2 spaces between paragraphs. The following, however, should be single-spaced:

- explanatory footnotes
- quotations longer than three lines in a block
- reference or bibliography (except between entries)
- multi-line captions (tables, figures, plates)
- appendices, such as questionnaires, letters

## **A7 Pagination**

All pages including the references, bibliography, appendices, tables and figures should be numbered consecutively in Arabic numerals (1, 2, 3).

Page numbers must not be punctuated, bracketed, hyphenated nor accompanied by any decorative devices and should be centered; about 2.0 cm from the bottom edge of the text. The position of the page number must be consistent throughout the report.

The preliminaries such as the Acknowledgement are numbered in consecutive lower case Roman Numerals (i, ii, iii, iv, etc.)

Each appendix should be identified separately using a capital letter (Appendix A, Appendix B, etc.) on the top right-hand margin of the text. The pages of the appendices should also be numbered consecutively.

No page numbers are required for the following:

- title page
- separator sheets (e.g. separator preceding each Appendix)

## **A8 Subdivisions**

There is no specific UiTM requirement as far as the internal organization of the text is concerned, except that a systematic scheme of arrangement must be used consistently throughout the report. [Subdivisions should be consistent throughout the report].

## **A9 Notes and Footnotes**

Footnotes, if at all necessary, should be kept to a minimum. The font size used for notes and footnotes should not be less than 8 points.

## **A10 Tables**

Tables must be properly centered on the page within the prescribed margins. Each table must have a reference number (in Arabic numeral) and a caption. It may be useful to group tables in each chapter together and to number them in sequence.

*For example, tables found in Chapter 4 should be numbered Table 4.1, Table 4.2, Table 4.3, and so on.*

The word Table, its number and its caption appear above the table. If any table continues to the following or subsequent pages, the top line of the page reads (for example): *Table 16 continued*. The caption is not repeated. If a table is taken from another source, the reference must be cited properly at the bottom of the table.

## **A11 Figures**

Figures may be illustrations, graphs, maps, charts and diagrams - in fact, anything that is neither script nor table. The word Figure, its number (in Arabic numeral), and its caption are placed below the figure. A figure should not normally extend beyond one page. However, if it does, the same guidelines for tables should be followed. Figures should be grouped and numbered in sequence. *For example, Figure 3.1 should be located in Chapter 3.*

Line diagrams should be drawn with the aid of a computer or with mechanical aids using black ink on white paper. Photographs are listed as PLATES.

## **A12 Equations and Formulas**

Every equation should be numbered according to the chapter where it appears. Use Microsoft Equation Editor.

*For example:*

$$F = ma \dots (2.1)$$

*It is the first equation in Chapter 2.*

## **B. Layouts and Arrangement of Contents**

Every report is composed of three parts:

- The preliminary section
- The text or main body, usually divided into chapters and sections
- The reference materials, usually consisting of references and/or bibliography and appendices

The contents of each part should be arranged in a logical order using sections and sub-sections, all correctly numbered.

The following is an example of how various sections in a report are arranged. It is recommended that this sequencing be used as a guide; not every report includes all the items listed below.

No.	Item	Remarks
1.	<b>Blank leaf</b>	
2.	<b>Title page</b>	Not paginated but counted as 'i'
3.	<b>Dedication (optional)</b>	Not paginated; not listed in Table of Contents but counted as 'ii'
4.	<b>Acknowledgements</b>	Paginated as 'ii' or 'iii' if there is a dedication; listed in Table of Contents
5.	<b>Table of Contents</b>	Paginated (continuing lower case Roman numeral on preceding page pagination), but not listed in Table of Contents
6.	<b>List of Tables</b>	Paginated (continuing lower case Roman numeral on preceding page pagination) listed in Table of Contents
7.	<b>List of Figures</b>	Paginated (continuing lower case Roman numeral on preceding page pagination): listed in Table of Contents
8.	<b>List of Plates</b>	Paginated (continuing lower case Roman numeral on preceding page); listed in Table of Contents
9.	<b>List of Abbreviations or Glossary</b>	Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents
10.	<b>Abstract</b>	Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents
11.	<b>Main body (Content)</b>	Paginated beginning with page 1 (Arabic numerals)
12.	<b>References and/or Bibliography</b>	Paginated with the running number continuing from the last page of the text
13.	<b>Appendices</b>	Insert a leaf with only the word 'APPENDICES' in the center of the page; this separator sheet is counted but not paginated. The actual appendices are paginated using subsequent numbers of References.
14.	<b>Approval sheet</b>	Not paginated nor listed in Table of Contents

15.	<b>Blank Leaf</b>	
-----	-------------------	--

## **B1. Preliminary Section**

The Preliminaries are made up of a few sections. The heading of every section must be in capital letters (except the title page) and is centered without punctuation about 3 cm from the top of the page; the text or listing begins four spaces below. All pages in the 'Preliminaries' are numbered in lower case Roman numerals.

All pages in the 'Preliminaries' are numbered in lower case Roman numerals.

### **B1.1 Title Page / Cover Page**

This page must contain the following information:

- University name
- Title of the report
- The company's name

Format:  
Alignment: Center  
Case: Capitalize  
Font type: Times New Roman  
Font Size: 18 points, Bold  
Spacing: Single space

- The company's name and address
- Full name of author and ID
- The degree for which the report is submitted (e.g. Bachelor of Science)  
Name of Program.
- The Faculty name
- The month and year in which the report is submitted.

Format:  
Alignment: Center  
Case: Capitalize  
Font type: Times New Roman  
Font Size: 14 points, Bold  
Spacing: Single space

### **B1.2 Preface**

This page is optional. If included, it should contain a concise description of the report - something that is not mentioned in other parts of the report.

### **B1.3 Approval Page**

This page must contain the following information:

- Approved by:
- Supervisor's Name
- Department
- Signature
- Date

Format:  
Alignment: Center  
Case: Capitalize  
Font type: Times New Roman  
Font Size: 14 and 12 points, Bold  
Spacing: Double space

#### **B1.4 Acknowledgements**

Include a brief statement of appreciation in recognition of any special assistance rendered to the candidate during the period of research.

#### **B1.5 Table of Contents**

The titles of parts, sections or chapters and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report. It is advisable to use numbers for heading (e.g. 5), sub-headings (e.g. 5.1), and subheadings (e.g. 5.1.8). For further divisions of headings, small letters within parent report (e.g. 5.1.8 [e]) may be used.

Such a numbering system, combined with careful indentation and a judicious use of the upper and lower case and italics, could give at a glance the main and subordinate headings and their relationship with one another. There should not be more than three (3) digits in the numbering system. Major headings within chapters are centered. Sub-headings appear at the left margin.

If a report comprises more than one volume, the content of the whole report is shown in the first volume and the content of the subsequent volume(s) in the respective volume(s).

The words VOLUME ONE (1 or I), VOLUME TWO... and so on must be printed (centered) beneath the respective TABLE OF CONTENTS of each volume.

#### **B1.7 List of Tables and Figures**

These lists must use exactly the same numbers and captions that appear above the tables or below the figures in the text or in the appendices.

#### **B1.8 List of Symbols, Abbreviations or Nomenclature**

If necessary, these lists appear after the lists of tables and figures.

#### **B1.9 Abstract (If applicable)**

An abstract must give a brief statement of the research problems, aims of the research, methodologies used, and a summary of the finding in the context of the whole study. This section should not exceed 300 words. The abstract should be placed immediately before the first chapter of the report.

### **C. The Text**

The text is made up of a number of sections. The major sections of the report normally include, among other things, the following:

## **C1 Introduction**

This section sets forth the rationale, significance and objectives of the study and industrial training. It includes details of the industrial training background, company background, organization chart, the benefits of development organization, student & institution.

## **C2 Theoretical Considerations**

This section discusses the theoretical underpinnings of the study and their relationship with the conceptual framework (where appropriate) or research design of the study.

## **C3 Literature Review or Company background & Applications or System background**

This section includes a fully-referenced review and discussion of previous studies which are relevant to the research.

## **C4 Research Methods**

This section gives a detailed description of the research methods and instruments materials used. Experimental methods should be described so that subsequent researchers will have no difficulty in replicating them.

## **C5 Results and Analysis of Data**

This section provides the results and analysis of data. The results obtained can be presented as a series of figures, tables, etc., with descriptive texts and discussions.

## **C6 Discussion of Findings**

This section discusses the results of the study in relation to the hypotheses or the research questions. It highlights the main findings, their significance and implications.

## **C7 Conclusion and Recommendations**

This section highlights the contribution of the findings to new knowledge/applications. It should also discuss the scope for further research based on the results and findings, and the limitations faced in carrying out the research. Candidates may make change to the above structure of the report based on the nature of the research.

## **D. Reference Materials**

### **D1 References and Bibliography**

Any report which makes use of other researchers' work, either in direct quotation or by reference, must contain a 'References' section listing these sources, If pertinent works have been consulted but are not specifically cited in the text, they should be separately listed as "Bibliography."

This section begins on a fresh page bearing the heading REFERENCES in capital letters, centered without punctuation, about 3.5 cm from the top. The list of references begins four spaces below the heading and is double-spaced between entries but single-spaced within each entry. A three-space indentation should be used for entries exceeding a single line.

It is recommended that theses in the humanities and social sciences use the MLA or APA citation styles, while those in science and technology use the ISO or APA styles. Candidates are advised to look up the latest conventions of referencing from their websites. Samples of the APA style are given in the appendix section of this handbook. (Appendix E)

A report should use only one citation style that suits its norm of academic writing and be consistent in its usage.

## **D2 Appendices**

This section may contain supplementary illustrative materials such as original data, questionnaires, formulas and quotations too long for inclusion in the text or not immediately essential to the understanding of the subject. A description of lengthy experimental methods or the list of names of participants may be included.

This section is separated from the preceding material by a separator sheet bearing the heading APPENDICES in capital letters (or, if there is only one, APPENDIX), centered without punctuation. This sheet is numbered but not paginated.

This section may be divided into Appendix A, Appendix B, etc. Each appendix with its title (if it has one) should be listed separately in the Table of Contents as a first order subdivision under the heading APPENDICES.

Tables and figures in the Appendices must be numbered and captioned and also listed in the List of Tables and List of Figures (if these are used) in the Preliminaries.

## **E Writing Conventions**

### **E1 Units of Measure**

Use internationally recognized abbreviations for units of measure such as:

- 4.6 metric tonnes/hectares (4.6 mt/ha)
- 500 parts per million (500 ppm)
- 25 millilitres (25 ml)



- 31.6 metric tonnes (31.6 mt)
- 15 kilograms (15 kg)
- 2 kilometers (2 km)
- 15 grams (15 gm)
- 2.5 hectares (2.5 ha)
- 450 U.S. Dollars (USD450)

The numbers before the units measured should not be spelt out, unless they appear at the beginning of a sentence.

## **E2 Numbers**

Spell out all numbers less than 10 unless

- The numbers are part of a series of numbers (*e.g. the children were aged 2, 6, 7, 12 and 13. e.g. The standard deviation for each group were 3, 4, and 15 respectively.*)
- The numbers are attached to units measured (*e.g. 8 cm, 25 liters, 27 hectares*)

Use figures for double (or more) digit numbers.

If a sentence begins with a number, write the number in words. (*E.g. Fifty one people survived the calamity.*)

## **E3 Elliptical Mark**

Authors use ellipses to show an omission from quoted material. An ellipsis between a sentence consists of three spaced full stops ( ... ). When an ellipsis follows a sentence, it appears as four full stops ( .... ), where the three full stops signify the omission and the fourth full stop marks the end of the sentence. *E.g. Williams (1996) wrote about the new swing of chromosome:*

*The new chromosomal composition . . . has never been mapped before...*

## **E4 Use of Brackets**

Within direct quotations, brackets are used to enclose any explanatory note inserted by the researcher. *E.g. This year (1996) alone, 2500 new cases of drug addiction were reported (Aminuddin, 1998).*

The candidate should use “sic,, within brackets (sic) to indicate factual errors/language errors or any doubts about meaning that may appear. It is used in quotations to show that the original is being faithfully reproduced even though it is incorrect or seems to be so.

**E5 Use of Symbols for Percentage**

The symbol % may be used in place of percent, e.g. 25.5% and typed without a space. If the student prefers to spell out the word (25.5 per cent) in full, then consistency should be maintained throughout the report.

**E6 Direct Quotations (If applicable)**

Direct quotations must be minimized at all times, except in some fields such as literature (e.g. quotations from Shakespeare). Should a report written in English quote materials directly in another language (e.g. Bahasa Malaysia or Spanish), the candidate is expected to provide a direct translation, and wherever possible, must synthesize materials in other languages and paraphrase them in his/her own words. Quotations should be italicized and positioned within quotation marks '...'.

If the quotation is more than two lines, it should be indented and separated from the main text.