

General Format Information

- The main text of the report should normally be 12-18,000 words in length (exclusive of appendices).
- The report must be on A4 size paper, and must be word processed (most common choices are Word or LaTeX).
- Lines should be at least 1.5 spaced to make it easier for the markers to read..
- The principal font used should be 12pt, either Times-Roman (serif) or Helvetica (sans-serif), or a font which looks very similar to either of these.

Required Components of the Report

Each final report *must* contain the following components.

- The **title page** of the report must have a title, author, supervisor, and year of study.
- The report must have an **abstract** of not more than 200 words.
- The report must have a **keyword list** of about 6 to 8 words. This is to help us with filing reports in the project library.
- There must be a **contents page** listing by chapter and section the logical structure of the report.
- There should be adequate **introductory, background, and motivational material** early on.
- The **main body** of the report will vary according to the nature of your project. This is where you present what you did and how you did it. It may include methodology, design/development, results, testing, evaluation and so on as appropriate.
- The report must have a section towards the end containing **conclusions and future work**. This may include the following as appropriate: a brief summary of the main results/achievements (but you should not repeat at length findings already reported); a discussion/critique of achievements referring back to the project's goals; a consideration of difficulties, limitations and lessons learnt. There should be a section on further work indicating the next steps that would provide a useful extension to your work or further questions to answer which have been revealed by your project.
- You must have a section regarding **project management**.
- Where applicable, the report must contain a discussion of any **legal, social, ethical and professional issues** relating to the work undertaken. For example, if your project required ethical consent, then you must show that you have followed the correct procedures to obtain it. More information on ethical consent can be found [here](#).
- **Citations** to relevant related work should be made where appropriate in the body of the text, and a **reference section** should give full references in a consistent style for all works cited. You may also wish to include background texts which you have not specifically cited either within the reference section or in a separate bibliography.
- Where appropriate, the report should contain an **acknowledgements** section. *Here you must make a full declaration of all contributions made by others to the project as, unless otherwise stated, the project is assumed to be entirely your own work. Failure to acknowledge the work of others could easily result in university disciplinary procedures being used against you.* Also, this section can be used by you to acknowledge any moral or other support which they wish to be formally recognised.
 - Technical Content:
 - Use of reference and other information sources.
 - Problem solving methodologies and tools.
 - Effective problem analysis.
 - Innovative design.
 - Technical achievement.
 - Critical and fair discussion of the subject matter.
 - Project Management:
 - Well conceived and specified project.
 - Effort and motivation.
 - Organisation and professionalism.
 - Communication Skills:
 - All components present.
 - Chapters well designed.
 - Language and technical writing skills.
 - Composition.
 - Software and hardware documentation.
 - Readability.
 - Appropriate length.