## Support Report Formatting Guidelines

The supporting report should be printed on plain white paper.

Left margin 30mm.

Right margin 20mm.

Top margin 25mm.

Bottom margin 30mm.

One and a half times spacing using 12pt Times New Roman or Palatino.

The supporting report should be 5,000 words in length plus References, Bibliography and Appendices.

Page numbering should start with Chapter 1. Title page, acknowledgements and contents pages should not be numbered. Pages should be numbered consecutively through the main text including diagrams, etc. Page numbers should be shown centrally at the bottom of the page in the bottom margin. Pagination of appendices should be continuous but distinct from the main text, e.g. A1, A2, A3,..., B1, B2, B3,.... There should be no chapter or dissertation headings at the top of each page. New chapters should start on a new page.

Abbreviations must be used with restraint, and explained where necessary the first time they occur in a document. Thereafter, the abbreviated name may be used as shown below, e.g..

"The body representing the profession is the British Computer Society (BCS). One of the aims of the BCS is the ........."

The text should be organised as a sequence of numbered chapters. Within each chapter the material should be broken down into sub-sections with their own sub-heading.

Try to avoid having a sub-heading near the bottom of a page.

A hierarchical system of numbering of chapters, sub-sections and paragraphs should be used. It is not advisable to extend past three levels of hierarchy e.g.

1.

1.4

1.4.2

Headings and titles should be printed in bold characters. Underlining/underscoring should not be used for headings and should be used in the rest of the body of the text with considerable restraint. The start of paragraphs should not be indented differently from the remainder of the paragraph.

Direct quotations from external sources should be indented inside both left and right margins. Quotation marks (") should be placed around them and the reference to the quotation given. Shorter quotations, say less than three lines, can be embedded in the text.

The Harvard system of referencing should be used. This gives the author and year of publication in the main body of the supporting report, for example, (Martin, 1969). If more than one publication is referred to in the same year by the same author then (Martin, 1969a) and (Martin, 1969b) etc. would be used. If there is more than one author then (Martin et al., 1969). The reference list at the end of your report should contain full details of the source of the work in alphabetic order by author. The accepted way of setting out the reference for book, article in a journal, and article in a book is:

i) For a book

Martin, J. (1969) *Design of real time computer systems,* New York: Prentice-Hall.

ii) For an article in a journal.

Hoare, C.A.R. (1969) An axiomatic basis for computer programming, *Communications of the ACM*, **12**(10), pp.576-583.

iii) For an article in a book.

Jelinski, Z. and Moranda, P.B. (1972) Software reliability research, *in* Frieberger, W. (ed.), *Statistical computer performance evaluation*, New York: Academic Press, pp.213-249.

The Learning Centre can give guidance on referencing, including that for electronic sources such as the Web. A guide can be found at:

<http://www.wlv.ac.uk/lib/skills_for_learning/referencing/harvard_referencing.aspx>

Check however the Learning Centre’s web page for any further changes or updates.

At Masters Level referencing is taken seriously because you are expected to demonstrate to a high degree that your work is based on a full knowledge and evaluation of the work of others in the field.

Tables and diagrams should be numbered separately but consecutively within chapters e.g. Table 3.1, Diagram 3.1, Table 3.2, etc. You will be expected to use the appropriate software packages for preparing diagrams, tables, pictures and other graphics.

Appendices should be started on separate sheets at the back of the report and preceded by a page blank except for the heading "Appendix A" one third of the way down the page.

Title Page - This should appear on a single unnumbered page. An example of the Title Page and disclaimer are in Appendix A of the handbook