Computer Science

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Style Guidelines for Bachelor's Project Reports

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Anna Brunstrom

This report is submitted in partial fulfillment of the requirements for the Bachelor's degree in Computer Science. All material in this report which is not my own work has been identified and no material is included for which a degree has previously been conferred.

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Approved, Januari 13, 1999

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Advisor: NN

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Examiner: NN

Abstract

This document describes the formatting rules for Bachelor's project reports as specified by the Department of Computer Science at Karlstad University. The required outline of the document as well as specific formatting requirements such as page numbering and page layout are described. A section with specific requirements for documents written in Swedish is included. For documents produced in LaTeX a special class file, called `kau_report.cls` is provided by the department. Some information on how to use this class file is also given in the document.

Contents

List of Figures

List of Tables

1 Introduction

This document gives the style guidelines for Bachelor's project reports written at the Department of Computer Science, Karlstad University. It has been produced using the `kau_report` LaTeX class file. Hence, this document, in addition to listing the style guidelines, also work as a sample report with respect to the formatting guidelines it describes[1]. If you use formatting files for LaTeX or Microsoft Word provided by the Department of Computer Science most of the formatting required will be handled automatically. It is strongly recommended that you use one of the provided formatting files. If you choose to use a different word processor you are still required to follow the described guidelines. Any deviations from the guidelines must be approved by the course examiner.

The reminder of the document is organized as follows. Section 2 describes the general layout required for the report. Some parts of the report are described in more detail in section 3. Section 4 provides additional information required for reports written in Swedish. Finally, section 5 provides some information on how to use the `kau_report.cls` class file.

2 General Layout

This section provides information on the general layout of the report, such as organization, page numbering etc. Again, this document serves as an example of the required layout.

The outline of the report should follow the order specified in Figure **??**. As indicated in Figure **??**, some portions of the report are optional. The "List of Figures" and/or the "List of Tables" may also be omitted due to the lack of figures and/or tables in the main body. All other parts are always required. The parts preceeding the main body are called front matters. The table of contents should list all parts following the front matters. Parts in the front matters should not be included in the table of contents. If a list of abbreviations is provided it should be placed as an appendix.

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[1]The content and length of the document are of course not representative of a report.

1. Title page

2. Copyright page

3. Approval page

4. Abstract

5. Acknowledgements (optional)

6. Contents

7. List of Figures

8. List of Tables

9. Main Body

10. References

11. Appendices (optional)

Figure 2.1: Report outline

The report should be bound, with the cover in sulfur-yellow. The color is available at the printing works at the University as "svavelgul". We recommend that you bind your report at the University. Two-sided printing should be used. However, the approval page, the abstract and the main body should start on the right hand side. All parts in the front matter should start on a new page. The first section of the main body should be Section 1. Any appendices that are part of the report should be numbered alphabetically.

The pages of the front matters should be numbered using Roman numerals. (However, no page numbers are used on the title page or the copyright page.) The pages of the remaining parts, starting with the main body, should be numbered using Arabic numerals. The page numbering should take blank pages into account. For instance the page number for the approval page is `iii`. (The title page is not counted in the numbering.) The page numbering for the main body should start over with page one. Figures and tables should

be numbered using the section number followed by a running number. For instance, the first figure in Section 2 is numbered 2.1.

The fonts size for regular text should be 12 point. The line-spacing should be 1.5 with the exception of the Reference section which should be single-spaced. The text should be in block format with even right and left hand margins. This includes the abstract and the acknowledgements (when present). The page style for the report should be plain with the page number centered at the bottom of the page.

3 Further Details

The general layout of the report was described in the previous section. This section provides some further details on some of the required parts of the report.

3.1 Title page

The title page should conform to the format illustrated by the cover page of this document. The logo of the university should be centered at the top of the page and can be obtained from the department in postscript format if needed. The report number is to be placed at the bottom of the page. Ask your adviser for the report number to use. There should be no page number on the title page.

3.2 Approval page

The approval page must be signed by the student, the advisor, and the examiner. By signing the approval page the student certifies that the work presented in the report has indeed been carried out by the student. Material obtained from other sources must be properly cited. The date on the approval page refers to the date when the student successfully defended his or her work.

3.3 References

References to the literature should be done using a numbered reference list, where the reference in the text appears as the number of the reference in square brackets. For instance, Lamport's seminal paper on causality is referenced as [**?**]. References should be ordered alphabetically in the reference lists. Only material referenced in the text may appear in the reference list. The parts of an individual reference in the reference list should be listed in the following order: author, title, source, and date. The font and punctuation used should be consistent for all entries in the reference list. Examples on how to reference a book [**?**] and journal articles [**?**, **?**] can be found in the reference list of this document.

When you want to mention the author(s) of a reference in running text the convention is to list the names if there are one or two author(s), but to use the first author followed by "et. al." if there are more than two authors. For instance, when we reference Silberschatz and Galvins book on operating systems [**?**] we mention both authors. In contrast, we use the abbreviated form when we refer to the paper on termination detection by Dijkstra et. al. [**?**].

4 Reports Written in Swedish

Documents written in Swedish should still use the guidelines described in sections 2 and 3 of this document. The only exception is that two abstracts are now required. The first one written in Swedish and the second one written in English. The two abstracts should be placed on separate pages, with the abstract written in Swedish positioned first. Only the first abstract needs to be on a right-hand page. The mapping from the English terms described in the outline of the report to their Swedish counterparts is given in Table **??**. A document written in Swedish must use the Swedish names in the document.

Abstract	Sammanfattning
Acknowledgements	Tack
Contents	Innehåll
List of Figures	Figurer
List of Tables	Tabeller
Appendix	Bilaga
References	Referenser

Table 4.1: Language mapping

5 The Kau_report Class

`Kau_report.cls` is a LaTeX class file which formats a report according to the rules specified by the Department of Computer Science at Karlstad University. It extends the LaTeX article class file and borrows heavily from the `cit_thesis.cls` developed at Caltech. The class file sets up the layout of the report and provides a number of helpful macro commands for defining structural elements of the document such as the title page and the approval page. To use the class file you should put

```
\documentclass[12pt,twoside]{kau_report}
```

at the beginning of your document. The options specify the fontsize and the use of twosided printing. The easiest way to create your report is to start with the file `skeleton.tex` which has a LaTeX skeleton containing all the required commands. The `skeleton.tex` file also contains comments describing the changes needed for reports that are written in Swedish. Be aware that if you switch between English and Swedish you must remove all auxiliary files created by LaTeX before recompiling. The `kau_report.cls` and `skeleton.tex` files are contained in the compressed tar archive `kau_report.tgz` along with additional useful files. A `README` as well as the LaTeX source for this document is also included in the archive. The archive can be obtained from <http://www.cs.kau.se/cs/docs/kau_report.tgz>.

A complete listing of the files contained in the archive can be found in appendix A.

A LaTeX Files

This appendix describes all the files contained in the compressed tar archive `kau_report.tgz`. The archive is available at `<http://www.cs.kau.se/cs/report.tgz>`.

README README file for the kau_report distribution

kau_report.cls The main class file to generate a report according to the style guidelines described in this document.

skeleton.tex A skeleton LaTeX file that contains all the commands necessary to generate a correctly formatted report.

kau.eps The University logo in postscript format. Used on the Swedish title page.

kaueng.eps The English version of the University logo in postscript format. Used on the English title page.

setspace.sty A style file to provide better line spacing. Used in the main class file.

rules.tex The LaTeX source for this document.

rules.bib The bibtex file for this document.

rules.ps This document.