

# FINAL YEAR PROJECT (FYP1) Written Report Guidelines

**FACULTY OF COMPUTING AND INFORMATICS  
MULTIMEDIA UNIVERSITY**

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## 1. GRADING AND ASSESSMENT

You will receive a single grade for the two-trimester, final year project (FYP) course. The assessment will be based on your general effort, written reports and presentations for both trimesters. It is important that you demonstrate good project management, application of technical knowledge and skills, can explain your work well in the presentations, and document your work clearly in the reports in order to obtain good marks in the final assessments.

Your work in FYP 1 contributes 30% of the final grade and your work in FYP 2 contributes 70% of the final grade. The following tables describe the components of this grade:

### Final Year Project 1 (30%)

Categories	Percentage	Effective Mark
Written Report	50	15
Oral Presentation	30	9
General Effort	20	6

### Final Year Project 2 (70%)

Categories	Percentage	Effective Mark
Written Report	40	28
Project Implementation	30	21
Poster	10	7
General Effort	20	14

## 2. THE FYP REPORTS

### 2.1. WARNING NOTICE

**TAKE NOTICE that the unauthorized copying, reproducing, sharing and/or downloading of any copyrighted material or an attempt to do so, whether by use of the University's facilities or outside networks / facilities, whether in hard copy or softcopy format, shall constitute an infringement under the Copyright Act 1987 and shall be a strict liability offence.**

### 2.2. SUBMISSION OF REPORTS

Please take note that **no submission** will be accepted **after the stipulated deadlines**. Therefore, kindly ensure that you submit the soft copy of your report in FYP Google Classroom and also to the supervisor and moderator, within the stipulated deadline. Students who are caught to have plagiarized will be **STRICTLY** penalized, and may result in failures.

### 2.3. INDIVIDUAL REPORTS

Each student needs to produce individual report regardless of whether the project is done individually or in group. This includes Interim (FYP 1) and Final Report (FYP 2). Meaning that, for group projects, the members of the group **CANNOT** submit the exact same copy of the report for evaluation. For group projects, the supervisor will normally divide the project into different scopes for each member of the group. Therefore, you are expected to report on the tasks that have been assigned to you in relation to the project. No parts of the report should be exactly the same. This is to let the students to experience the practical aspect of technical writings during their undergraduate program. In addition, each student will be evaluated individually for the reports.

## 2.4. THE INTERIM REPORT (FYP 1)

- Each student must submit the following items on the stipulated deadline in FYP Google Classroom.
  - Softcopy of FYP Interim Report along the Submission form: FYP Interim Report along with minimum of six (6) meeting logs, Turnitin Report (Overall Similarity Index  $\leq 20\%$ ), prototype, etc.
- Please refer to the Google Classroom for details of various deadlines for FYP.
- You must attach the soft copies of the Final Year Project1 Meeting Log sheets as an appendix to the report.
- The recommended structure of this report is discussed below, together with suggestions on the appropriate contents of each section.
- There is great diversity in the types of projects undertaken by students, and that may influence the weighting or emphasis given to the various sections of your report.

### 2.4.1. SUGGESTED CONTENTS OF THE INTERIM REPORT

The following are the suggested contents of the Interim Report (FYP 1):

Content	Description
<b>Declaration</b>	Students should declare with signatures saying the report has been done by them and no plagiarism has been done. Please refer to Figure 3 and Figure 4.
<b>Acknowledgement</b>	
<b>Abstract</b>	In one page, certainly not more than two, summarize the main features of your project; describe what problem you are solving and how you propose to solve it. This brief overview should give a snapshot of the overall structure of your final year project.
<b>Table of Contents</b>	
<b>Chapter 1: Introduction</b>	Give an overview description of the project. How did the problem present itself to you in the first place? Describe the nature of the problem in detail. Define the project objectives (in an itemized manner) and goals, and outline the scope of your project. Introduction should cover problem statement, project objectives, deliverables (application-based)/expected findings (research-based), scope, and organization of the chapters.
<b>Chapter 2: Background Study / Literature Review</b>	Describe what you have discovered in your literature search or market survey. Does this problem exist anywhere else? Who is working on it? How have others solved it? Give references to some of the main articles/books/Web pages discussing this problem. The background study covers the related applications (application-based). The literature review must be relevant and cover current major concepts of the research project (research-based).

<b>Chapter 3 Requirements / Theoretical Framework</b>	For application-based projects, describe the system requirements and use technical drawings or tools to represent the requirements (e.g., UML diagrams, context diagrams, Entity-Relationship diagram). For research-based projects, describe the main theoretical concepts of the domain to be investigated in the project. Discuss problems to be further investigated or ideas to be proven in the research project.
<b>Chapter 4: Design / Research Methodology</b>	Outline in detail on your approach to solving the problem. Describe the proposed solution methods and the progress you have achieved. For application-based projects, translate the system requirements into technical representations for the solution (e.g. sequence diagrams, structure charts, interaction diagrams). For research-based projects, describe the approach to obtain the results that will prove the concept described in Chapter 3. Describe how the prototype or simulation works, using technical diagrams. Reference on your formal specifications and design documents can be placed in the appendix. Discuss the implementation of a prototype or proof-of-concept of your solution and describe its behaviour.
<b>Chapter 5: Implementation Plan</b>	Lay out the project implementation plan for the next semester. Discuss the project's target and milestone dates. If you will be implementing your project in discrete stages, describe them.
<b>Chapter 6: Conclusion</b>	Summarise what have been achieved, and what is to be achieved in the next phase of the project. You can also describe issues experienced during the project such as problems encountered.
<b>References</b>	Include here all references of materials you have referred to within your report. You must cite all references at the appropriate places in the report where needed (Note that it is compulsory to prepare the citation in APA style, see Section 4 for details).
<b>Appendix</b>	Some of the highly technical details from the above sections can be placed in the appendix and referenced from the body of the report. Include all relevant technical documentation, such as specification documents, design documents, and code listings. Soft copies of the Final Year Project1 Meeting Log sheets should be attached as an appendix as well.

In summary, the Interim Report is written in the style of a working document rather than a finished report. It introduces your problem, looks at what others have done in this area, presents a proposed solution, and describes an implementation plan.

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#### 2.4.2. SUGGESTED ORDER OF THE INTERIM REPORT

The suggested order of the Interim Report is given below:

1. Cover of the Interim Report
2. Title Page of the Interim Report
3. Copyright page of Interim Report
4. Declaration Page of Interim report
5. Acknowledgement
6. Abstract
7. Table of Contents
8. List of Tables
9. List of Figures
10. Chapter 1: Introduction
11. Chapter 2: Background Study / Literature Review
12. Chapter 3: Requirements Analysis / Theoretical Framework
13. Chapter 4: Design / Research Methodology
14. Chapter 5: Implementation Plan
15. Chapter 6: Conclusion
16. References
17. Appendices
  - Appendix A: FYP I Meeting Logs
  - Appendix B: If needed, include technical documentation, such as specification documents, design documents, and prototype code listings

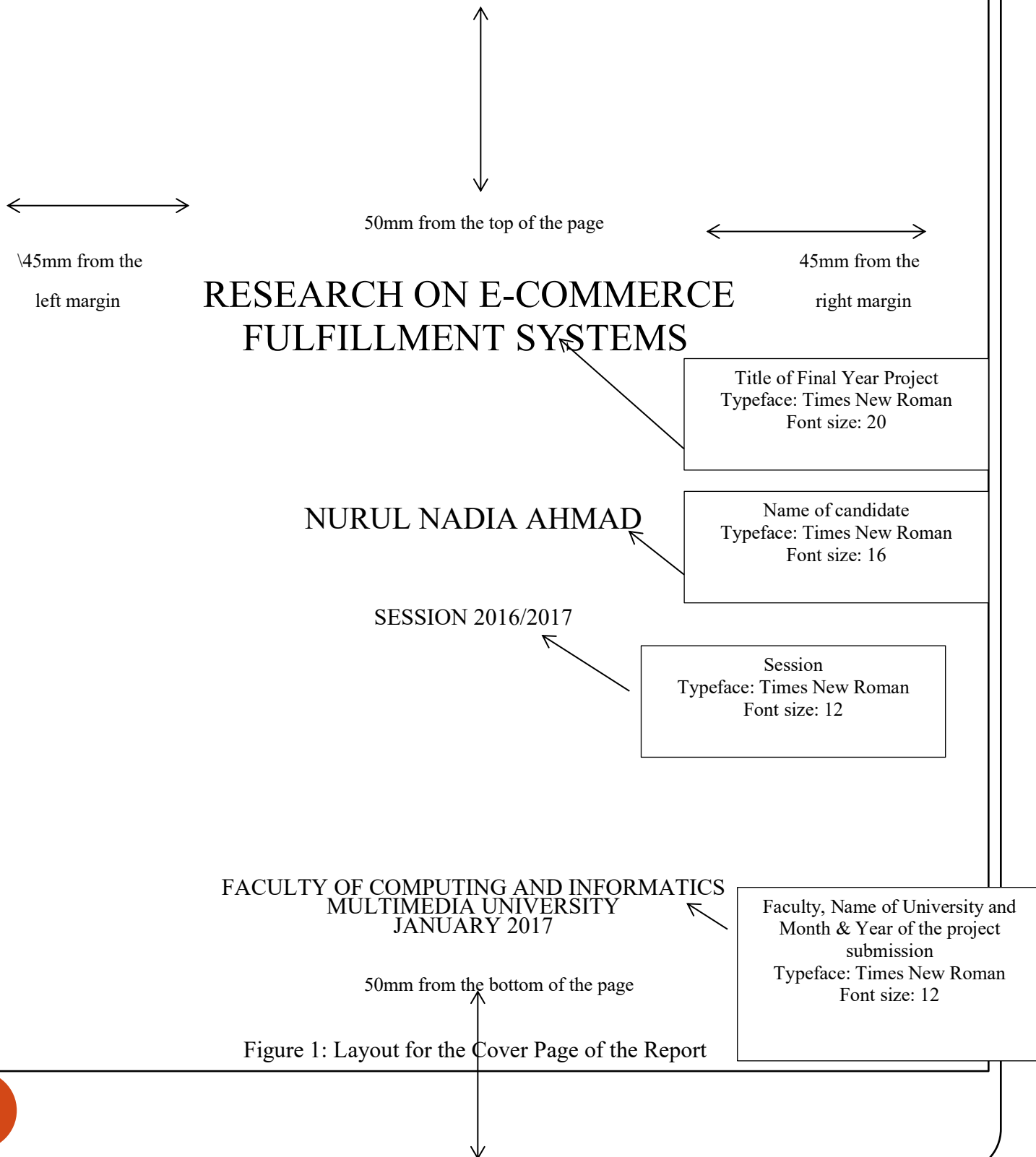
### 3. GUIDELINES FOR REPORT PREPARATION

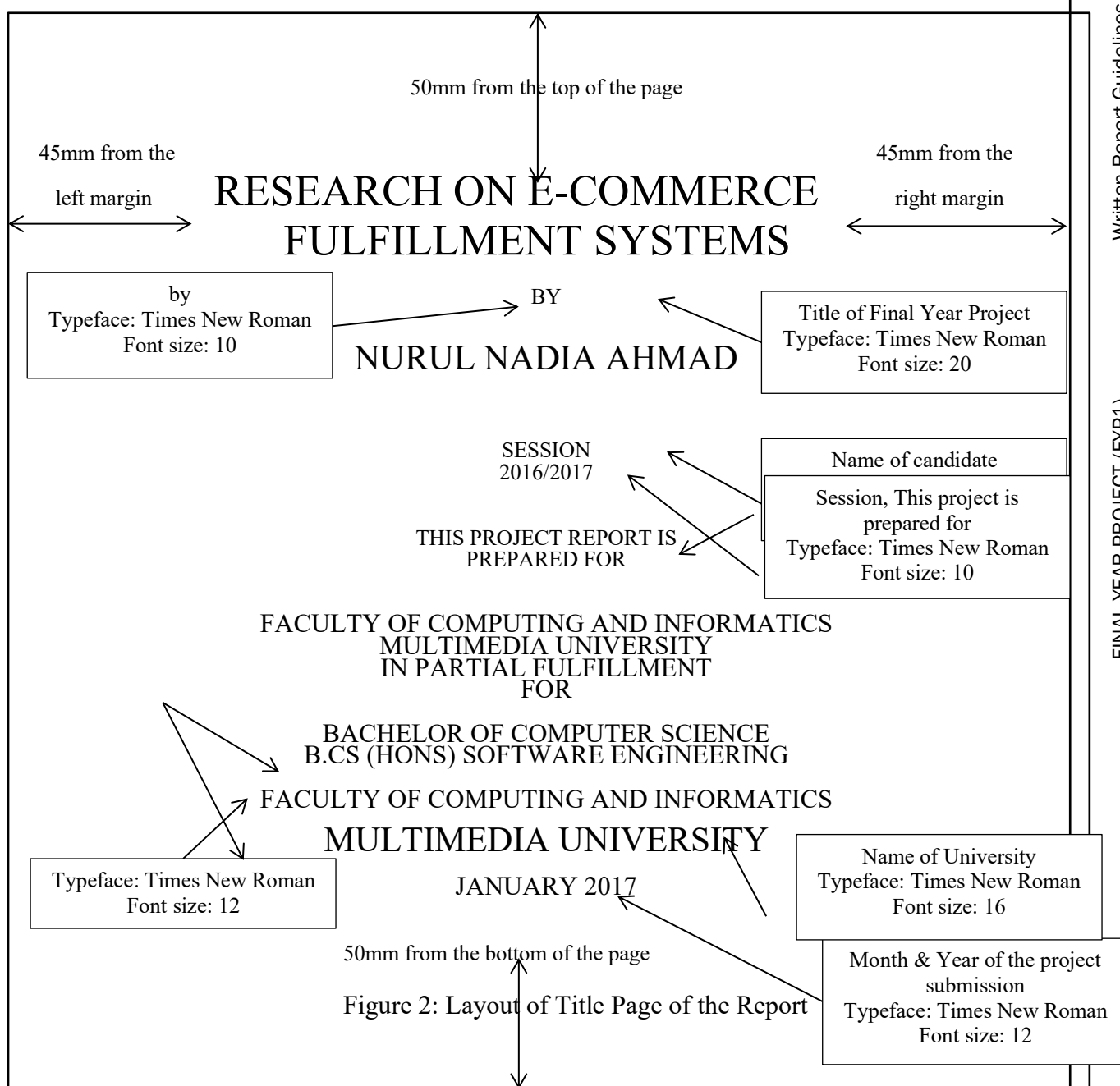
This section describes the publication guidelines for preparation of the Interim Report described in the previous section.

Type	Guidelines
<b>Cover and Title Page</b>	The cover of the Interim Report must contain the project title, author names, session name, faculty, and school identification. See Figure 1 for the cover page, and Figure 2 for the title page.
<b>Document Layout</b>	<p>The following are the guidelines for preparing your Interim Report:</p> <ul style="list-style-type: none"><li>• Line spacing: Double spacing should be used in preparing the report except for tables or charts where single spacing should be used.</li><li>• Font:<ul style="list-style-type: none"><li>○ Thesis body: Times New Roman font (12 pt.)</li><li>○ Chapter heading: Times New Roman (16 pt.-Bold)</li><li>○ Sub-heading: Times New Roman (14 pt.-Bold, Italic)</li><li>○ Sub-sub-heading: Times New Roman (12 pt.-Bold, Italic)</li></ul></li><li>• Any typographical errors must be carefully corrected. Any pages that contain poorly made corrections will be rejected.</li><li>• The minimum-sized page margins are as follows:<ul style="list-style-type: none"><li>○ Left 40mm</li><li>○ Right 25mm</li><li>○ Top 40mm</li><li>○ Bottom 25mm</li></ul></li></ul>
<b>Illustrations</b>	Illustrations can be a real enhancement to your report, breaking up long blocks of text and providing relief for both the eye and the mind. The original of an illustration is preferred, but reduced scale black-and-white or colour is acceptable. If the original is too big, the size can be reduced up to 50%. For all materials, the minimum left margin is 40mm.
<b>Quoted Materials</b>	If you take an illustration or more than a few words of text from a book or other source you must quote it and give the source. Using the words or pictures of others without explicitly acknowledging them is plagiarism, a serious violation of scientific ethics. When you use the words of others, you must place quote marks around the material that you have taken and follow the quote with a reference to the work from which the material was taken. There are many forms of reference. One of the most common is to use the author's name followed by the year of publication and the page number containing the quoted material. This reference will then be included in the Bibliography at the end of your report. For example: An algorithm is

	defined as a “well ordered sequence of primitive operations that halts in a finite amount of time.” (Smith 1995, p.123)
<b>Result Presentation</b>	<p>One of the most important parts of the report is the presentation of results. However, do not simply include massive printouts of raw data. That will be virtually unintelligible to a reader. Instead, organize and present your data in a way that focuses on and highlights the important ideas. It may be a table, chart, or graph, but be sure to spend adequate time preparing high-quality visualization aids that enhance your final report.</p> <p>All of your tables, charts, figures, and graphs should be numbered and have titles. <b>Figure captions should be placed below the figures, while table captions must be placed above the tables.</b></p> <p>An example of figure numbering scheme:  Figure 1.2. Graph of Average Running Time  where the digit 1 in the figure number is the chapter where the figure is contained, the digit 2 is simply a sequential number within the chapter that uniquely identifies this figure, and “Graph of Average Running Time” is the title of this figure.</p> <p>Here are some other things to remember when presenting your results:</p> <ul style="list-style-type: none"> <li>• All rows and columns should have an appropriate title.</li> <li>• All units should be clearly indicated.</li> <li>• Tables should be referred to in the text by their table number.</li> <li>• The analysis and meaning of the values contained in the table should be fully elaborated in the body of the text.</li> <li>• Make the visual large enough so that all the text and data values can be easily read.</li> <li>• Where appropriate, use colour to highlight your chart and make it easier to understand and interpret.</li> </ul>







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Font size: 14  
First line indent: 1 cm from the left margin  
Text to be placed middle of the page



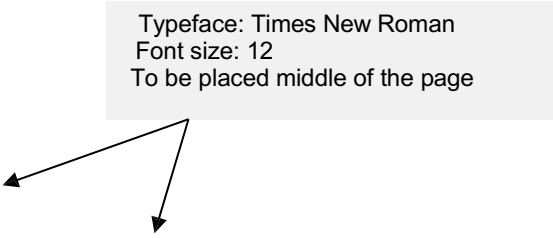
Copyright of this report belongs to Universiti Telekom Sdn. Bhd. as qualified by Regulation 7.2 (c) of the Multimedia University Intellectual Property and Commercialisation Policy. No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Universiti Telekom Sdn. Bhd. Due acknowledgement shall always be made of the use of any material contained in, or derived from, this report.

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Figure 3: Layout Copyright page of the Report



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DECLARATION

I hereby declare that the work has been done by myself and no portion of the work contained in this thesis has been submitted in support of any application for any other degree or qualification of this or any other university or institute of learning.

\_\_\_\_\_  
*Name of candidate:*  
Faculty of Computing & Informatics  
Multimedia University  
Date: DD: MM: YYYY

Figure 4: Layout Declaration page of the Report

## 4. REFERENCES

As was mentioned in Section 4.1, any material taken from another source must be identified, and a brief reference to its source included in the text. A complete reference to the document is included in the Bibliography at the end of your report.

All FCI projects must follow The American Psychological Association (APA) reference citations. The citation styles for references in the text are as follows (taken from the Postgraduate Student Hand Book). Please check Appendix A for the details of the citation style in the Reference List.

### 4.1. CITATION STYLE FOR REFERENCES IN TEXT

The American Psychological Association (APA) reference citations in text is used to provide information for readers to locate the source of information listed in the alphabetical selected bibliography or references at the end of dissertation or thesis.

DESCRIPTION	EXAMPLE
<b>One work by one author</b> <ul style="list-style-type: none"><li>• Use the surname of the author (do not include suffixes such as Jr.) and the year of publication (include only the year, even if the reference includes month and year) for citing in text</li><li>• If the author and year are given as part of the textual discussion, exclude parenthetical information</li><li>• Within a paragraph, do not include the year in subsequent references if the study cannot be confused with other studies cited</li></ul>	<p><b>Kenneth (1996)</b> compared reaction times ...</p> <p>In a recent study of reaction times <b>(Kenneth, 1996)</b> ...</p> <p>In <b>1996, Kenneth</b> compared ...</p> <p>In a recent study of reaction times, <b>Kenneth (1996)</b> described the method. <b>Kenneth</b> also found ...</p>
<b>One work by two or more authors</b> <ul style="list-style-type: none"><li>• When a work has two authors, always cite both names in text</li></ul>	<p><b>Smith and Strumb (1997)</b> considered ...</p>

<ul style="list-style-type: none"> <li>When a work has more than two authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by “et al.” (give a period after “al”) and the year.</li> <li>In exceptional case, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and “et al.”</li> <li>Join the names in a multiple author citation in running text by the word and, use an ampersand (&amp;) for parenthetical material, in tables and captions, and in the reference list</li> </ul>	<p><b>Williams, Smith, Bradner, Zappulla, Rosen and Rock (1994)</b> found ... [first citation in text]  <b>Williams et al. (1994)</b> found ... [subsequent citation]  <b>Williams et al.</b> found ... [omit year from subsequent citations after first citation within a paragraph]</p> <p><b>Bradley, Ramirez, Soo (1994)</b> and <b>Bradley, Soo, et al. (1994)</b> reported that ... [the two references are: <b>Bradley, B. T., Ramiraz, G., &amp; Soo, T. K. (1994);</b> <b>Bradley, B. T., Soo, T. K., Ramiraz, G., &amp; Brown, N. K. (1994)</b>]</p> <p>... as John <b>and</b> Smith (1997) demonstrated ...  ... as has been shown (Williams <b>&amp;</b> Kenneth, 1989) ...</p>
<p>Corporate authors</p> <ul style="list-style-type: none"> <li>Corporate authors are usually spelled out each time they appear in a text citation. The names of some corporate authors are spelled out in the first citation and abbreviated thereafter</li> </ul>	<p><b>(National Institute of Mental Health [NIMH], 1991)</b> – first text citation  <b>(NIMH, 1991)</b> – subsequent text citation</p> <p><b>(University of Pittsburgh, 1993)</b> – cited in full in all text citations</p>
<p>Works with no author</p> <ul style="list-style-type: none"> <li>When a work has no author, cite in text the first two or three words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article or chapter and underline the title of a periodical or book</li> </ul>	<p>On free care (“<b>Study Finds,</b>” 1986) the book <u>College Bound Seniors</u> (1979)</p>
<p>Works with anonymous author</p> <ul style="list-style-type: none"> <li>When a work’s author is designated as “Anonymous”, cited in text the word Anonymous followed by a comma and the date. In the reference list, an anonymous is alphabetized by the word Anonymous.</li> </ul>	<p><b>(Anonymous, 1993)</b></p>

<p>Authors with the same surname</p> <ul style="list-style-type: none"> <li>• Include the authors' initials in all text citations to avoid confusion, even if the year of publication differs</li> </ul>	<p><b>P. D. Luce (1989) and R. A. Luce (1990)</b> also found ...  <b>P. D. Luce et al. (1984) and D. O. Dykes (1980)</b> studied...</p>
<p>Two or more works within the same parentheses</p> <ul style="list-style-type: none"> <li>• Arrange two or more works by the same authors in the same order by year of publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date</li> <li>• Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth after the year; repeat the year. The suffixes are assigned in the reference list, where references are ordered alphabetically by the title.</li> <li>• List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations by semicolons</li> </ul>	<p>Past research (<b>Edeline &amp; Weinberger, 1994, 1995</b>) ...  Past research (<b>Gogel, 1984, 1990, in press</b>)</p> <p>Several studies (<b>Farrel &amp; Hammond, 1987, 1990, in press-a, in press-b</b>) ...  Several studies (<b>Johnson, 1991a, 1991b, 1991c; Singh, 1983, in press-a, in press-b</b>) ...</p> <p>Several studies (<b>Balda, 1980; Kamil, 1988; Pepperberg &amp; Funk, 1990</b>) ...</p>
<p>Specific parts of a source</p> <ul style="list-style-type: none"> <li>• To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations, and abbreviated the words page (p.) and chapter (chap.) in text citations</li> </ul>	<p><b>(Cheek &amp; Buss, 1981, p. 332)</b>  <b>(Shimamura, 1989, chap. 3)</b></p>

<p>Personal communications</p> <p>These are letters, memos, some electronic communications (e.g. e-mail, discussion groups, and messages from electronic bulletin boards), telephone conversations, and the like. As they do not provide recoverable data, they are not included in the reference list. They are cited in text only. Give the initials as well as the surname of the communicator, and provide as exact data as possible</p>	<p><b>L. A. Schaie (personal communication, April 18, 1993) ...</b>  <b>(V. G. Nguyen, personal communication, September 28, 1993)</b></p>
<p>Citations in parenthetical material</p> <ul style="list-style-type: none"> <li>In a citation that appears in parenthetical text, use commas (not brackets) to set off the date</li> </ul>	<p>(see Table 2 of Hashtroudi, Chrosniak, &amp; Schwartz, 1991, for complete data)</p>

## 5. OTHER POINTS TO NOTE ON WRITING REPORT

- A project report should be written with the intended group of readers in mind. It should be in a logical form with a convincing explanation to persuade the reader to accept the conclusion of the thesis. It should be written clearly and be easy to understand. Avoid excessive technical language and do not use slang. As far as possible, all statements should be supported by numbers and data.
- The writer should be able to defend all statements by referring to reliable research or the research findings.
- Symbols or nomenclature used should be defined. Standard symbols or acronym normally accepted in the engineering field can be used. International System Units (S.I) should be used. If you use other units, SI equivalent units should be in brackets.
- Equations and formulae should be typed. You are encouraged to use equation editors e.g. Microsoft Equation. Avoid using more than the necessary lines by giving alternatives, for example:

$(y/x) = ax + b$  is preferred compared to:

$$\frac{y}{x} = ax + b$$

- Diagrams can include graphs and figures. They can be numbered together or separately with photographs. Diagrams should be easy to understand. Every diagram should be numbered using an Arabic number at the bottom (if possible, different for each chapter) and should be given an informative title. Pictures should be pasted on the page, numbered and titled.
  - Every diagram should have a relevant title and should be numbered.
  - Coordinate units (abscissa) should be written clearly in the graph.



- All the data points and lines should be clear - generally they should not be more than 2 or 3 curves in every diagram.
- The types of the different data points must be shown in a legend.
- Every diagram should be referred to and elaborated in the text.
- The gridlines should be in appropriate intervals.

## APPENDICES

### APPENDIX A: CITATION STYLE FOR REFERENCE LIST

The APA (American Psychological Association) reference style is used which includes the following categories: periodicals, books, brochures, book chapters, technical and research reports, proceedings of meetings and symposia, doctoral dissertations and master's theses, unpublished work, reviews, audio visual media, and electronic media.

A reference list cites works that specifically support a particular article. The reference list must be double spaced, and entries should start with a paragraph indent; entries will then be typeset with hanging indents.

Accepted abbreviations in the reference list for parts of books and other publications are:

DESCRIPTION	ABBREVIATION
Chapter	Chap.
Edition	Ed.
Revised edition	Rev. ed.
Second edition	2nd ed.
Editor (Editors)	Ed. (Eds.)
Translator(s)	Trans.
no date	n.d.
Page (pages)	p. (pp.)
Volume (as in Vol. 4)	Vol.
Volumes (as in 4 Vols.)	Vols.
Number	No.
Part	Pt.
Technical Report	Tech. Rep.
Supplement	Suppl.

#### Order of reference in the reference list

*Alphabetizing names*

Arrange entries in alphabetical order the surname of the first author, using the following rules for special cases:

*Alphabetize letter by letter*

Alphabetize the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. Surnames that use articles and prepositions (de, la, du, von, etc.) are alphabetized according to different rules for different languages. Alphabetize entries with numerals as if the numerals were spelled out

#### Order of several works by the same first author

Use the following rules to arrange the entries:

*Single author entries by the same author are arranged by year of publication, the earliest first*  
Kim, K. S. (1991) Kim, K. S. (1994)

*Single author entries precede multiple author entries*

Kaufman, J. R. (1991)  
Kaufman, J. R., and Wong, D. F. (1989)

*References with the same first author and different second or third authors*

Kaufman, J. R., Jones, K., and Cochran, D. F. (1982)

Kaufman, J. R., and Jones, K. (1980)

*References with the same surname are arranged alphabetically by the first initial*

Eliot, A. C. (1983)

Eliot, G. R. (1980)

*References by the same author (or by the same two or more authors in the same order) with the same publication date*

They are arranged alphabetically by the title (excluding A or The) that follows the date. Exception: If the references with the same authors published in the same year are identified as articles in a series (e.g. Part 1 and Part 2), order the references in the series order, not alphabetically by title

Lowercase letters - a, b, c, and so on - are placed immediately after the year, within the parentheses

Kaufman, J. R. (1980a). Control ...

Kaufman, J. R. (1980b). Roles of ...

*Order of works with corporate authors or with no author, or agency, association, or institution as author*

Alphabetize corporate authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g. American Psychological Association, not APA). A parent body precedes a subdivision (e.g. University of Michigan, Department of Psychology).

If there is no author, the title moves to the author position and the entry is alphabetized by the first significant word of the title.

*Entry of non-western names (Authors and Corporate Bodies)*

For the entry of non-western names, reference is made to Mohammed M. Aman (Ed.). (1980).

*Cataloguing and classification of non-western material:*

Concerns, issues and practice: London: Oryx Press.

## APPENDIX B: FORMS AND MISCELLANEOUS INFORMATION

(All forms are downloadable at the FYP Google Classroom)

- Meeting Log: Each student must submit FYP Meeting Log sheet to supervisor at every meeting. The Meeting Logs (soft copies) must be attached as an appendix to FYP reports.
- FYPI Interim Report Submission Form: Each student (whether group or individual project) must sign and submit this form in Google Classroom within the stipulated deadline, along with the following.
  - Softcopy of Project: FYP Interim Report with meeting logs, Turnitin Report (Overall Similarity Index  $\leq 20\%$ ), prototype, etc.

Written Report Guidelines

FINAL YEAR PROJECT (FYP1)

Written Report Guidelines

FINAL YEAR PROJECT (FYP1)