

Guidelines on Report Writing

Normally, a report consists of the following sections. Although not all papers contain all contents in the sections described below, they serve as a starting point for your planning:

Title

Author

Introduction: Explain the meaning of the title, why it is interesting to study, what previous work has been done and has not been done, the purpose of the project.

Theory: Explain the theory behind the work, mention any numerical results to be expected (derivations will be presented in appendix outside the 3-page limit). Explain the procedure of computer programming.

Results: Present the results in the form of tables and figures. Mention the important observations and analyze the results. Explain how the results compare with the theory. Point out any sources of error.

Conclusion: Summarize the major results and what new knowledge the reader can gain from the study. Comment on whether the results agree with the theory and the expectation. State the implications of the results. Explain whether there are any limitations to the results. Describe further applications of the results.

References: References should follow a consistent style and providing information about the authors, the title of the journal paper, the title, volume, and page numbers of the journal, and the year of publication. If the reference is a book, the information should include the author, the title of the book, the publisher, the city of the publisher, and the year of publication. Each reference should be numbered, and the reference numbers should be cited at the appropriate locations of the text.

Remark 1: The report is required to contain no more than 3 pages of main text, double-spaced and font-size 12 point. Figures and references should be included in the report. They can be interleaved with the main text, but their lengths are not counted together with the 3-page limit of the main text. If lengthy mathematics are included in the report, it should be written in appendices separated from the 3 pages of the main text. Even though the two sample reports exceeded the page limit, please try your best to respect the page limit.

Remark 2: Copying the content of the report from external sources will be penalized. All reports will be checked by anti-plagiarism software.