

Vo Dang Khoa(T5616SN)

AN ARBITRARY TILTE GOES HERE!

Some subtitle goes here!

Report or Assignment

Course name

2017



South-Eastern Finland
University of Applied Sciences

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1 INTRODUCTION

This template for writing reports or assignments at Xamk was last updated on 16 August 2017. The template has been optimised for full, downloadable version of Microsoft Word not for wordprocessing applications such as Office 365 operating in the cloud.

2 LAYOUT OF REPORTS OF ASSIGNMENTS

This chapter introduces the layout of text produced with the template. Appendix 1 provides more information on the technical details of this template.

2.1 Title page, table of contents, margins, indentation, fonts, font sizes and page numbers

The layout of the title page, table of contents and list of references do not require students own work. The example information of the template can simply be replaced by the details of each report or assignment. Automatic hyphenation can be disabled in the title of the title page.

The title page follows the layout of the title page in this document. The title page includes the students own name, the title of the report or assignment, the type of the document for example practical training report or learning diary and the date of the report or assignment. There is no page number on the title page, and reports or assignments do not include abstracts and forewords or prefaces.

The heading of the table of contents is CONTENTS, and page 2 of this document shows an example. If the report of assignment does not include numbered headings, the table of contents is not needed. Its purpose is to introduce the overall outline of the document and make it easier to read. Therefore, the table of contents has different heading levels to indicate heading hierarchy. It shows the heading words together with the number of the page where the text under each heading starts. The numbering and headings in the table of contents are identical to the ones used in the main body of the text. If the table of contents is generated with the wordprocessors function, this tool automatically updates the changes made in the text into the table of contents. Appendix 1 provides instructions for using these update functions. The table of contents also includes the heading REFERENCES, and the headings LIST OF FIGURES or LIST OF TABLES and APPENDICES, if necessary, but they are not numbered as chapters. In addition, the page number for the table of contents is not displayed on the page.

Uncommon characters and symbols, terms, self-made symbols and abbreviations can be listed separately. This list of definitions is placed after the table of contents and before the introduction without a page number. Its heading does not have a number, but it is listed in the table of contents. Standard symbols and abbreviations and common scientific terminology do not require definitions. Characters, terms, symbols and abbreviations can also be explained in the

text. In this case, no separate list of definitions is necessary.

Font and font sizes:

- headings and body text with Arial, font size 12
- captions for figures and tables with Arial, font size 10

Margins

- right margin 2 cm
- left margin 4.3 cm
- top margin 2.25 cm
- bottom margin 1.25 cm
- body text with line spacing 1.5
- captions for figures/tables and appendices with line spacing 1