The structure should be decided with your supervisor but typically will be something like: – Abstract (summary of report).

– Introduction (outlines scope of investigation).

– Background (survey of relevant literature, related approaches, sets wider context).

– Research methods (what the project involves, project plan, and evaluation plan).

– Progress – in whatever form is appropriate.

– List of references (using accepted format).

Your Progress report should:

– Contain an objective relating to evaluation that makes explicit the purpose of the evaluation.

– Make a concrete proposal as to how your proposal will be evaluated.

– Include time in the project plan for evaluation tasks.

•Abstract

• Contents

• Numbered Sections

– 1. Introduction

– 2. Background & theory (if appropriate)

– 3. Research (or experimental) methods

– 4. Results and discussion

– 5. Conclusion & future work

• List of References

•Abstract

Should summarise the report – it is not an introduction.

• Should summarise the results and conclusions of the report.

• Should be informative (contain results) not just descriptive (say what the report is about). Method Worth 10% of the marks for your Progress Report

• Introduction

Section 1: Introduction and overview of the whole report or dissertation.

• Section introductions: if a section has sub‐ sections then the text before 1st sub‐section should be an introduction of that section.

• Same for sub‐sections with sub‐sub‐sections. Background & Theory

• Section 2: Background and theory should provide the reader with sufficient knowledge to understand the results and discussion

• If theory is important to the work, then appropriate equations and explanation should be given

• Complete derivations are not needed

Research (or experimental) methods

• Section 3: Research methods this section should be used to describe the tools and techniques used

• In hardware projects this would include instrumentation and experimental methods

• In software projects it could include choice of programming language and software package and methods adopted

Results and discussion

• Section 4: What was actually done! – What advances have been made?

– Discussion of data e.g. test results

– What information can be deduced from the data

– Detailed discussion of validity of conclusions

Conclusions

• More important than you think.

• Use it to…

– Give your overall conclusions

– Reflect on your progress on each objective

– Demonstrate what you learned

– Discuss future avenues for investigation

References

• Two main styles:

– Listed numerically in the order of appearance in the manuscript. Cited either like this [1] or like this1. E.g “Hartley showed that…[1]” or “Hartley1 showed that…”

– Listed alphabetically and cited by (name, date) or name (date). E.g. “Hartley (1957) showed that…” or “It was shown that...(Hartley, 1957)”. • Word and latex will automatically create reference lists in either order

– for latex use bibtex and use natbib for (name, date) style March 2016 COMP 60990 Scientific Method Slide 22/29 5) Formatting issues • Section numbers • Figures and Tables • Maths • Reference