

# 4Y Scientific English Module

## Report Guidelines

Your report is a formal written document and as a consequence should follow certain guidelines.

- **Title page** includes:
  - INSA logo
  - Company logo (if you have one),
  - Your names (First name Last name, only the first letter of each capitalized)
  - Tutor's name
  - Academic Year & date
  - Type of document
  - Title of your project,
  - your 4A dept
  - can include a picture, photo, image, illustration
- **Cover page** = title page but with no background/photo/image
- **Blank page**
- **Abstract**
- **Acknowledgements** (optional: your supervisor's contributions, laboratory technicians who helped you, collaborations with industry, funding bodies, student exchange programs, other researchers who gave you advice/feedback on your research)
- **Contents**
  - Lists in order, everything that is in the report with the corresponding page number.
  - Introduction = page 1; you can use roman numerals for pages before the introduction (e.g., abstract = page iv; acknowledgements = page v)
  - The page and word count refers to the body of your report (Introduction-Conclusion; not abstract, references and appendices/annexes)
- **List of Figures and Tables** (Figures and Tables have a number, title and page number)
- **List of Appendices** (Appendices have a number, title and page number)
- **List and meaning of acronyms** (if required)
- **List of symbols** (if required)
- **Introduction**
- **Sections of your report.** Remember this is a report, not a scientific publication, so you do not need to follow the AIMRAD format. However, pay attention to logical connections between sections so that your reader can easily follow what you are talking about. Don't just stop one section and start another, use transitions. Number titles and sub-titles for clarity and new sections should start on a new page.
- **Conclusion**
- **References**
- **Appendices** (Appendices are only understandable within the context of your report)
- **Annexes** (Annexes can stand alone)