

# **Guidelines for Preparation of Interim Reports**

Prepared by

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## **Guidelines for preparation of Interim Report**

Your Interim Report must report on the topics covering from problem identification (literature survey) to early steps for implementation. The interim report is due in one month from the commencement of your project or after completion of half of the project duration. Your interim report must be prepared according to the following instructions. This instruction includes general guidelines, assembling of pre pages, and structuring of body of the text.

### **1. General Guidelines**

**Submission:** One copy of spiral-bound bound interim report must be submitted to your supervisor.

**Cover:** White colour hard cover

**Paper:** Printed on good quality A4 size paper

**Lettering:** Times New Roman. Size

**Printing:** A laser quality printing, do not use colours.

**Spacing:** 1.5 line spacing for the body of the text and the list of Reference entries.

**Margins:** Left, 1-1/2 inches; top, bottom, and right, 1 inch.

**Chapters and Sections:** All chapters must be numbered (Arabic). Chapter names and the headings of the chapters must be 18pt and bold. Each chapter should have a section called Introduction at the beginning and a Summary at the end. Sections through Introduction to Summary must be structured with subsections, if necessary, and numbered accordingly. Headings of sections and subsections must be 12pt and bold. *See the sample for chapters and sections (Appendix A).*

**Tables and Figures:** All Tables and Figures must be named with captions, and cited inside the text. *See the sample for using tables and figures (Appendix B).*

**Reference and citations:** The list of Reference must be arranged in alphabetical order of the name of the first author, and numbered in square brackets. The corresponding number of a reference must be used to cite the particular work inside the text. All items in list of reference must be cited inside the text. *See the sample for reference and citations (Appendix C).*

**Appendixes:** Appendixes must be named in alphabetical order (Appendix A, Appendix B, ....), and also give a name for each appendix. All Appendixes (except Appendix A) must be cited inside the text through its name. Appendix A must be named as 'Individual's Contribution to the Project', and include a full page description by each student about his contribution. *Sample for Appendix A is shown in below (Appendix D).*

**Cover Page:** Print the following information, on the A4 size white hard cover, by leaving appropriate line spacing

Interim Report (16pt, bold, centered)  
Level 4 (14pt, bold, centered)  
Title of the Project (14pt, bold, centered)  
Your name (12pt, centered)  
Index Number (12pt, centered)  
**Supervised by:** Name of the Supervisor  
Faculty of Information Technology (12pt, centered)  
University of Moratuwa (12pt, centered)  
2006 (12pt, centered)

**Page numbering:** All page numbers must be centered at the bottom of each page. Roman numbering must be used for pre pages. No page numbering for the title page. Arabic numbering must be used for the body of the report.

**Title Page:** Print the following information by leaving appropriate line spacing. This is same as the cover page.

Interim Report (16pt, bold, centered)  
Level 4 (14pt, bold, centered)  
Title of the Project (14pt, bold, centered)  
Your name (12pt, centered)  
Index Number (12pt, centered)  
**Supervised by:** Name of the Supervisor  
Faculty of Information Technology (12pt, centered)  
University of Moratuwa (12pt, centered)  
2006 (12pt, centered)

## **2. Assembling of Pre pages**

The pre pages of an interim report includes: Abstract, Table of Contents, List of Figures and List of Tables. These headings must be centered. Use the Roman numbers to number the pre pages.

### **Abstract**

*This may be of maximum of one page description of problem that you address, your approach (users, input, output, process), analysis & design, implementation details. Do not use citations, abbreviations, further work (but only what you have done) in the abstract.*

### **Table of Contents**

Here you should list headings of chapters/sections/subsections with page numbers. *See the sample for table of contents (Appendix E).*

### **List of Figures/Tables**

Here you should list Figures/Tables captions followed by names, with page numbers. *See the sample for list of figures and tables (Appendix F)*

### **3. Body of the Interim Report**

The Interim report must be structured with reference to the following chapters. Note that the names of the headings given below are too generic and you must rename them to reflect about your project. All headings must be numbered (12pt, bold), and body of the text in must be in 12pt. Do not use any decorations on headings. *See the sample for chapters and sections.*

#### **Introduction**

*This may have two-three sections. In the first section you should write brief introduction including background and motivation for the project. In this you must also show the importance of the problem with the support from literature. This section should have citations to refer to items in the list of reference. Then write Aim and Objectives of the project under a separate heading. In the next section, briefly state about your solution in terms of users, input, output, process, technology, features, and system requirements. As the third paragraph, you should also add a section about the structure of the dissertation. For example, Chapter 2 describes the problem domain. Chapter 3 is on .....*

#### **Review of others' work**

*Give a suitable name for this heading. For example: Current issues in MIS. This section should give a full description about background information of the project. Based on a literature survey, you should state about others' approaches to solve similar problems and highlight your problem. Try to provide a table for comparison of different approaches. This section should necessarily have citations to refer to items in the list of reference.*

#### **Technology adapted**

*Sometimes, you may have more than one chapter for this topic. Give a suitable name for this heading too. An example title could be Expert Systems - beyond MIS. Here you should state about the technology that you adapt to solve the problem. Clearly point out how/why these techniques are appropriate to solve your problem. This should not be a description of some technologies, without referring to the problem that you address. This section should also have citations to refer to items in the list of reference.*

#### **Your Approach**

*Again give a name to reflect what your project is about (e.g. Using expert systems for expanding MIS). Here you write on how you adopt the technology to solve the said problem. This description may be presented with reference to users, inputs, outputs, process, technology that implements the solution.*

#### **Analysis and Design**

*This contains details of design (or analysis and design) of your solution. Here you should necessarily include a diagram to show at least the top level design of the proposed system. Describe the modules in the diagram stating WHAT each module does and its interaction with other modules/components. When ever you introduce a Figure/Table remember to name Figures/Tables with a caption, and cite Figure (using the caption) in the body of the text.*

## **Implementation**

*In the interim report, this chapter may not be very descriptive. However, in this chapter you provide implementation details of each module that is stated in the design diagram. Remember to maintain the consistency between design and the implementation sections. In describing the implementation, you should state about, software, hardware, flowcharts, algorithms, pseudo codes, code segments as per each module in the design. All these flowcharts, algorithms, etc. may be defined as figures or listing and cite them inside the text. Extra details of implementations (e.g. source codes, screenshots) should go to an Appendix.*

## **Discussion**

*In general, after the implementation chapter, you should report on the evaluation/testing of the solution. At the interim report you may not have done a proper testing. If you have some test results, you can report them here. Then gives good summary about what was discussed in the report. More importantly, you should write how your solution differs from similar works by others. In this section, you should also state further work of your project. As such present your plan for evaluation of the system.*

## **Reference**

*Here you should give details of citations that you have used in the text. An entry in list of reference generally includes information such as Author, Year, Title of the Article, Name of Journal/conference, page numbers. There are various reference and citation styles, but you should use the one shown in the sample below.*

## **Appendixes**

*You may have several appendixes to refer to further details related to chapters like: Technology adapted, Analysis and Design, and Implementation.*

*Use the following chapter format together with the prescribed font sizes.*

## **Chapter 3**

### **Artificial Intelligence – The State of the Art (18pt)**

#### **3.1 Introduction (12pt)**

*Briefly report on what you said in the previous chapter. Then report on what this chapter is about.*

#### **3.2 Major Areas of AI**

*You must always write something under sections/subsections. Do not limit such a description to one line, but write at least few lines.*

##### **3.2.1 Expert Systems**

##### **3.2.2**

#### **3.10 Summary**

*Summarize key points that you have presented in this chapter. Write also one-two lines on what the next chapter is about.*

## ***Appendix B - Sample for Using Tables and Figures***

*Whenever there is a figure/table you must cite it as follows. Note that the caption Figure 3.1 reads as figure 1 of the chapter 3. As such, a caption must be defined with reference to the respective chapter number.*

.....The top level architecture of the proposed system comprises of there modules, namely, user interface, student database, and expert system. Figure 3.1 shows the interaction among these modules. *Then write more about these modules.*

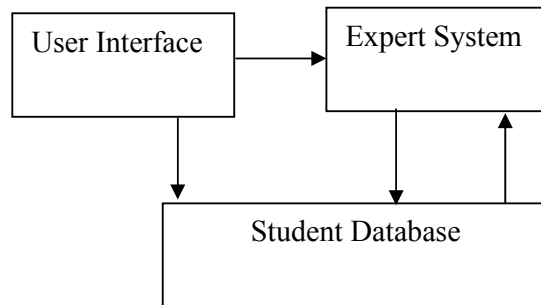


Figure 3.1: Top Level Architecture of the Proposed System

## ***Appendix C - Sample for Reference and Citations***

*Inside the body of the text, you should refer to items in the list of reference in the following manner (using square brackets). This is a process of citing of others work.*

.....Semantic web has been identified as a major application area of ontological modeling [2]. At present, there are many sources to obtain information about the state of the art of semantic web research [1, 3]. Silva [2] has identified five issues in ontological modeling.

*In order to cite inside the text in the above manner, the list of reference must be arranged as follows. Note that this list is prepared in accordance with the alphabetical order of names of authors. The list of reference appears after the chapter on conclusion and further work.*

### **References**

- [1] Perera, A. B. (2003), *Applications of ontological modeling*, Journal of Ontology, 3(2), pp 120-145
- [2] Silva, A (2004), *Using Semantic Web*, In proceedings of the 8<sup>th</sup> International Conference on Ontological Modelling, pp 150-170, Tokyo, Japan
- [3] [www.semanticweb.org/sources.html](http://www.semanticweb.org/sources.html)



## **Appendix A**

### **Individuals Contribution to the Project**

**Name of student:** A.B. Karunathilake

*Write your (individual) contribution as a one page description. This should include you contribution (write more), what you learned by doing the project, problem encountered, and how you address those problems. This will be used for the final assessments of individuals.*

## **Contents**

	<b>Page</b>
<b>Chapter 1 – Introduction</b>	<b>01</b>
<b>1.1 Introduction</b>	<b>01</b>
<b>1.2 Background</b>	<b>02</b>
 <b>Chapter 2 – Others’ works</b>	 <b>10</b>
<b>2.1 Introduction</b>	<b>10</b>
 <b>Chapter 3 – Technology Adapted</b>	 <b>30</b>
<b>3.1 Introduction</b>	<b>30</b>

## *Appendix F - Sample for List of Figures*

*Below is the format for List of Figures. Use the same format for List of Tables too.*

### **List of Figures**

	<b>Page</b>
<b>Figure 2.1 – Comparison of optimization techniques</b>	<b>30</b>
<b>Figure 3.1 – Benefits and limitations of AI techniques</b>	<b>40</b>