Planning Report for BME UG Individual Project

Title

**Author name(s):**

Supervisor(s):

Tuesday, 03 December 2019 Word count: ……………

# Project Specification

Some **general guidance / suggestions** on how to write.

Delete / overwrite this text in between headings and make it yours. You may change the format everywhere, even of the title page if you don’t like this ‘dry’ design. Just make sure that the necessary information and sections are there. Similarly, if you want to use a different word processor, by all means go ahead.

Strictly **up to** **4000 words** (excluding references and title page). The word limit is a limit, not a target.

You need to be concise. We are looking for clarity and quality of writing and presentation that demonstrate the work you have conducted.

Paragraph structure. Your paragraphs should start with a topic sentence. The reader should get what the paragraph will be about from the first sentence. Develop the argument in the rest of the paragraph and conclude.

Think of the overall story when you write. There needs to be a logical order of your arguments / paragraphs. Some people write all the topic sentences first and then elaborate. Some others start from the figures, then topic sentences, then populate the document with words.

Avoid duplication; don’t say things in two different ways just to add words. Make the point once and well.

Use the styles (under the tab ‘home’) to format. Use Heading 1, 2, 3 for headings. Use ‘draft paper’ style for the main text. If you want to change fonts, tabs, spacing, etc then change the style ‘draft paper’, not the individual paragraphs.

Number your references [6-14,22]. For example, Woo *et al*. found that ### [14]. Use a reference manager; I suggest Mendeley, but there are plenty out there.

**Specifically for this section** (project specification).

It should state clearly what the project is intended to deliver. The aims and objectives / hypotheses of your work should be in this section.

# Ethical Analysis

Mention the ethical basis, background, and implications of the project in regard to subjects and specimens used and their provenance, data derived or measured and their use. Include the long term effects and meaning of the work, as well as the effects of the work on colleagues, the college, society and the environment as appropriate.

# Literature Review

Summarise the key findings from a range of published sources that you have used to identify research gaps, shape your aims and objectives, and justify the decisions you are making in your methodology. The text should be clear, with use of figures (with attribution) if helpful to the explanation.

Figure 1 presents the ###. Data for ### can be seen in Table 1.

Reference Tables and Figures in the main text. For example (Figure 1). Use cross reference (in the tab ‘references’ in MS.Word use the option ‘only label and number’ on the drop down menu). All tables and figures should be referred to in the manuscript.

You will notice that I have placed all figures and their captions in a table. I suggest that you copy & paste the table (including the caption) when you want to add a new figure instead of inserting a new table or inserting a figure in between the text without it being in a table. It keeps it neat. With Ctrl+A (which is select all) and F9 all the fields – and therefore the numbering of your figures and tables – will update.

Be quantitative when you can. Avoid words such as ‘very’, ‘good’, ‘little’; talk with numbers.

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| Table 1: ###. Add a caption. Make it as descriptive as possible | | | | | |

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| Diagram/ sketch / picture / graph Annotate / label well. Make sure all legends and fonts are legible. Think of the reader.  (a) | Diagram/ sketch / picture / graph Annotate / label well. Make sure all legends and fonts are legible. Think of the reader.  (b) |
| Figure 1: (a) ###. (b) ##. Add a caption. Make it as descriptive as possible.  Since you are adding a caption, you don’t need to have a title on your graph(s). | |

# Implementation Plan

This is a breakdown of the work done already and that to be done in the time remaining on the project. This could be presented in text or diagrammatic form (Figure 2). You should identify a set of milestones and provide a realistic estimate of when each of these should be completed if all goes well. It should also detail fallback positions in case any stage of the development goes wrong. You may feel, in the early stages of your project work, that the times in this plan are guesses. However, you will find as the project progresses that keeping track of and revising your initial estimates, and if necessary altering the proposed work, is a vital way to ensure that the project is finished in time.

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| Diagram/ sketch / picture / graph Annotate / label well. Make sure all legends and fonts are legible. Think of the reader |
| Figure 2: Add a caption. Make it as descriptive as possible. |

# Risk register

Identify the main risks associated with achieving your objectives and deliverables, label them in terms of likelihood and impact, and detail your mitigation strategy.

# Evaluation

Detail how you expect to measure the success of the project. In particular, document any tests that are required to ensure that the project deliverable(s) function correctly, together with - where appropriate - details of experiments required to evaluate the work with respect to other products or research results.

# Preliminary Results

Give details of the progress you have made in the project up to now. Remember it is a short report; you should not provide long technical descriptions here - the place for that is in your final report.

# References

Use any style you want, so long as it is consistent. Mendeley and other reference managers has a drop down menu of styles for you to pick. I suggest a style similar to the following.

Examples of referencing journal articles

1. Authors. Year. *Title*. Journal Volume(Issue), pages.
2. Woo SL-Y, Peterson RH, Ohland KJ, Sites TJ, Danto MI. 1990. *The effects of strain rate on the properties of the medial collateral ligament in skeletally immature and mature rabbits: a biomechanical and histological study*. J. Orthop. Res. 8, 712-721.
3. Crisco J J, Moore DC, McGovern RD. 2002. *Strain rate sensitivity of the rabbit MCL diminishes at traumatic loading rates*. J. Biomech. 35, 1379–1385.
4. Nelder JA and Mead R. 1965. *A simplex method for function minimisation*. Comput. J*.* **7**, 308-313.

Example of referencing a whole book

1. Daniels K, Patterson G, Dunston Y. 2014. *The ultimate student teaching guide*. 2nd ed. Los Angeles. SAGE Publications, 150-167.

Example of referencing a book chapter

1. Cooke DJ and Philip L. 2001. *To treat or not to treat? An empirical perspective*. In: Hollin, C.R. ed. *Handbook of offender assessment and treatment*. Chichester: Wiley, 3-15.