**University of South Australia**

**School of STEM**

**#Subject Name (MATH XXXX)**

Logo, company name

Description automatically generated

**Assessment 1 - Report**

**[Report Template Explained]**

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Due Date: [due date or submission date]

Disclaimer

[I/We] declare the following to be [my/our] work, unless otherwise referenced, as defined by the University’s policy on plagiarism.

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Abstract – Explanation of Style Guide

This is a template file for MS word. This document is its own how-to. The style guide is already setup for use in accordance with UniSA report requirements. If you wish to copy and paste sections from other word documents please ‘right-click, paste without formatting’ and it will maintain the style and fonts. You can also highlight sections and “clear formatting” under the styles pane to return everything to normal.

Images inserted should be selected with the “Image” style

Captions for tables and images should automatically select the caption style, but if not it is available

PreAmbleHeadings is for sections in the first pages, and are unnumbered (Abstract, Disclaimer etc)

Heading 1 is a section title – Automatic numbering. This will automatically layer the table of contents also.

Heading 2 is a sub-section title, and all following subsections will follow this, again automatic numbering, and if you “Increase Indent” it will add extra numerical position in accordance with UniSA ie. 2.1.3.4.5

Emphasis, quote, list paragraph are in minimal use.

TOC1, TOC2, FOOTER, Hyperlink are in use automatically, should not require any modification

The structure of this document relies on page break and section; use the paragraph icon to see where they are. When completing a section, insert a page break to take it to the next page.





Figure 1 - This is a test caption, showing the “show formatting” button

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# Introduction

Writing reports at Uni will take up a lot of your time; I’ve created this word template to help you and make the entire process a bit easier. By keeping it populated, it means there will be a few things you need to delete each time you open it – but this way it will maintain the style guide.

This has been written in accordance with the UniSA Report style guide. The fonts, sizes, spacing and formatting is all ready embedded into the document, all you need to do is populate it with your own assignment.

# Heading 1

Typically, a new section will be the start of a new page and labelled as by use of “Heading 1” in the style guide. Shown in Figure 2 the styles pane is shown. You’d start your new page, then click heading 1, it will automatically apply the correct number (and adjust all other section numbers) and wait for you to type.

Graphical user interface, text, application

Description automatically generated

Figure 2 - Heading 1

## Heading 2.

Heading 2, is the next level within the numbering system, in this case 2.1.

By clicking the “Increase Indent” button, shown in Figure 3 the section will automatically get numbered as 2.1.1

Graphical user interface, text, application

Description automatically generated

Figure 3 - Increase Indent

## Heading 2 with increased indent. numbers added automatically

The style will automatically return to “Normal” for the body of this text.

# Inserting Images

In report writing, you will add a lot of figures and images, graphs screen shots etc from your practicals. To do this, I drag the image from an external folder to the place in text I want, onto a new line. I then select the image, resize it manually (Or via Size and Position to set a uniform height/width), change the style to “Image”.

Referencing your image is then critical; select the image, then navigate to the references tab on the ribbon, and select “Insert caption” as shown in Figure 4. The caption style should automatically be applied. When you wish to reference the image – use the Cross-reference button and select the image. This will keep your reference in line with the caption reference. In the case during drafting you need to add an extra figure, the cross reference will automatically update and always track the correct image.

Graphical user interface, diagram, application, Teams

Description automatically generated

Figure 4 - Insert Caption button

# Page Breaks

Your typical report section should finish with a page break, so the new section will start at the top of the page.

The button can be found for this under the insert tab on the ribbon. Don’t use section breaks etc as this will affect the automatic page numbering of this document.

Graphical user interface, application

Description automatically generatedGraphical user interface, application

Description automatically generated

# Maths Equations

As engineers, generally you will have some maths in your reports. In word, this can be difficult, but the below line is the typical formatting. Turn on the formatting to see it properly. The line has a “Centering” and “Right justified” “Tab-stop”. What this means is, the equation will be 1 tab, and will be centered to the mark in the ruler up the top, the Equation reference will be the second tab, and right justified. You can use the reference and cross reference functions to auto-label these too.

(1)

In practise, I find it easiest just to copy this line and formatting and paste it where I need an equation – This can be achieved by putting the mouse cursor on that line, and into the left page gutter, When the mouse cursor has turned backwards, and you click – you will select the entire line and format. Copy, Paste, Repeat.

Graphical user interface, application

Description automatically generated

Figure 5 - Tab Stops

Math can be written in the editor in LaTeX- like commands or the inbuilt equation editor; There are apps available to process latex into word. Also LaTeX can be processed externally, and screen snips can be taken of the equations, and then pasted in the document as images.  
See <https://www.cs.bgu.ac.il/~khitron/Equation%20Editor.pdf> for more tips on the equation editor.

# Updating the Table Of Contents

To update the table of contents, and similarly the Table of Figures ---- Right click anywhere in the ToC box, and select “Update Field” then “Update Entire Field”.

Graphical user interface, application

Description automatically generated

Figure 6 - Update ToC, ToF

# Referencing.

Download, Install, Get used to a reference manager such as “End-Note” or “Zotero”. These both will save you huge amounts of time. They integrate to chrome-based browsers, and MS word. Make sure you install a UniSA-Harvard style guide for it.

You can often just download the \*.RIS file, save it to the manager. In word click a “citation” button, find the document, and the manager will do the rest. At the end you typically would just create a Reference Section then find the “Make Bibliography” button on the integrated ribbon. It will literally do everything for you except tie your shoes.

Graphical user interface, application

Description automatically generated

Figure 7 - Zotero Integration

# Copying some stuff from Excel

Sometimes, you’l bring across tables (And graphs!!) from excel. The best way to do this is right click, paste special, paste as TIFF - image format. This maintains the quality as a vector image format; if you just regularly paste (Ctrl V) it will come in as a chart object, and you can edit the excel doc from word (good idea, just very clunky & doesn’t work)

Graphical user interface, text, application

Description automatically generatedGraphical user interface, application

Description automatically generated

Figure 8 - Paste Special, TIFF

Chart, line chart

Description automatically generated

Figure 9 - A special pasted excel graph

# Submission

Unless specifically asked **not** to – always- always submit your assignment in a PDF format.In Windows, you need a PDF printer app; for Mac you can just print, and then ‘save to pdf’. It’s a much more professional look, and makes marking easier.

Graphical user interface, application

Description automatically generated

Figure 10 - Save as PDF – Mac Only