**Phase 1 - Conceptual Database Design**

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# **1. Introduction**

This document elaborates on the requirements given for the project report in the original assignment. The formatting guidelines given here are quite specific. These specifications, and this document as an example of them, are meant to provide guidance. The structure guidance provided here is meant to clarify but not change the guidelines given in the project description.

# **2. Format Guidelines**

Your report should have a title page including the names of all contributors. (If any of these contributors are not group members, please be specific about their involvement.) Following the cover page is a table of contents including entries for first and second level section headings. On the following pages are a list of figures and a list of tables (each on a separate page). Limit the length of the body of your document to ten pages double-spaced with a twelve-point font. Material before Section 1 and appendices is not subject to this page limit. Text is justified on both the left and right. All pages except the cover page are numbered.

## **2.1. Section Headings**

First level section headings should be centered and numbered consecutively. They should be in bold font and should start on a new page. Second level headings (such as this one) should be numbered and left justified again in bold font. Third level section headings are not numbered. They are left justified, bold and italicized. The title is followed immediately by a hyphen and the text of the paragraph with no break.

## **2.2. Figures and Tables**

Figures and tables must be labeled with a number and caption. Tables are labeled above while the caption of a figure appears below.

***Figures-*** See Figure 1 below for an example of proper formatting. A figure should immediately follow the paragraph in which it is first referenced. If this placement would leave a large white space, the figure can be delayed until the top of the following page.

**Figure 1 - An Example of Meaningless Juxtaposed Shapes**

***Tables-*** Below is an example of proper table labeling. Table placement rules are similar to Figure placement rules.

**Table 1 - The Relationship Between foo and bar**

|  |  |
| --- | --- |
| Column A | Column B |
| 1 | Foo |
| Bar | 25 |

**Table 1 - The Relationship Between foo and bar**

## **2.3. Appendices**

Appendices are labeled with successive letters of the alphabet, the first being Appendix A. One appendix should include a summary of individual and group progress reports summarizing the period during which you worked on the project.

# **3. Structure**

Your report should begin with an introduction **briefly** describing the project to give the reader a proper background. Please do not quote large parts of the project description. In addition, the introduction should provide a preview of the remainder of your report. The report should focus on an ER diagram together with a detailed explanation of it.

# **4. Conclusion**

This document summarizes the format and structure for the project reports. I hope this will be helpful in completing your project reports. If you have further questions please feel free to ask.