**Title:**The title **should** be short, attractive and informative, and should accurately convey the contents of the pictorial essay in as few words as possible.

**Abstract**:  The abstract should concisely summarise the contents of the pictorial, and contain sufficient information to be a stand-alone entity.

**Introduction**: The introduction should be brief, and provide background information about the chosen field of work. It should also include the rationale as to why you chose the topic to based your work on.

**Background**: This section should include any background information to the reader about your field, think of this section as your chance to educate the reader about your field of work. As not every reviewer will be from your discipline and it is useful for you to describe the idea and practice backed up with research to accompany your rationale for doing this work.

**Body of work:**This section requires further subheadings detailing the journey you took in order to end up with the final output. As a minimum, but not limited to, this should include headings such as; process, method) but you are encouraged to devise your own headings relevant to your work. For example, if you are developing a web based interface you might consider the following headings; process (design research > design, development, user testing, iteration, user testing)  and methods (research into frameworks and libraries, exploration into languages...). Whereas a documentary filmmaker would have a slightly different route in their process to include research into problem, screenplay, casting, planning, logistics and production.

**Discussion and Conclusion**: The final section of the report, concludes your work. It is there to allow you to reflect on the process and methodology, you should critically assess your work (perhaps even having some formal feedback from potential users/audiences) - an effective way of obtaining feedback is via questionnaires, interviews and observations. For some this can be achieved via a screening of your work (youtube, eventbrite…) or by gathering user feedback through data analytics or questionnaires.

**How to structure a pictorial essay**

A pictorial should consist of the following:

* Title (a generalised title for your work).
* Abstract (approx 150 words).
* Introduction (approx 300 words).
* Background (approx 500 words).
* Body of work - subheadings to organise your phases of work.
* Discussion and Conclusion - reflect on your pictorial (process, method …), critically assess your portfolio piece and discuss next steps and further enhancements.
* References - Harvard style referencing.

**Title:**

**Abstract:**

**Introduction:**

**Background:**

**Body of Work:**

**Discussion and Conclusion**

**References:**