Capstone Project –
Project Management Lectures

Professionalism in Presentation

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Your submission must be in a form such that the text is readable by Turnitin (for example, RTF, DOC, and PDF, are all OK). The precise length is not of prime importance, but it is my expectation that a page typically has about 300 words – give or take. Don't use 8-point font to get more words on a page. You can use illustrations if that helps (perhaps a Mind-Map), but still keep the whole thing down to the suggested number of pages.

The essay will be assessed according to:
- How well it responds to the selected topic, using your own original ideas
- How well it shows your mastery of the coursework
- Standards of Academic Honesty. All external sources (even if authored by you) must have a citation and a reference. Note – your own original ideas are much more significant than collecting other people's ideas, so you should limit citations to the minimum essential.
- Professionalism in presentation:
  - Your Name, Your ID Number, Date of Submission, Title – It goes without saying that every piece of work you submit, with only rare exceptions, should have your name, your student number (in the University environment), the date, and a title. This will apply to everything you do as an engineer for the rest of your life, so please start now and become familiar with the practice.

  - All submissions should be divided in some way that reflects the structure of the question. You could use paragraphs, headings, indentation, sections, subsections, as appropriate – do not submit one big block of continuous text. If the guidelines include a skeleton, use that. If not, use your judgement to subdivide your work into logical blocks.

  - Your thoughts should be well-organised and clearly expressed with no significant spelling mistakes or grammatical errors. It is OK to spell 'optimise' as 'optimize' – no penalty. However, it is unacceptable to include words that do not exist in the English language – such as 'informasion', or a completely wrong word – such as 'costumers' instead of 'customers' or 'I will go their' instead of "I will go there". Tools, such as Microsoft Word and Grammarly, can identify many common mistakes. If your submitted work still has multiple mistakes flagged, then you have not proof read it properly.

  - Abbreviations and acronyms, other than ones that are in everyday use, should be spelled out in full at the first occurrence (see Appendix).

  - The exact length of the submission is not important. A short submission that covers all the main points will earn more marks than a repetitive and disorganised submission that goes over the suggested maximum length. If you go over the suggested limit, all the excess material will have to be fantastically interesting or I will just stop reading.

- Reason for late submission – If your submission is late you should include your application for an extension IN the submission. Otherwise I will lose it. "I forgot" is not valid as a reason for late submission.

- Citations – For preference use IEEE Style, but there is no penalty so long as your citations make it clear what parts are your own ideas in your own words and what parts are heavily influenced by other sources.

- Notes on usage – just for my sake, please avoid:
  - etc.,
  - i.e., and
  - e.g.

  These are abbreviations of Latin, not English, phrases, and the first one has the additional fault of failing to add anything to your meaning.

As a guideline, I recommend you also avoid "nowadays". From my experience in marking essays, I find it is used to precede either an asinine platitude or an outrageous and unsupported claim. The word "clearly" is almost as bad in this regard. Here are examples of what I mean:

Nowadays (or Clearly) we are living in the most complex society of all human history.

Nowadays (or Clearly) the Internet is important to many people.

The problem with the first statement is that it is bullshit. The second one is just a waste of time – for the author as well as all readers.

Appendix – Some Everyday Acronyms and Abbreviations

1. *You May Use These, Without Spelling Them Out*

A/D	AC	ADC	ADPCM	ADSL	AMOLED	ANSI
ASCII	ASIC	Ave	BA	BNC	BPON	BSc
CAN	CATV	CCD	CD	CDMA	CEO	CFO
CIO	CMO	CMOS	CTO	D/A	DAC	DC
DECT	DIA	DIY	Dr	DSP	DVD	EA
EE	EEPROM	EMC	EMF	EMI	EPON	EPROM
ETA	EV	FAQ	FDD	FDM	FEC	FET
FFT	FIFO	FM	FPGA	FSK	FTTB	FTTH
FTTN	GLONASS	GPON	GPRS	GPS	GSM	GUI
HDLC	HDMI	HDSL	HDTV	HEMT	HF	HSPA
HTML	HVAC	Hz	IC	ID	IEC	IEE
IEEE	IFFT	IGFET	IO	IP	IQ	ISP
JFET	LCD	LED	LF	LIFO	LSI	LTE
M2M	MA	MAC	MAP	MD	MEMS	MESFET
MIDI	MIMO	MISO	MOSFET	Mr	Mrs	Ms
MUX	NA	NAND	NG	nMOS	npn	NRZ
NTSC	OLED	OP-AMP	P-P	PAL	PAM	PCB
PCBA	PDF	PGA	PhD	PKI	pMOS	pnp
POP	PPP	PPT	Prof	PROM	PSK	PVR
PWB	PWM	Q&A	QAM	QPSK	QPSK	RAID
RAM	Rd	RF	RFID	RGB	RJ45	RMS
ROM	S/N	SAW	SCART	SCSI	SD	SDH
SHA	SIM	SMTP	SNMP	SNR	SOHO	SONET
SRAM	SRM	St	SW	TBD	TCP	TCP/IP
TDD	TDM	TDMA	TFT	TIA	TNT	TTL
TV	UART	UHF	UI	UMTS	UPS	URL
USB	VA	VGA	VIP	VLF	VLSI	VOIP
VP	VPN	WAN	WCDMA	Wi-Fi	WLAN	XMP
XOR						

Please let me know of any other common abbreviations or acronyms that ought to be included.

2. *You May Also Use These, Without Spelling Them Out*

- SI prefixes and units, and units derived from those, such as m, sec, g, k, V, A
- Standard units such as dBm, VA
- Standards, such as RJ45, OC-48, ADSL
- International Standards Bodies, such as IEEE, IETF
- Frequency Bands, such as Ku Band
- Chemical Symbols, such as CO_2, Si, Ga
- Company and Brand Names, such as SPICE, GE

- Government ministers, departments, and organisations, such as PM, ADF
- Common English acronyms, such as BCE, AM, PM
- University abbreviations, such as ELEN, Unimelb

3. Others Should be Spelled Out

All other abbreviations and acronyms should be spelled out on first occurrence. The first time the phrase is used, it is written out in full, followed by the abbreviation or acronym in brackets. After that, the abbreviation or acronym is used on its own.

For example:

- *This project considers the use of renewable energy sources (RES) generation in the National Electricity Market (NEM) . . . The NEM was established . . .*

- *Efficient Simultaneous Localization and Mapping (SLAM) . . . SLAM is a part of . . .*

- *A feature in digital audio workstation (DAW) suites . . . A typical DAW suite includes . . .*