Machine Learning Group
Fakulty IV, Technische Universität Berlin
Prof. Dr. Klaus-Robert Müller
Email: klaus-robert.mueller@tu-berlin.de

What is a report?

The following guidelines are provided to assist you in enhancing your report-writing skills. In order to promote the creation of high-quality reports, it is important to note that points will be deducted if a report does not conform to the established standards outlined below.

Content

In your report, you should provide details about your progress on the milestone. Ensure that your report includes all the information needed to fully comprehend your work:

- describe the goal.
- write how you solved the task and where you failed.
- describe what you have done and also provide comments on any noteworthy aspects, such as clever implementations that have improved run-time. Keep it straightforward and easy to understand.
- provide figures and corresponding parameter values.
- explain what can be seen in the figures and if this makes sense.
- explain differences between various pre-processing methods, algorithms, and parameter configurations (where applicable).

We should only need to examine the code if there is something we do not understand or do not believe.

Scientific Writing

In the following, we will provide some infomation on Scientific Writing — an essential part of science!

In your reports

- your text should be clearly structured: one paragraph, one idea.
- you should write as much as necessary but as little as possible — be concise!

Every figure should

- be appropriately sized
- have a number and caption which describes what can be seen (no interpretation!).
- be commented/interpreted and referenced in the text.
- have labels and legends which make sense and are readable!
- be designed for easy access to the contained information. Comparisons between different figures should be easy due to consistent axis limits (if appropriate).
- have colours/gray-scale levels which help to digest the contained information. Choose an appropriate color-map, the default color-map is not always a good choice.
- be vector graphic (if possible).

Once you have created your report, take a moment to read it again and make sure it follows these guidelines.

If you are interested in learning more about scientific writing, there are tons of books on the subject. There are many good online resources, e.g. `http://www.aacc.org/publications/clin_chem/ccgsw/Pages/default.aspx`