Solent University

Faculty of Business, Law and Digital Technologies

**Name of your degree**

**Academic year of submission**

**Your name**

**“The title of your report”**

Supervisor : Name of your supervisor

Date of submission : Month Year

# Acknowledgements

Write a paragraph here acknowledging everyone who has helped you while you have been preparing the content of your dissertation.

This may be you supervisor or other academic staff that have provided guidance and support, other students or colleagues with whom you have collaborated on any research or project work, interviewees, librarians, or perhaps any external bodies that have given you assistance, such as access to data or the opportunity for hands on experience.

# Abstract

This should clarify to the reader why they should read your report, Abstracts are a short summary, one paragraph 300 words max. giving a snapshot of your entire project; why, how, results and conclusions/ recommendations. The Abstract needs to work as a “standalone” so avoid using any citations. Write your abstract last.

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NOTE: This contents page has been automatically generated from headings formatted in the main document. Use Heading 1 for the title of new sections, Heading 2 for the title of new sub-sections and so on throughout the document. Once you have added your content, click on the contents table below and select ‘update table’ to see changes. There is no need to edit the list directly.

The tables and figures list on the next page has been automatically generated in the same manner. Each time you add a new item in the main document, go to the ‘references’ menu and select ‘insert caption’ to create the title of the table or figure. Then update the tables and figures list for the new items to appear.

You might wish to add a section for **Project Specification/Requirements** after **the Literature Review** if you are doing a **software product/build** type of project

**List of Figures**  
**Figure 1: 2014 Logo Trends**

**GARDNER, 2014**. *2014 Logo Trends* [viewed 15 November 2014]. Available

from: https://www.logolounge.com/article/2014logotrends#.VJRtAA5xIw

**Figure 2: Graph of Network testing March 2018**

NOTE: ‘Figures’ refers to all charts, graphs, photographs, drawings and other illustrations. Number everything in the sequence it appears in the text

These can be two separate lists for your tables & Figures (charts, Graphs, photos, diagrams etc.) or just one list called Figures depending on the amount of table you have.

These should be structured with the figure number, the figure title, description and then the Harvard reference source. If the figure was created by you, there is no need to include the Harvard source, only the figure number and the figure title/description

# 1. Introduction

An introduction is an expansion of your project title with a clearly defined problem statement along with a research question or hypothesis. It will present a clear statement of your purpose – Why did you carry out the research? Why are you writing this report?

It will also indicate the scope of your research and define any key terms which aid understanding in the introduction.

# 2. Literature Review

This is a referenced review of books, journals, scholarly articles, documentation and other **quality peer-reviewed sources** relevant to your project. It allows you to critically evaluate relevant sources to demonstrate to your readers how your research fits within a larger field of study. It will allow discovery of current ideas, current practice and processes to support the Project’s aim.

You need to set your work in the context of previous work with your field of study or problem to solve and identify any gaps in current practice and/or literature, explaining how you intend to address them.

2.1 Sub Section  
Break down into subsections

2.2 Sub Section

Break down into subsections

# 3. Methodology

This section will discuss and justify all aspects of the project methods used to undertake the project which could include: How was an initial survey data collected to justify the aims of the project and how they were analysed? How will the project be implemented and tested?  How was the finished artefact evaluated? If using qualitative research how are sample sizes -representative of your prospective user base?

## 3.1 Methods Section

Make sure you break down your methodologies into subsections titled to match the discussion

## 3.2 Methods Section

Make sure you break down your methodologies into subsections titled to match the discussion

## 3.3 Professional, Legal and Ethical issues

How will you undertake ethical research and a discussion of all professional, legal and ethical issues associated with your project. A mention of your ethical release will appear in this section with a link to its placement within an appendix.

## 3.3 Project Management

This section covers how you managed your project and any deviation for what was presented in your review report AE1. Write up a brief introduction/reflection on how you planned/manage your project. Link to appendices that contain further information such as time charts etc.

4. Design & implementation

This section will document the design and implementation, testing or the conduct of the investigation of your project. There will also be a discussion on any issues/problems that arose and how each was resolved.

# 5. Results

Here you will detail all of the results you collected. You may choose to use tables or graphs to show your results.

This section summarises and provides evidence of what has been achieved and will reference additional materials in the appendices.   For projects that test a theory or concept, it will analyse the results of the investigation in relation to original expectations and draw conclusions about the theory or concept.

.

# 6. Conclusions

This section will evaluate both the process and products of your project based on your previously developed criteria.   Note that the ‘products’ of your project include not just the principal artefact that you have developed, but also design and other documentation associated with the development process.   It is also appropriate to discuss the results of any external validation of your artefacts in this section.  The evaluation of the process should consider all elements of your project methodology as well as project management issues

# 7. Recommendations

Based upon your evaluation of the process and products of the project you should make recommendations about how the project could be carried forward in the future. For example, what improvements could be made to your system or experiment if you were able to continue further work on your project?   If your project was re-scoped at the review stage to ensure it was achievable, this section is likely to discuss elements removed at that point.  If your project consisted of creating a design document for a complex system, it might discuss how your design might be implemented.

# 8. Reference list

**ARMBRECHT, J. and T.D. ANDERSSON, 2017**. Event impact. Abingdon: Routledge   
  
**BBC, 2017**. Huge Spain unity rally held in Barcelona 2017. [viewed Oct 8, 2017]. Available from: http://www.bbc.co.uk/news/world-europe-41544849   
  
**BASSOT, B., 2016.** The reflective journal. 2nd ed. London: Palgrave BECKER, L.M. and J. VAN EMDEN, 2016. Presentation skills for students. 3rd ed. London: Palgrave   
  
**WEINSTEIN, E., 2017**. Adolescents’ differential responses to social media browsing: Exploring causes and consequences for intervention. Computers in Human Behaviour, 76 (Supplement C), 396-405  
<https://doi.org/10.1016/j.chb.2017.07.038>

And so on. These should all be in alphabetical order, so they are easy for the reader to find and single line spaced

Note: A ‘**Reference List**’ is a list of citations for all sources you have referred to in the body of your dissertation.

Use the Digital Object Identifier (DOI) link for the papers and journals in your lists so your supervisor/marker can easily locate and check them:  
  
**WEINSTEIN, E., 2017**. Adolescents’ differential responses to social media browsing: Exploring causes and consequences for intervention. Computers in Human Behaviour, 76 (Supplement C), 396-405 <https://doi.org/10.1016/j.chb.2017.07.038>

# 9. Bibliography

You must include a list of references, in alphabetical order by author, at the end of your report, before the appendices. This must be in the correct [SSU Harvard referencing format.](https://portal.solent.ac.uk/library/help/factsheets/resources/referencing-harvard.pdf)   The sources listed in your references section must reflect all those cited in the text of your report.  However, don’t forget that all words and work must be your own and not direct quotes from third party sources. Use the [Digital Object Identifier (DOI)](ps://library.uic.edu/help/article/1966/what-is-a-doi-and-how-do-i-use-them-in-citations/) link for the papers and journals in this list so your supervisor/marker can easily locate and check them.

# 10. Appendices

## Appendix A: Title

An appendix is for anything you feel is useful for your reader to see, but which isn’t essential for understanding your dissertation. It is optional.

|  |  |
| --- | --- |
| **Column heading 1** | **Column heading 2** |
| Write table text here. | Write table text here. |

Note: An appendix normally includes research related material that does not fit easily or suitably in the body of the report. Start each appendix on a new page

Notice that the sequence of your appendices is given using letters ‘Appendix A’, ‘Appendix B’, etc.

Also, the numbering of the pages in your appendix is done at the bottom of the page as ‘A-1, A-2’/ ‘B-1, B-2’ etc.

To get this separate numbering, you need to insert a continuous break at the heading of the appendix, this will start the numbering again. Then click into the footer and uncheck the box which says ‘same as previous’. You should then be able to change the letter next to the number (e.g. ‘A-1’ changed to ‘B-1’)to match the letter of your Appendix.

In-text citation (link) to an Appendix should look like this: (Appendix A)

Use a footnote reference system Foo Bar1

## Appendix B: Title

Paragraph.

Paragraph.

|  |  |
| --- | --- |
| **Column heading 1** | **Column heading 2** |
| Write table text here. | Write table text here. |

## Appendix C: Title

Paragraph.