

DT008/3 Project Report Check List

Please ensure you have checked each of the following points below before you submit your report.

Submissions will not be accepted without the completed and signed checklist.

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|-----|---|--|
| 1. | Include a title sheet as provided on Brighspace | |
| 2. | Include declaration page as provided on Brighspace | |
| 3. | Include an index with page numbers (Table of Contents) | |
| 4. | Include a list of acronyms | |
| 5. | When using acronyms spell them out in full first | |
| 6. | Include page numbering | |
| 7. | Keep the font and formatting style the same throughout | |
| 8. | Use consistent line spacing | |
| 9. | Do not abbreviate | |
| 10. | Write in the third person | |
| 11. | Generally write in past tense | |
| 12. | Run a spell check through the document | |
| 13. | Check for any grammatical errors | |
| 14. | Have the document proofread by someone else | |
| 15. | Number each section | |
| 16. | Refer to all figures and tables in the text before inclusion | |
| 17. | Label all figures and tables correctly and consistently | |
| 18. | Figure captions go below the figure | |
| 19. | Table captions go above the table | |
| 20. | Use figures to explain theory | |
| 21. | Include an introduction with project objectives | |
| 22. | Do not quote the project brief verbatim as the introduction | |
| 23. | Identify methods used | |
| 24. | Quantify and analyse results | |
| 25. | Include a conclusion summing up main findings | |
| 26. | Reference all cited source materials using the IEEE style guide | |
| 27. | Organise the appendices into sections with page numbers, titles, etc. | |

Student signature: _____