

CSC 498: Computer Science Project

Guide to Writing Your Project Report

Preamble

This document is a brief guide to help students of the Department of Computer Science at the University of Buea structure their project report for the course CSC 498: Computer Science Project. The student is strongly encouraged to follow the guidelines as closely as possible as evaluation of the course is based on them.

Document Formatting

Your project report is an 18 – 25 page (from Introduction to Conclusion) writeup on the work you did in the course. The report should follow the formatting guidelines below:

- Page size: A4
- Font style:
 - Font size: 12 point
 - Font style
 - Use a proportionally spaced serif font for the document body: e.g., Times New Roman or Times Roman
 - Variations in font style: Portions of your document may require variation in font style (discuss this with your supervisor)
 - For proportionally spaced sans serif fonts, use Arial or Helvetica (some variants may present better as 10pt)
 - For monospaced fonts, use Courier or Courier New. These are also the fonts of choice for program code, with font size of 10 pt.
- 1.5 line spacing
- Roman numerals (i, ii, iii, ...) to number the Abstract and Table of Contents pages, and Arabic numerals (1, 2, 3, ...) to number the pages of the rest of the report
- 1-inch left, right, top, and bottom page margins

Citations and References

Use the IEEE style for citations and references. The IEEE style uses in-text citations, numbered in square brackets, which refer to the full citation listed in the reference list at the end of the report. The reference list is organized numerically, not alphabetically. See the IEEE Editorial Style Manual (http://www.ieee.org/conferences_events/conferences/publishing/style_references_manual.pdf) for details.

Evaluation

Evaluation of your work will be based on the following guidelines. The weights in brackets will be used if provision is not made for an oral presentation.

- Content of project report: 40% (60%)
- Presentation of project report: 20% (30%)
- Supervision of project: 10%
- Oral presentation: 30%

Number of Copies

- For evaluation, students should submit three copies of their report
- Final corrected report
 - 1 copy for each supervisor
 - 1 copy for the department
 - 1 copy for the departmental library
 - Student can submit additional copies for signature (at same time of submission of the corrected report)

Content of Report

Your report should be guided by the sections outlined below. Note that this structure is general, and with guidance from your supervisor and specificity of your project, some variation in the sectioning is acceptable.

1. **Title page** : Includes names of university, faculty, department; name of degree; title of project; name and number of student; the name(s) of supervisors(s); and month and year of submission of the report. Note: no pictures, like the university logo (see attached sample)
2. Declaration (see attached sample)
3. Certification page (see attached sample)
4. Dedication page (optional)
5. Acknowledgement page (optional)
6. **Abstract** page: 150 – 200 words. This summarises of what the project is about and the outcome of your work.
7. List of abbreviations (optional)
8. List of tables (optional)
9. List of figures (optional)
10. Table of Contents page
11. Introduction
 - a. Introduces the project to the reader
 - b. Includes:
 - Background to your work. May include topics like:
 - Why you thought the project was needed
 - Your interest in the project
 - Technical and/or social background
 - The aims of the project (very brief)
 - The parameters or boundaries of the project, if relevant, e.g. what you wanted to do; what you could not or did not, or was unable to do. Again, be brief.
 - The way the report is structured
12. Literature review of previous research/project development in your topic area (optional, especially if the relevant material is already covered in the Introduction)
13. Analysis and Design (Could also be captioned simply “Analysis”, or “Design”, depending on the project)
 - a. Problem statement

- b. Research aims/questions
- c. Methodology
- d. Design

14. Results and Discussion

- a. Results: Implementation and findings of your work
 - Program code, if too long, should be provided as an appendix
- b. Discussion: These are at the core of your writing. Tell the reader what happened and why. Can include:
 - An evaluation of the situation (what was expected/unexpected, proved/disproved, illustrated, explored, highlighted by what you have investigated)
 - An attempt to explain the results drawing in other research/theory
 - A discussion of limitations and possible sources of error

15. Conclusion/Summary/Recommendations

- a. About one or two paragraphs that sum up the project and any implications, conclusions or recommendations and suggestions for future research/work you feel would expand the knowledge base in this area
- b. Do not introduce any new ideas into your conclusion

16. References

- a. Should include all the evidence that you cite in the main body of your report (use the *** citation and referencing style)
- b. Do not neglect references - you can lose marks if you do not reference your sources properly .
- c. Do not reference common knowledge (things that most people would know or easily find out) , undisputed historical facts, or your own opinions, observations, and ideas. Make it clear in the report that these are your views, e.g., “ I would argue that...”; “It is my view that...” etc.

17. Appendices: Include appendices only if relevant. Examples:

- a. Details of relevant documentation from systems, software and program development for your project: specification, design/algorithms, sample program code, test data, illustrative use of software/system, user/technical manuals, etc. Program code (source and executable) should be provided on CD.
- b. Further research/experimental details
- c. Documentation produced during the process: forms, questionnaires, statements, etc.
- d. Lengthy tables of data (you can include extracts from these in the body of the main report)
- e. Other information not absolutely necessary in the main body of the text, but which provides additional insights and information to the background, development or discussion stages of the report.

UNIVERSITY OF BUEA

Faculty of Science

Department of Computer Science

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Project Report

Report Title Goes Here

Your Name Goes Here
Student Number Goes Here

Supervisor(s)
Name(s) of Supervisor(s) Goes Here

October 2017

CERTIFICATION

This is to certify that this report entitled “TITLE OF YOUR REPORT” is the original work of WRITE YOUR NAME with Registration Number WRITE YOUR UB NUMBER, student at the Department of Computer Science at the University of Buea. All borrowed ideas and materials have been duly acknowledged by means of references and citations. The report was supervised in accordance with the procedures laid down by the University of Buea. It has been read and approved by:

Supervisor's name and affiliation

Date

(List other supervisors in case of multiple supervisors)

Name of Head of Department
Head of Department of Computer Science

Date

DECLARATION

This report has been written by me and has not received any previous academic credit at this or any other institution

X

Your Name

Your Student Number

Your Department

Your Faculty