

Instructions for Formatting Your Final Report: A Microsoft Word Template

1 Introduction

This document describes the formatting of the final report of the DIT035 course, including margins, fonts, citation styles, and figure placement. It also contains a section on avoiding formatting errors that frequently appear in report submissions. The format requirements are compulsory.

We kindly ask you to produce a pdf-file that meets the formatting specifications outlined here to the extent possible.

2 Style and Format

Papers must be printed in the single column format as shown in the enclosed sample. Margins shall be 2.5 cm left and right, and 2.5 cm top and bottom.

2.1 Fonts

Use Times Roman or equivalent style fonts (avoid to use nonstandard or unusual fonts). Headers and Footers shall be in 9pt type. The title of the report shall be in 14pt bold type. First level headings shall be in 12 point bold type and second level headings shall be in 11 point bold type. Third-level headings shall also be in 11 point bold type. The text and body of the report shall be in 11 point type.

2.2 Title and Author

The title appears near the top of the first page, centered. The author and your personal number appears in the Header on the front page.

2.3 Headings and Sections

Headings shall be used to divide major sections of your paper. A heading should effectively inform the reader about the content of the section. Headings are your instrument to create and design your synthesis. Leave a blank row between your paragraphs.

2.3.1 Figures and Tables

Figures and tables, if included, shall be inserted in proper places throughout the text. Do not group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

The figure number and the caption should appear under the illustration, and the table number and the caption should appear above the illustration. Leave a margin of 1 cm around the area covered by the figure and caption. Captions, labels, and other text in illustrations must be at least nine-point type.

Table 1. Example for table with *table caption above*. Note that a *figure caption should be below* the illustrations. >= 9pt font.

	CPU Speed	Wage
A		
B		
C		

2.4 References

The reference section shall be labeled “References” and should appear at the end of the report in APA (american psychology association) format. A sample list of references is given at the end of the template. Your report must include complete and accurate citations.

Citations within the text shall include the author's last name and publication year, for example (Kotter, 2007). Multiple authors should be treated as follows: (Klein & Sorra, 1996) or (Beck, Epstein, Brown, & Steer 1988). In the case of three or more authors, the citation can be shortened after it has been cited with all names a first time, and then by referring only the first author, followed by ‘et al.’, as in (Beck et al., 1988). Multiple citations should be separated by a semi-colon, as in (Klein & Sorra 1996; Kotter, 2007). If two works have the same author or authors and publication year, append lower-case letters to the year to resolve ambiguity. The appropriate format is as follows: (Kotter 2007a, 2007b).

If the authors’ names are mentioned in the text, the citation need only refer to the year, as in “Klein and Sorra (1996) showed that...”.

3 Formatting Templates

Before submitting your report, please produce a pdf file.

4 Avoiding Common Errors

4.1 Citations

Citations are not nouns. It is not correct to say “Using the method of (Kotter, 2007), we ...” Instead, say “Using the method of Kotter (2007), we ...”.

4.2 Quotes

Quotes where you reuse the exact format from a source, either as a full sentence, or several, or a figure/illustration or a table shall be cited as usual but with reference to the page(s) from which it is taken. For example: “Lewin used the term ‘quasi-stationary equilibrium’ to indicate that whilst there might be a rhythm and pattern to the behaviour and processes of a group, these tended to fluctuate constantly owing to changes in the forces or circumstances that impinge on the group.” (Burnes, 2004, p 981).

References

The purpose of a reference list is to help readers find the sources you used. Therefore, the reference list must be accurate and complete. All citations shall be listed in the reference list. Do not refer to unpublished material such as lecture presentations. Put references in order by the author's family name; first author's family name if there are more than one author. Use the hanging indent paragraph style with spacing 3 pt before and after each reference.

Examples:

Orlikowski, W.J. (1992). Learning from Notes: Organizational Issues in Groupware Implementation. In proceedings of the Third Conference on Computer-Supported Cooperative Work, Toronto Canada, November 1992, pp 362-369.

Klein, K. J. & Sorra, J. S. (1996). The Challenge of Innovation Implementation. *Academy of Management Review*, 21(4), 1055-1080.

Kotter, P. J. (2007). Leading Change: Why Transformation Efforts Fail. *Harvard Business Review*, 85(1), 96-103.

Maximum 5 pages are allowed (excluding the list of references, and a coverpage if you wish).