

# **Computing Honours Project**

(COMP10034)

## **Hons Project Final Submission**

# Hons Project Final Submission

Final submission date:

**End Week 12 – FRIDAY 29<sup>th</sup> MARCH 2019**

Final Hons Project Report worth **70%**

Project Management Report worth **10%**

# Hons Project Final Submission

You should submit a copy of your Hons Project to **Turnitin** on the **Hons Project Moodle site** using the group links (same as you did with the Interim Report)

No later than the submission date

# Hons Project Final Submission

In addition, email an electronic copy (either **Word** or **pdf**) to

[mark.stansfield@uws.ac.uk](mailto:mark.stansfield@uws.ac.uk)

No later than the submission date

Any student submitting after this date may be penalised unless they submit a **Extenuating Circumstances Statement**

<http://www.uws.ac.uk/current-students/rights-and-regulations/academic-appeals-and-mitigation/>

# **Hons Project Final Submission**

- (i) Submit an electronic copy of your final Hons Project report to Turnitin**
- (ii) Email a copy of your final Hons Project report to Mark Stansfield**
- (iii) Email a copy of your Project Management report to your supervisor and Mark Stansfield**

# Hons Project Final Format

As a guide the length of Hons Project report excluding appendices, tables, program listing etc should be between **10,000-15,000 words**

**Length depends on type of Hons Project** – e.g. investigative or software development

**Consult your supervisor for advice**

Avoid producing **excessively short or long** Hons Project reports

# Hons Project Final Format

Use **A4** size paper

Allow **2.5cm margins** at top, bottom and edges of paper

Include **page numbering**

**12pt** font

**Harvard Referencing style**

All figures, tables, charts, diagrams should be **legible and** if included in main body of report **labelled** for example as Figure 1.1, Table 2.3 with short title

# Hons Project Final Format

Make sure you consult your Hons Project specification form in relation to the agreed **Marking Scheme** for your final Hons Project report

Make sure that all areas of the Marking Scheme are addressed and **no key areas are overlooked** (could cost you valuable marks)

Make sure that the **balance of your final Hons Project report reflects the Marking Scheme**

**Consult your supervisor for advice**



# Hons Project Final Format

Final Hons Project report should be a **scholarly piece of work** rather than for example some informal anecdotal description of a series of chats or events

Should be written up in a **structured, formal and scholarly manner**

Again, **consult your supervisor for advice in terms of the structure** of your final Hons Project report and the style of writing that is appropriate to your work

# Hons Project Final Format

Templates for the:

- **Title Page**
- **Declaration Form** (confirming that it is your own work)
- **Library Reference Sheet**

Will be emailed out to you next week

# Hons Project Final Format

Overall structure **normally follows:**

- Title Page
- Declaration Form
- Library Reference Sheet
- Copy of Hons Project Specification
- Table of Contents
- Acknowledgements
- Abstract
- Main Body of Report (split into Chapters)
- List of References
- Appendices (e.g. Appendix A, Appendix B etc)

# Final Hons Project

It is **advisable** that you try and submit some sort of draft of your final Hons Project report to your supervisor for comments and feedback at least 7-10 days before the final submission deadline

It is **not** your supervisor's responsibility to **find all the errors and mistakes in your work and fix them for you**

That is your responsibility – **you are ultimately responsible for your own work!**

# Final Hons Project

Because supervisors typically have 7+ Hons Project students they **cannot read through every line and word**

It is more likely that they can only **‘look over’ your work and give general feedback and guidance**

Also it **may take time for them to get back to you** – due to the number of Hons Projects they are supervising

**Keep working** – don’t just sit and wait

# Final Hons Project

Your supervisor **cannot give you a 'cast iron' guarantee as to what your final grade will be**

The Hons Projects are also marked by **moderators** and possibly **third markers**

In addition, the Hons Projects are viewed by **external examiners** who are very important and influential people

# Don't Forget...

The **Project Management** part of the Computing Hons Project module is **worth 10%**

For the Project Management mark **compile together the agendas, minutes, plans/charts etc** from your supervisor meetings

This should be compiled together in a single report/file and **emailed** to your supervisor and Mark Stansfield. There is no need to provide a printed copy of the Project Management part, nor is it necessary to submit this to Turnitin

# Structure of Final Hons Project Report

The Hons Project Report should be divided into:

**Chapters** (usually around 6 or 7 and not more than 10)

Each chapter should have:

- Chapter number
- Chapter title
- Headings
- Subheadings



# **Chapter 2**

## **Literature Review**

**2.1 Introduction to Chapter**

**2.2 Another Heading**

**2.2.1 Subheading**

**etc..**

**etc ..**

**2.6 Summary of Chapter**

# Structure of Final Hons Project Report

In terms of chapter titles your **Marking Scheme** can provide useful ideas for example:

Literature Review

Evaluation and Testing

Primary Research

Design of Mobile App

Analysis of Results

Critical self-Appraisal

Development of Mobile App

Recommendations and Conclusion

# Language and Style

**Be formal** – this is an academic report

**Avoid first person**

Try not to use **I/we/me** etc

Use **passive** rather than active voice – write about the **action rather than about the actor**

e.g. I sent out a survey to the end users (**avoid this style of writing**)

A Survey was sent out to the end users (**this style is better**)

# Language and Style

**Avoid slang words and phrasing** (e.g. I interviewed some bloke from the IT Department )

**Avoid informal abbreviations/contractions** (e.g. don't, wont, can't, isn't etc)

Do not use **texting language** (e.g. CU, L8R, OMG)

**Be professional**

- Check spelling
- Check grammar
- Check punctuation

# Overall Formatting

Typed using **Word compatible format**

Include **page numbers** (often overlooked)

Use **A4** paper size

**2.5 cm margins** at top, bottom and edges of paper

Either **single or 1.5 spaced**

Font size of main body text should be **11pt or 12pt**  
using clear fonts such as Arial or Times New  
Roman

# Writing

For the Literature Review **don't use multiple lines of quotes** from the literature just strung together over pages and pages

Use quotes where necessary **but don't over do it**

# Writing and Referencing

Use a writing style such as the following for example:

You might say:

Major shortfalls associated with approach X have been highlighted by Smith (2014) and Jones (2017) who make the points that .....

**Or...**

# Writing and Referencing

A number of authors have highlighted particular shortfalls with approach X in terms of how it can be applied in the real world (e.g. Smith, 2014; Jones, 2017). Commonly cited problems associated with approach X that these authors highlight include ...

Discuss the authors' points without directly quoting all the time or just cutting and pasting

You can use quotes for example in defining terms or concepts etc but don't overdo it



# Figures, Illustrations etc

If directly referred to in the narrative should be placed **in the text as close as possible to the first point at which they are mentioned**

Each type of illustration should be **numbered consecutively throughout the Hons Project**, e.g. Figure 1, Table 3.1 etc.

If taken from other works, **the source of the illustration should be given under the illustration**

**Figure 1:** Title (Source: Smith and Jones, 2011)

# Appendices

Used for material which is:

- Too large or detailed for the main body of text
- You will refer to from the main body of text

Examples include:

- Tables of results, examples of completed questionnaires, interview transcripts
- Program code or configuration files

# Report writing – the structure

## Appendices : Supplementary information

Will the reader need to know this?

**Yes**

**No**

Do they need to know it to follow the argument?

Don't include in report

**Yes**

**No**

Put in the main body

Is it referred to several times?

**Yes**

**No**

Put in main body

Put in appendix

# The Writing Process

Use commas, full stops, paragraphs etc – don't have 10 line sentences or pages full of 1 line sentences

Use other people to proof read if you wish

Supervisors may provide feedback on the overall content, flow of arguments, structure etc

It is **not your supervisor's role** to proof read your Hons Project – that is your responsibility!

# The Writing Process

It is **not your supervisor's job or role** to write the Hons Project report for you

Nor is it the supervisor's role to **spot all errors and mistakes – they don't do your work for you**

Get any **drafts to them early** – they are likely going to be very busy and you are in a queue

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# Hons Project Final Submission

Any problems or queries then email me:

[mark.stansfield@uws.ac.uk](mailto:mark.stansfield@uws.ac.uk)