

# Report Guidelines

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This document includes *general guidelines* for the presentation of progress and final reports, as applied to all project courses taught by the author. Detailed guidelines, e.g., maximum number of pages, applicable to specific courses are to be attended as well, as spelled out in the Project Statement of the course project in question.

Reports should be submitted as **properly stapled** documents—think of those who will manipulate your reports, and who can be hurt by staple points sticking out of the document!—not bound by any other means, in letter-size, double sided paper sheets.

## On the Structure of the Project Reports

The basic structure, on which the presentation part will be marked, comprises at least the items below:

1. A **Title Page**, including: a) the project title; b) the student's first name(s) followed by the last name(s), but no ID number; the course number and the course name; and the date. This is the only sheet of the report that should bear a blank back side.
2. An **Abstract**, describing the work reported in about 150 words, which should be self-contained, i.e., the Abstract should not include any references to figures, tables or bibliography items. The student's ID number should be included right below this item.
3. An **Introduction**, right below the Abstract, **not in a separate page**, describing the problem motivating the project in your own words, not as a verbatim reproduction of the Project Statement, while providing references whenever needed, stressing the motivation and the applications.
4. The body of the project, with as many sections as needed for each case, including: the mathematical modelling or analysis work in as much detail as possible to understand the approach and the rationale leading to the results reported; all pertinent references; as many figures, sketches, plots and tables as needed, all of which must bear a number and a caption, and should be referred to by this number, e.g., as Fig. 3, Table 5—**do not use abbreviations at the beginning of a phrase!**. Passages of the Lecture Notes, textbook or bibliography items consulted should not be reproduced verbatim, but mentioned briefly, while providing a bibliographic reference.
5. **Conclusions**, stating whether the goals of the project were achieved and to what extent. What difficulties were encountered?, etc.;
6. **References**, listing all bibliographic items referred to in the report, using a standard format. Notice that bibliographic materials and other documents handed out use one of two formats, if with some minor variations: a) “(authors' names, year),” while listing

the references in alphabetical order, with no numbers, and b) a number inside brackets, with all references listed and numbered in order of citation; not in alphabetical order! **Stick to one single format.** All references listed in the References section must be cited. By the same token, all cited references must be listed. References to websites, ephemeral by their nature, are not suitable bibliography items; these should be included as footnotes.

7. **Appendices:** Any information items that are necessary to understand the report, but that can be skipped at a first reading.