

Research Method and Report Writing

Lecture 4: Some Guidelines to Write Report

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Some Rule in Writing

General Structure of a Report

- ▶ Title
- ▶ Contents
- ▶ List of Figures
- ▶ List of Tables
- ▶ List of Abbreviation (If necessary)
- ▶ Main Body
 - ▶ Chapter 1: Introduction
 - ▶ Chapter 2,...
 - ▶ Conclusions
- ▶ Appendices (If necessary)
- ▶ Glossary (If necessary)
- ▶ Citations
- ▶ Index (If necessary)

Introduction

- ▶ Opening Context, Back ground or Literature review
- ▶ Statement of Research Question
 - ▶ Motivation (Why you chose this question to answer)
 - ▶ Application (Where its answer can be applied)
- ▶ Your Claim
- ▶ Structure of the rest of the report

Main Body

- ▶ Write your report understandable for reader
 - ▶ Revise your draft s.t. it meets the readers expectations
 - ▶ Provide some practical examples to make your draft more understandable
 - ▶ Refer the readers to read some references if necessary
- ▶ Divide what you want to report in several sections. subsections
- ▶ Justify your achievements
- ▶ Provide tables / Figures to help the reader to evaluate your achievements easier
- ▶ Make sure the body of your report in coherent
- ▶ Check your paragraphs
 - ▶ Think about the sentences you use several times
 - ▶ Let your draft cool, then paraphrase it
 - ▶ What seems good one day often looks different the next.
 - ▶ Answer this question: Does your report highlights your achievements and sum up your argument?

▶ Conclusions

- ▶ Restate your claim early in your conclusion, in more details than in your introduction
- ▶ Point out a new significance, a practical application
- ▶ Suggest next steps for continuing this research in future

▶ Appendices

- ▶ Some topics that you desire the readers know about them but if you add them in main body you may lose the coherence, should be mentioned in appendices

Citations

- ▶ List the references based on the defined style
- ▶ Sort them based on the order you have called in the text or alphabetically (based on last name of the first author)
- ▶ for example IEEE style:
 - ▶ **Journal**: Y. Xi and E. M. Yeh, Optimal capacity allocation, routing, and congestion control in wireless networks, in Proc. IEEE Int. Symp. Inf. Theory, Jul. 2006, pp. 2511-2515
 - ▶ **Conference**: P. K. Pothuri, V. Sarangan, and J. P. Thomas, Delay-constrained, energy-efficient routing in wireless sensor networks through topology control, in Proc. IEEE Int. Conf. Network., Sens. Control, Apr. 2006, pp. 35-41.
 - ▶ **Book**: E. K. Boukas, Stochastic Switching Systems: Analysis and Design. Boston, MA: Birkhauser, 2006.
 - ▶ **Published Electronic Source**: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000-2010: A decade of outreach. Evanston Public Library <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1-August 15, 2005).

Some Rule in Writing

- ▶ **Spelling:** Read your documents more than two time and be sure it does not have neither grammatical nor typographical mistakes
- ▶ **Line Breaks:** If a word is too long and cannot be typed in a line and some part of it is transferred to the next line, indicated this separation by "-"
- ▶ **Punctuation**
 - ▶ **Period (.):** A period ends a declarative statement, an imperative statement, or an indirect question. Period should be typed immediately after the last word of the sentence.

Punctuation

- ▶ **Comma(,):** Commas separate items within a sentence, including clauses, phrases, and individual words. They are especially important to avoid mistakes in reading where a clause or phrase ends and another begins. Comma should be typed immediately after the word of the clause or phrase.
- ▶ **Colon(:):** a Colon is used to introduce illustrative material or a list.
- ▶ **Question Mark (?):** Put a question mark at the end of a complete sentence phrased as a question.
- ▶ **Quotation Marks(" "):** When you want to quote a sentence, or... from some one put it in quotation mark.
- ▶ Put only one space, not two, following the terminal punctuation of a sentence.

Numbering

- ▶ Enumerate the sections
 - ▶ For example: Section 1
- ▶ Each subsection is enumerated accordingly
 - ▶ For example: Section 1
 - ▶ Subsection 1.1
- ▶ Enumerate the figs, tables, and formulaes of each section/subsection based on number of the section/subsection
 - ▶ For example second fig in Section 1 is enumerated as Figure 1.2
- ▶ Enumerate all pages start from section 1

Tables and Figures

- ▶ All tables/figs should be called in your document.
- ▶ A table or figure should follow as closely as possible the paragraph in which you first mention it
- ▶ If a table or figure is marginally relevant or too large to put in the text, put it in an appendix
- ▶ You must acknowledge the sources of any data you use in tables and figures that you did not collect yourself and cite the sources in the caption of the table/fig
- ▶ Every table/fig should have a number and a title. You should explain what information you are presenting in the table/fig

Typing Format

- ▶ If the company/association you are submitting your report specify a format for report. Follow it up.
- ▶ Otherwise, use the standard margin. For example, leave a margin of at least one inch on all four edges of the page. For a thesis or dissertation intended to be bound, you may need to leave a bigger margin on the left side usually one and half inches.
- ▶ Choose a readable typeface designed for text, such as Times Roman (12), or Nazanin (12), Lotus (12) for Farsi
- ▶ Choose proper typeface for section, subsection, captions and etc

Quoting Accurately and Avoiding Plagiarism

- ▶ Quoting directly from a source is just one of several options for representing the work of others. If you are quoting sb's words put it in quotation marks
- ▶ If you are using sbs' ideas, algorithm or method cite their work precisely.
- ▶ For citation use the most reliable edition available.
- ▶ Whenever you quote words, tables, graphics, or data from a source, you should clearly indicate what you have borrowed and from where, using the appropriate citation style.