

GUIDELINES FOR ASSIGNMENT REPORT WRITING

This document provides guidelines on the expected format of the assignment report. All instructions in the assignment must be adhered to in addition to the format presented in this document.

A. Samples of the Table of Contents, List of Tables and List of Figures

Note:

1. The parts in *italics* are explanation and should not appear in the Table of Contents.
2. Do create sub-headings and even 3rd level sub-headings (e.g. 2.3.1, 4.2.5, etc.) as necessary to better organize the work. However, do not list more than the 3rd level in the Table of Contents.
3. Start the Abstract, Table of Contents, List of Tables, List of Figures and each chapter on a new page.
4. Write professionally, avoiding first person references (e.g. state “ABC was undertaken to ...” instead of “I did this to...”).

TABLE OF CONTENTS

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Abstract	ii
<i>Abstract is usually a brief summary of the whole report. As a guide, summarise each chapter in 2-3 sentences. The whole abstract is generally only a single half page paragraph.</i>	
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1.2 Problem Statement	2
1.3 Aims, objectives and Scope	2
1.4 Organisation/Outline of the Report	3
CHAPTER 2: LITERATURE REVIEW	3
2.1 Introduction	3
2.2 Background	4
<i>Describe existing published information relevant to the assignment topic. Remember to cite the sources of the references used correctly.</i>	
2.3 Summary	10
<i>Summarise the main ideas, especially those to be used in your work.</i>	
CHAPTER 3: DESIGN & METHODOLOGY	11
3.1 Introduction	11
3.2 Proposed Methodology / Approach / Design	
<i>Describe the design of the solution using flowcharts, pseudocode, sketches etc. Also describe, as relevant, the Data Collection, Test Plan, etc.</i>	
3.3 Summary	20

CHAPTER 4: RESULTS AND DISCUSSION	
4.1 Introduction	21
4.2 Implementation Details	21
4.3 Findings	21
<i>Ensure that all pertinent results are given in appropriate format (e.g. graph, table, charts, images, screenshots, etc.), where each is referred to and explained in the text.</i>	30
<i>Shortcomings should be analysed and any optimisations undertaken should be explained with the relevant results displayed.</i>	
4.4 Summary	42
CHAPTER 5: CONCLUSIONS AND RECOMMENDATIONS	
5.1 Introduction	43
5.2 Conclusions relating to the Research Questions /Research Problem	43
<i>Summarise the findings.</i>	43
<i>State if and how the objectives have been met.</i>	45
<i>List any limitations or shortcomings of the proposed solution.</i>	
Note: All writing should be relevant to the actual technical work undertaken, not personal feelings (e.g. do not write sentences such as “I learnt a lot from this assignment”).	
5.3 Recommendations for Future Work	47
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APPENDICES (optional)	
Appendix A: MATLAB Code	50
<i>Can create other appendices (e.g Appendix B, C etc.) to insert supporting information that would be useful for the reader but could not be inserted into the body of the report as it would interfere with readability.</i>	50
<i>All appendices must be referred to in the body of the report.</i>	

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Fig. A.1: Snapshot of MATLAB code for function Z	51

B. General Report Formatting Guidelines

- The report is in A4 size. The sample cover page is given at the end of this guidelines.
- The report must be formatted with a font size of 12pt if Times New Roman and 1.5 line spacing. The margins and spacing to be used are given at the end of this guidelines. Do ensure the paragraphs are properly aligned (i.e. left-right justified).
- All information provided must be straight to the point and precise.
- Avoid all forms of plagiarism. Indicate the source of all materials and information taken from elsewhere. Cite the reference in the text at the point it is used and list the full reference in the References section at the end of the report.
- All figures and tables must have a corresponding number and caption. Table captions are above the table while figure captions are below the figure. All figures and tables must be mentioned and explained in the text.
- The report must be soft-bound (comb-binding).
- Please also include the following in you report
 - Page numbering at each page (Page X of Y).

Preliminary pages before Chapter 1 are usually numbered as i, ii, ..., while pages from the start of Chapter 1 are numbered as 1, 2, ...

Note: To implement different styles of numbering within a MSWord document, use Section Break and adjust the page numbering format and start number.
 - Figure and table caption font size : Times New Roman,10 pt
 - Position of figures and tables: centre-aligned.

C. Referencing Guidelines

- All references of information and images used from books, papers, websites and other sources must be fully and correctly quoted to be useful to the reader.
- References used must be only from sources that are verified and authorized (e.g. textbooks, journals, manufacturer datasheet, official websites).

Important: Websites and articles stating unverified information/opinions, such as blogs, forums, Wikipedia, etc. cannot be used as references.
- The references are to be sorted alphabetically by surname in the References section.

Citation Examples in the text

The roles of engineers in society have been described by Logeswaran *et al.* (2006).

OR

Scanlan and Jones (1989) reviewed techniques for managing changes in the workplace.

OR

Examples the Harvard Referencing Style used in citing references can be found in (APU, 2015a). Information about the programmes offered at APU can be found at (APU, 2015b).

- Note:** 1. “*et al.*” is used in the text when there are more than 3 authors. However, the all the authors need to be listed in the References section.
2. The a, b, ... after the year is used when more than one publication from the same author(s) in the same year is used in the report.

Examples in the References section

If Book:

Family/Surname, Initials. and Family/Surname, Initials. (Year of Publication – in brackets) *Book Title* – in italics or underlined. Series title and volume – if applicable. Edition - if not the first. Place of Publication: Publisher.

Logeswaran, R., Azhar, H., Nai, P.K. and Kheng, S.H. (2006) *Engineers in Society*, 2nd edition. Malaysia: McGraw-Hill.

If Conference paper or book Chapters:

Family/Surname, Initials or Authoring Body or Group. (Year of publication - in brackets) Title of Paper. In *Full Title of Conference* - in italics or underlined. Series title and numbers if applicable. Location and Date of Conference. Place of Publication: Publisher. pp. Page numbers of paper.

Scalan, J.O. and Jones, R. (1989) Managing changes in the workplace. In *Professional Managers Conference*. Kuala Lumpur, Malaysia. 18th- 20th February 1989. pp. 42-45

If journal paper:

Family/Surname, Initials. and Family/Surname, Initials. (Year of publication – in brackets) Title of article. *Title of journal - in italics or underlined*. Volume number. (Part number/month – in brackets). p. followed by page numbers.

Arif, A.S., Mansor, S., Logeswaran, R.. and Karim, H.A. (2015) Efficient Automated Segmentation and Lossless Compression of Fluoroscopic Images. *Australian Journal of Basic and Applied Sciences*. 9(5), p. 220-228.

If Website:

Family/Surname, Initials. or Authoring Body or Group. (Year of publication – in brackets) Title of article. Title of journal - in italics or underlined. [Online – in square brackets] Volume number. (Part number/month – in brackets). p. - followed by page numbers. Available from - URL. [Accessed: followed by date in square brackets]

APU (2015a) Library and Information Resources - Harvard Referencing Style. *Asia Pacific University of Technology and Innovation* [Online]. Available from: <http://library.apiit.edu.my/harvard-reference-style.html> [Accessed: 21 April 2015].

APU (2015b) Our Courses. *Asia Pacific University of Technology and Innovation* [Online]. Available from: <http://www.apu.edu.my/our-courses> [Accessed: 22 April 2015]

Further information and examples on the Harvard referencing system are available at the APU online library: <http://library.apiit.edu.my/harvard-reference-style.html>.



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HAND IN DATE : 30 MARCH 2015

Margins and spacing guidelines

