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…”).

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**TABLE OF CONTENTS**

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*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.*

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**CHAPTER 1: INTRODUCTION**

1.1 Overview of the topic
1.2 Problem Statement
1.3 Aims, objectives and Scope
1.4 Organisation/Outline of the Report

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**CHAPTER 2: LITERATURE REVIEW**

2.1 Introduction
2.2 Background

*Describe existing published information relevant to the assignment topic.*

*Remember to cite the sources of the references used correctly.*

2.3 Summary

*Summarise the main ideas, especially those to be used in your work.*

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**CHAPTER 3: DESIGN & METHODOLOGY**

3.1 Introduction
3.2 Proposed Methodology / Approach / Design

*Describe the design of the solution using flowcharts, pseudocode, sketches etc.*

*Also describe, as relevant, the Data Collection, Test Plan, etc.*

3.3 Summary
CHAPTER 4: RESULTS AND DISCUSSION

4.1 Introduction

4.2 Implementation Details

4.3 Findings

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.

Shortcomings should be analysed and any optimisations undertaken should be explained with the relevant results displayed.

4.4 Summary

CHAPTER 5: CONCLUSIONS AND RECOMMENDATIONS

5.1 Introduction

5.2 Conclusions relating to the Research Questions /Research Problem

Summarise the findings.

State if and how the objectives have been met.

List any limitations or shortcomings of the proposed solution.

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

REFERENCES

APPENDICES (optional)

Appendix A: MATLAB Code

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.

All appendices must be referred to in the body of the report.

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<td>Fig. A.1: Snapshot of MATLAB code for function Z</td>
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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 your 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:


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.


If journal paper:


If Website:


**Further information and examples on the Harvard referencing system are available at the APU online library:** [http://library.apiiit.edu.my/harvard-reference-style.html](http://library.apiiit.edu.my/harvard-reference-style.html)
INDIVIDUAL ASSIGNMENT

NAME : ABCDE
STUDENT NUMBER : TP...
INTAKE : UC...
LECTURER : PROF. DR. R LOGESWARAN
HAND IN DATE : 30 MARCH 2015
Margins and spacing guidelines

CHAPTER 1 IN CAPITAL LETTERS
(Font size 12, times news roman, centered, bold)

INTRODUCTION
(Font size 12, times news roman, centered, bold)

1.1 Background

The general text must be font style times new roman 12 with 1.5 line spacing. Spacing between titles of subsection and the first line of the text must be 1.5 line spacing. The first paragraph in a subsection should be 1 tab from the left margin. General alignment for text in paragraph should be justified.

Spacing between paragraphs must be 1.5 line spacing and spacing between last line of the text and the next subsection title must enter once and leave 2 line spacing.

1.2 Research Problem

The next sentence starts after a blank line. The last line on a page must not exceed the bottom margin.