



Guidelines for Writing a Report



Writing a Report

- Content

The content should be comprehensive

- Format:

The format should be such the report should be easy to read...



Guidelines for Headings

For a HW Project:

- Title
- Problem Statement
- Solution
- Conclusion
- References

For a Research/Course Project

- Title
- Table of Contents *(Recommended)*
- Introduction
- Problem Statement
- Related Literature
- Approach
- Experiments
- Conclusion
- References
- Appendix *(Optional)*



Title

- Name of the Report
 - Course for which it is prepared for
 - Name of the preparer
 - Date
 - Department
 - Optional Info (If applicable)
-
- For proposals & research reports, it is preferable to have a separate title page. Otherwise it could be on the same page



Title Example

Boğaziçi University

Department of Electric and Electronic Engineering

EE 100 Course Project Report

Report Writing Guidelines

By

Ayşe Veli
2004700823

Course Instructor

Prof. Dr. Kadri Özçaldıran

11.11.2005



Title Example – A shorter version

EE 140 Digital Design Project#1 Report

By: Ayşe Veli
2004700823

11.11.2005

Software Used: Electronics Workbench 2001



Contentwise

- Make sure that there are no spelling or grammatical errors.
- The report should contain and reflect the work of the preparer as much as possible.
- All sentences must be that of the writer.
- If you use other people's work, it must be referred to properly.



References

References

A number

Author,
Name,
Source,
page number,
Publisher,
Year

1. Mano, M. Digital Design, pp: 140-142, Addison-Wesley, 1999.
2. <http://www.isl.ee.boun.edu.tr/courses/ee140/index.html>.
- 3 Barni, M., Mussa, A.W., Mecocci, A., Cappellini, V., Durrani, T.S., " An intelligent perception system for food quality inspection using color analysis", Proceedings of the International Conference on Image Processing,. Vol. 1, pp:450- 453, October 1995.



Giving Credit to your References

- If you use information provided by a third-party, please refer to it by putting the reference in double brackets [XXX] where XXX specifies the number of that reference in the “References” section.



References – Exact Usage

If you take a sentence, quotation or passage exactly, then you should place that sentence, quotation or passage in double quotes (“”) and refer to it by putting the reference in double brackets [YYY] where YYY specifies the number of your reference in the “Refer. An example is as follows:

“..... sentence of somebody else” [YYY] .

Note YYY specifies the number of your reference



Format Rules -- Suggested

- All pages should be numbered. Required for reports prepared on a longer term.
- The report should be written in both right and left justified manner. (Ease of reading)