

Intermediate Project Final Report guidelines:  
(Witold Paluszyński - 2016-02-16)

1. PDF A4 portrait format
  - \* font like for printing (10-12 points), narrow margins
  - \* all fonts embedded and subsetted - most Unix/Linux/Tex tools do this by default, most Windows-based tools do not
  - \* limit 10MB - reduce images (size and/or resolution) if necessary
  - \* filename = 1, 2 or 3 capitalized words naming the project, no spacing
2. First page contains:
  - \* title of project
  - \* author's name clearly indicated (eg. is "King Fisher" the author?)
  - \* date
  - \* class + instructor's name + department + faculty + university
  - \* abstract of the project: goals, assumptions and main results
  - \* NO additional personal information, like student number, or whatever
  - \* no page number

All reports will be published and available on the Internet.

So you are granting permission to use your report by unknown people.

Consider putting a rights-restriction clause such as the Creative Commons rights restriction <http://creativecommons.org/licenses/>

There is a form to generate a specific clause (+ logo) for the selected access rights: <https://creativecommons.org/choose/>

This clause should be next to the title and author's name on the title page

3. Remaining pages:
  - \* numbered from 1
  - \* should have an introduction section describing the assumptions, constraints, background, etc. of the project
  - \* should have a summary/results/conclusion section; specific arrangement might be individual, but this should be easy to find and read
  - \* should have a references section (not just links, spell out full URLs)
  - \* should NOT have: table of contents, lists of figures, tables, etc.
4. Make an effort to produce a quality report, carefully written and developed, because it will be graded and part of the final project grade  
Try to make the report:
  - \* clear to read and to understand
  - \* directed to an undefined reader (not the instructor)
  - \* interesting to read
  - \* useful, eg. give references to the useful outside sources
  - \* not too long, longer is not better, approximately 10 pages max (but can easily be shorter, if it's well written)

All sort of illustrations: images, diagrams, tables, etc. often make text easier to read and more attractive. Do not overload though, eg. often it is better to make an image smaller rather than larger, because its contents are just as clear, and it does not break the text into hard-to-read pieces.

5. Pay special attention:

- \* software - I recommend commenting on the licencing issues for the software used, make sure that any commercial software used in the project has been so with a license.
- \* imported images and other resources - Make sure you were permitted to use any resources included in the report, all sources listed in the reference section, all quotations marked with the source, etc.
- \* English language usage - You MUST make sure that the report has been corrected/verified with a spelling checker, and that applies to the final submitted version. You SHOULD make an effort to ensure the report is comprehensible, for example by swapping proof-reading with a colleague. Use short sentences and simple grammar. Otherwise -- don't worry. Most people in the world communicating in English use it as a foreign language.