

Computer Science

Report Formats

Practical help

The Library website has practical advice on fonts, formatting and other things on

<http://library.canterbury.ac.nz/thesis/format.shtml>

The ASC website has a course on using Word for long documents. Details can be found on

<http://www.lps.canterbury.ac.nz/lsc/lsc-course-LSLW.php>

Title Page

Title pages feature:

your title (something meaningful)

your name

your student number

your course code

your supervisor's name.

At the beginning

- Declaration (all your own work)
- Acknowledgements (brief and non-cringy)
- Contents

Abstract

This summarises the *whole* report:

- Background/context (issue/problem)
- Main aims (what you were trying to do)
- Method/approach (what you did)
- Results (what you found)
- Conclusions (fulfilled aims?)
- Implications/applications/future research

Lead-in material: Option 1

First chapter/section:

- some brief context including an outline of the issue or problem you address
- a brief road map of what the reader can expect (that is, the main sections and why they are there)
- the aims and objectives of the research.

Second chapter/section that provides more detailed background information, usually reviewing the literature (related work).

Lead-in Material: Option 2

Chapter/Section One includes:

- Background material
- Brief review of related work
- Road map of topics to be covered
- Aims and objectives

Related Work

Write this in paragraphs, organised by the points you are making.

Remember to reference.

Show how it relates to what you did.

Aims

Somewhere in the introduction aims and objectives must be clearly stated.

Research questions can also be useful.

Design Implementation

Explain why you chose this particular approach.
Describe what you did in the past tense.

Evaluation or Results

(Sometimes combined with discussion.)

Describe what you found in the past tense.

Discussion

Make sense of your results:

- To what extent have you addressed the issue or the problem outlined in the introduction?
- How have you developed the knowledge and ideas discussed in the literature review?
- If a result was unexpected, can you suggest an explanation?

Future research, applications or implications

Possibly part of Discussion, but may need a separate section.

What should be done next?

How will this be useful?

What is the significance of this new knowledge?

Conclusions

Show briefly the extent to which you have:

- fulfilled your aims
- tested your hypothesis
- answered your research questions.

Reference List

List of works cited in your report, arranged as specified in your chosen citation system.

Some reports also have an **appendix** or appendices. These are for very detailed data or any other information that might disrupt the flow of the report.

Help with writing

Bring parts of your report to one-to-one consultations at ASC.

Phone for a free appointment: 364 2314

Bring work in hard copy, double spaced.

Go into ASC's writing and grammar lessons on Learn. Click on UC Skills.

Attend ASC courses:

<http://www.lps.canterbury.ac.nz/lsc/workshops.php>

Good Book

Zobel, J. (2004) *Writing for Computer Science*.
London: Springer-Verlag.

Allow time

Drafting and redrafting a report until it is very clear takes time.

Allow plenty of time for the writing stage.