

FINAL REPORT FORMAT

FINAL REPORT

Each student is required to write a comprehensive report about the project. The report should consist of 15 to 20 pages describing the research you have done and should also include some background information, problem statement, methods and approaches, experimental results, discussion of the results, and conclusions.

Your final report must be reviewed by an editor (Mary Westervelt, TCP Director) and by your advisor before you turn it in. Make arrangements with your advisor to read your report and get his/her comments. The final date for submission to Mary Westervelt. is **Thursday, July 28th**. Mary will do her best to send you comments by **Monday, August 1**.

The final, edited report needs to be sent by email to Dr. Jan Van der Spiegel **August 5th, 2011**..(always check the calendar for the latest dates). The filename should be as follows: LastNameFirstName_FinalReport11 (sunfest@seas.upenn.edu) as an MS Word document with a copy to your advisor by **Friday, A**

Your final check will not be sent until the final report is received.

You can download a MS Word template from the web (see below).

REPORT FORMAT (Follow this format closely; all reports will be combined in a single documents which requires identical formats)

1. All reports must be readable by MS Word on a PC. Number the pages, with page numbers at the bottom of the page in the middle.
2. The report should be done in Times New Roman 12 =-point font, single-spaced, with double-spaces between paragraphs and headings. Follow the template format carefully. All reports will be combined in one large report that will be submitted to the NSF. It is important that all reports have the same format.
3. Each report should have the following sections at the left margin (except for the abstract*, which will be centered on the page):

Front Page:

- * Title page
- * Abstract (list your name, Univ. and Dept) and your Advisor including Dept.
- * Table of contents

Body:

- * Introduction
- * Background

- * Text (main body) with subsections*:
- * Conclusions
- * Recommendations
- * Acknowledgments
- * References

Back Matter:

- * Appendices

NOTES: Format

- * 1. Use the following format for the body (including numbering sequence and capitalization):

ABSTRACT (Center title only, indent text per sample attached)

1. INTRODUCTION (Please use regular numbers, not Roman Numerals)

2. BACKGROUND (Please use regular numbers, not Roman Numerals)

3. TITLE of 1st section of main body (e.g. explaining the principle, or giving some theoretical background, etc.)

3.1 (Title 1st Sub-Heading - this sub-heading is not required)

3.2 (Title 2st Sub-Heading - this sub-heading is not required)

4. TITLE of 2nd section of main body (e.g. describing the experimental methods or the results)

4.1 (Title Sub-Heading)

etc.

#. DISCUSSION AND CONCLUSIONS

#. RECOMMENDATIONS

#. ACKNOWLEDGMENTS

#. REFERENCES

(Type all section headings in CAPS and BOLD). If a heading falls at the bottom of a page, insert a page break before the heading to keep it together with the text. Number the pages at the bottom, center.

2. References: Should be numbered consecutively (in [square brackets]), throughout the text. If you refer to the same source again, use the same number. All sources cited are collected in a reference list at the end of your report. The references should be numbered in the order they are first used in the text. The following format should be used:

IEEE Editorial Style Manual Guidelines for Reference Format

This manual is available in PDF form at the following URL:
http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/authors/transjnl/stylemanual.pdf

Summary:

The Style Manual gives one general format for print sources, and another for electronic sources.

Print sources (periodicals, books, etc.)

[1] J.K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.

[2] J.K. Author, Title of Book, xth ed. City of Publisher, Country if not USA: Abbrev. Name of Publisher, year, pp. xxx-xxx.

For detailed examples of listings of reports, papers, patents, theses and dissertations, see the full Style Manual, pages 6 – 8.

Electronic (on-line) sources (books, websites, full-text databases, etc.)

According to the Style Manual, the style for electronic sources was based on ISO (International Standards Organization) and APA (American Psychological Association) styles. This style observes the convention of stating the name of the author, followed by the year in parentheses. In APA format, the user would then state the date of access at the end of the reference; however, IEEE does not observe this useful convention. In addition, APA usage would have the writer cite the reference in the text of the paper as Author(date). IEEE does not use this convention, but simply numbers sources in square brackets [] in the text and lists them in the order cited (not alphabetical order) in the List of References.

For examples, see the full Style Manual, pages 10 – 13. The general style is this:

[1] J.K. Author. (year, month day). Title. Journal [Type of medium]. Volume(issue), paging if given. Available: [http://www.\(URL\)](http://www.(URL))

3. Illustrations/Figures:

All figures must be numbered and should have a clear, brief caption. Figures should be drawn on the PC and inserted into your MS Word document.

Use the following report [Template](#) (MS Word document); see also an [Example](#) of a report