

# report writing in a nutshell

*how to prepare the report for the  
CP2 programming project*

## what form does the report take?

The programming report consists of the design & implementation documentation for the project (*about 5-6 A4 pages*).

The report is not an insignificant part of the project - a report has the power to „**make or break**“ a project.

## what is the submission format?

The report should be submitted as a printed hard copy. In addition to this a soft copy (*Microsoft Word format, RTF or PDF*) should be included with the source code.

The project itself should be submitted on CD.

## what is the structure of the report?

The format for reports is generally free, however the following structure is (*strongly*) suggested:

1. A short abstract, followed by an introduction to the project. These two sections of the report are meant to capture the attention of the reader and to generate interest in the report.
2. A section describing your work on the project. This needs to answer two questions:
  - a) „What is the program supposed to do?“  
(*problem analysis, application design*)
  - b) „How can the program be implemented?“  
(*algorithms, techniques, implementation details*)
3. A concluding section where you reflect on your work, pointing out what went right or what went wrong (*post-mortem*), what you have learned from this etc. (*future work?!*)

## report structure (*continued*)

- The main body of the report should be followed by a section in which the contributions of those who helped you with the project are acknowledged.
- This should be followed by a list of references (*your bibliography and any web-based resources that you might have used*).
- Finally, any additional documentation that did not fit any of the other sections should be provided in the form of appendices to the report. (*appendices are not included in the page limit*)

## notes on text formatting

- The report title should be centered, source code examples should be left-aligned, all other text should be justified.
- Line spacing should be 1.5 lines for all sections except for the abstract (*this should be single-spaced*).
- Abstract, acknowledgements and references are not numbered. All other sections are numbered with Arabic numbers (*1., 2. etc.*). Subsections must be numbered accordingly (*1.1, 1.1.1, 1.2 etc.*). Appendices are either numbered with Roman numbers or by using the letters of the alphabet.