Technical Report Writing Reference Sheet

1.0 Structure

Technical reports should have the following structure with each section starting on a new page and being clearly identifiable;

- Title Page
- Abstract / Summary
- Table of Contents
- Introduction
- Theory / Research
- Procedure / Methodology
- Results
- Analysis
- Discussion / Evaluation
- Conclusions / Recommendations
- References
- Appendices

2.0 Language

Style should be formal. Write in the third person – e.g. "the engine was connected to the dynamometer". **Not** "we put the engine on the dyno"

Reports should be written concisely. Accuracy is the responsibility of the writer. Get someone to proof read it – spell checking is good but not enough as it will not verify correct use of their, there etc or wrong words spelt correctly (now, not etc)

3.0 Numbering and Captions

3.1 Sections

All sections and sub-sections should be numbered in decimal format as below.

1. MAIN HEADING

1.1 Lesser Heading

1.1.1 Small Heading

Maximum of 4 levels of heading (1.1.1.1).

3.2 Tables

- Title ***above*** table
- Number table relative to section (Table 3.2.1)
- Tables should also have a caption
- Units (and powers of ten) in column labels
- Appropriate accuracy

Table 3.2.1: Power and Torque Readings

Test	Peak Power (kW)	Peak Torque (Nm)
1	31.2	102.8
2	30.7	110.4

3.3 Equations

- All equations should be word processed (**not** hand written)
- All equations should be numbered relative to section (Eqn. 3.3.1)

$A = \pi r^2$ *(Eqn. 3.3.1)*

3.4 Figures / Graphs

- Title ***below*** figure with caption e.g Figure 3.4.1 : Algorith Results
- Number figure relative to section (Figure 3.4.1)
- Figure must be referenced in text.
- If you are going to use figures that rely on colour coding to be clear, you should print them in colour, otherwise, use figures that are clear in black and white.

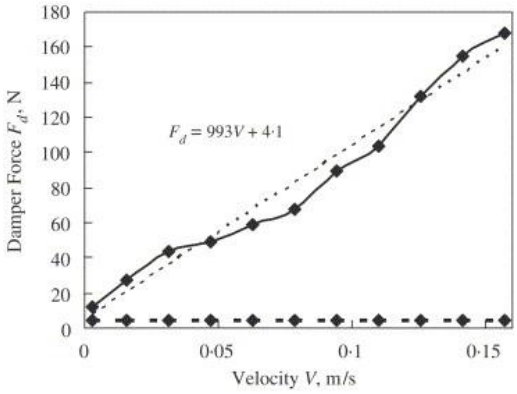

Figure 3.4.1 : Algorithm Results

4.0 References

- Very important – all non-original work **must** be referenced!
- Do not copy large chunks of text from other sources. References should emphasize to your points, your report should not simply be a collection of quotes.
- You need to consider the suitability of your sources – Don't use Wikipedia/wisegeek.com etc
- Use **Harvard** Referencing
- Reference in text as (name, date) e.g. (Tudor, 2010)
- Details are given in full in References section, in an alphabetical list

4.1 Journal Papers

Author, (Date), Article Title, *Journal Title*, Volume, (Issue Number), pages

4.2 Books

Author (Date), *Title*, (Edition), Place of publication, Publisher

4.2 Websites

About dyslexia and reading problems [online], Child Development Institute, 1998-2009 [accessed 19th August 2010]. Available from http://www.childdevelopmentinfo.com/learning/dyslexia.shtml

5.0 Presentation

- 1.5x or double line spacing, 11 point font size
- Use a clear roman (e.g. Times New Roman) or sans serif (e.g. Arial) font
- Clear title page with Title, Authors Name, Date, Organisation
- Consider using diagrams to help explain technical details.