Guidelines for Preparation of UROP Report

You should check with your supervisor on the best way to present your work in the report. The following is a generic report format suitable for most scientific research works.

Report Formatting

You may type directly on A4 size sheets. Use the following margins: 33mm top margin, 38mm bottom margin, 26mm left margin, 20mm right margin.

The report should be between 10 to 20 pages excluding references and appendices and should not contain unnecessary blank space. All pages in the main report shall be numbered from 1, 2, 3 etc. A hierarchical numbering scheme for section numbering shall be used i.e. use 1 for section one, 2 for section 2, 1.1 for the subsection 1 of section 1, etc. Please write in full sentences and paragraphs.

The author's name should be written in order of last name and initials. Do not use salutations i.e. Mr, Ms are not required. The affiliation of the author should be printed with italic typeface below the main author. The author and affiliation(s) should be centered.

The text should be justified and typed in black using Arial or Times Roman font (or an equivalent) with 12-point font.

Contents that may be included, in sequential order, are listed below.

1. Cover page and project title
2. Abstract
3. Preface and acknowledgments
4. Table of Contents
5. Introduction, setting context, aims, research questions, conceptual framework
6. Theoretical perspectives, review of literature
7. Methodology, design of the study, and methods
8. Presentation of findings and data
9. Data analysis and discussion
10. Conclusion, conceptual and factual

References
Appendices (including additional info such as statistical tables, diagrams, illustrations)

UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAMME (UROP)

PROJECT REPORT SAMPLE

Project Title

Name

Department of Electrical Engineering, College of Design and Engineering

National University of Singapore

Semester/Academic Year

Abstract

In not more than 300 words, the abstract should provide readers with a good idea of what the report is about and enable them to determine their interest in reading the rest of the report. State the aims and outcomes of the research and the importance of the contribution to knowledge. Use keywords that reflect the nature and content of the project. The student may find it easier to write the abstract after writing the report body. Write in third person and passive language.

Preface and acknowledgments

It is important to acknowledge and thank the contributions or assistance of others to the project. Keep your acknowledgements to one double-spaced page.

Table of Contents

Use headings and sub-headings for each section. A main heading should be in bold, upper case and have one line of space above and below it. Secondary headings should be indented in 5 spaces and have one line of space above it but no space below it. Third grade heading may be used such that there is no full stop following it, it should have one line of space above it and, leave 3 spaces before starting a text. References and appendices should also be listed under the table of contents.

Main Report

This includes items 5 to 10 indicated in the report writing guideline. The text of the main report shall be spaced 1.5 lines. Clear and concise articulation of research findings is critical. Presentation of information should be relevant, logical and organised. Including too much unnecessary detail may reveal the student's challenges in distinguishing important issues from trivial ones. A good research student should be able to critique, with iterative developments, own research design and assumptions and engage scholarly notes and alternative viewpoints critically. Maintain clear and continuous links between theory, method, and interpretation.

References and Citations

References are to be listed in alphabetical order of the last names of the first authors and referred to in the text by the last name and the year of publication (e.g. Choi, 1975). Use the editor's name or the organisation's name when the author's name is absent. Style the reference list according to the following examples given in the References section. Abbreviate journal titles according to standard forms. Appendices can be in single line spacing and in a smaller font size.

Example:

Choi, C.K. and Kim, S.H. (1989), "Coupled use of integration and nonconforming modes in improving quadratic plate element", Int. J. Num. Meth. Eng., Vol 28(4), 1909-1928

Choi, C.K. and Kwak, H.G. (1989), "Optimum RC member design with discrete sections", Proceedings of '89 ASCE Structures Congress, San Francisco, May.

Information of secondary importance and information whose inclusion would break the flow of the report should be placed in Appendices, such as electronic data sheets, data dictionary. A good research student employs various research techniques and a variety of resources (libraries, journal articles, interviews, conference papers) to obtain answers to questions.