

IE477-78 Tips on Writing Reports

- Make your report as concise as possible without omitting parts that will enable the reader to understand.
- Refrain from using generic descriptions and use IE jargon. If you think IE jargon needs to be explained for the reader (as it might not be standard or readers might not know), make sure you do that in the first place you use it.
- Make sure that all titles, headings, etc. reflect your work and project, and hence will have an additional meaning rather than being generic.
- Use proper language and be consistent through the text and appendix. Make sure that you have at least two members who are assigned to read the complete text and do editing for language.
- Figures, illustrations, tables, etc. are the most efficient way to represent results, ideas, etc., regardless if they are in the main text or appendix. Captions and legends must be detailed enough to make figures, tables, illustrations self-explanatory. All tables, illustration, figures should be cited in the text, and in some cases, you may need to explain (or give an example) on the meaning (what to expect).
- Adhere the rules of academic honesty – avoid plagiarism. According to the Merriam-Webster online dictionary, to "plagiarize" means: (1) to steal and pass off (the ideas or words of another) as one's own; (2) to use (another's production) without crediting the source (3) to commit literary theft; (4) to present as new and original an idea or product derived from an existing source. Work that can be plagiarized includes words (sentences), ideas, findings, graphic representations, computer programs, diagrams, lecture notes, electronic material, printed material, any other work, etc.
- Use appendix for the details you think will contribute less for understanding with those details being essential part of the text. Each Appendix should be a meaningful text with descriptions, heading, etc. when necessary.
- Make sure that you follow the format requirements. Please, realize that a well-organized report with consistent and reasonable formatting will make a good impression to motivate a reader to concentrate on your ideas you aim to convey with the report. Please, follow the instructions described in the document called “**Report Format**”.