

# The Final "Executive" Report

Length: A total of no more than six (6) written pages in the **body** of the report.

Appendices and references in addition (not to exceed 10 pages for the appendices). These designations are based on 10 point Times font with a space and a half between lines.

## Title Page

### I Summary and Recommendations

What are the significant findings that you have made and, briefly, how did you experimentally find them? What do you recommend should be done next?

One-two paragraphs.

Table of contents:

Sequentially numbered pages from below.

### II Abstract

A brief view of what you did and how it contrasts with the prior studies. Re-state the conclusions and give any quantitative findings.

One half page.

### III. Introduction and Background.

Describe the prior studies and their results relevant to your studies. Introduce any new theoretical bases for your analyses. You should cite the literature and prior student reports.

One Page.

### IV Experimental

What did you do that was different from prior studies (by prior groups). Do not describe the experimental setup in any detail here, only any changes that you employed in your studies.

One page.

### V. Results

Document your results and comment on the trends that you have found. Refer to figures and tables where these results are presented. Figures and tables should be placed in appendices and referred to herein.

One and a half pages.

### VI. Discussion

How do the results relate to the prior work (in III, above)? Are they consistent with the theories presented? Provide arguments for your conclusions and recommendations.

One and a half pages

## **References (bibliography)**

Properly cited in text. If you use books, refer to the specific pages used. If you cite prior reports, cite authors and dates as well as specific pages. You must add new references and cite primary references for the theories you employ in your analyses.

Data still are since “data” is a plural noun. Strike one! Figure captions are consistently incomplete. The figure and its caption must essentially stand alone. Envision your boss skimming your document and spotting an interesting figure. (S)he will need to understand the figure or table without reading all the text.

**APPENDICES:** Sequentially numbered figures and tables of data referred to in the text.

Descriptive captions and titles. Proper references giving page numbers for books if only a portion of the book was relevant and was used. These could either be numbered or use the authors' names and date in the text.

Copies of your lab notebook pages and your SAFE forms should be attached but not numbered. Finally, a copy of the slides you used in your final presentation (4 to a page) should be attached.

## **PLAGIARISM & ACADEMIC HONESTY**

You will hand in your own work! Copying as much as a sentence from another source without citing the source and putting the passage in quotes is illegal and academically dishonest and **will result in failure!** If you borrow figures from another source, these must be identified and the source shown whenever and wherever you use them!!

All of your final reports must also be submitted electronically, as an email attachment in Microsoft Word submitted to me ([wconner@ecs.umass.edu](mailto:wconner@ecs.umass.edu)) in addition to a printed version submitted to me by 4 PM on the date specified on the schedule. These will be evaluated (electronically) for originality via MyDropBox and/or TurnIt In.

## **Writing Style**

Please try to invert fewer of your sentences. When you invert your sentences, putting the conclusions and parenthetical expressions at the front, or starting with “in order to,” it is often that the reader with whom you are wishing to communicate will have, based on their desire to understand, a difficult time, and, thus, in order to comprehend what you are saying, have to reread the sentence several times.