Report Guidelines

Your research report should be written in a formal style, as for a scientific journal. It must be prepared using the AMSI Research Report Template and adhere to the AMSI Style Guide (found in the Information Booklet) and the following guidelines.

Following are examples of previous successful SRS reports you can refer to:

- Example 1 theoretical report
- Example 2 mathematical applications report
- Example 3 statistics report

Note: Because guidelines have changed from earlier years, these sample reports may not adhere to all guidelines set out below and should be used as a guide only.

Page limit

The report must be 9-15 pages long (excluding appendices).

Writing the report

1. There should be a brief one-paragraph **Abstract** that
   - summarises the project
   - is self-contained so that it can be read independently of the report itself
   - does not contain references.

2. There should be an **Introduction** that:
   - introduces the topic in a non-technical way
   - explains what will be presented in the report, and
   - can be read independently of the abstract (hence, there can be some overlap between the abstract and the introduction).

   After reading the introduction your reader should understand exactly what your research is about, the motivation for the research, what you achieved and the methods you have used. In the introduction, it might be appropriate to give some references to texts that contain the background material required to read the report.

3. A **Statement of Authorship** must be included at the end of your introduction outlining the degree to which the results presented are your own work.

   The following SRS Reports include a clear Statement of Authorship.

   - Example 1
   - Example 2

4. There should be one or more **Sections** that describe the work undertaken for your project. This will be the bulk of your report.

5. There should be a final **Discussion and Conclusion** section where you:
   - summarise what has been reported and
   - indicate possible future directions.

   This section should be essentially self-contained and so may overlap with the introduction.

6. If applicable, there should be an **Acknowledgements** section that acknowledges contributions and assistance provided by others.

7. You may include **Appendices (maximum 10 pages)** for background materials, diagrams, etc. —information that supports your analysis, validates your conclusions, or pursues a related point (especially repetitive or lengthy information) – that are not appropriate to include in the body of the report.

8. There should be a list of **References** cited were appropriate as per the AMSI Style Guide.
   - Ensure that all references used are listed in the reference list, and that every reference is cited in the report.

Proofreading

Before you submit your report, you need to review your work.

- Final editing should include a review of the AMSI Style Guide formatting rules.
- Spelling and grammar must be consistent and thoroughly checked
- The required headings must be included
- All graphs and tables need to be labelled
- The report must not exceed the page limit
- All references need to be cited correctly

Once you have completed and proofread your report, it must be **approved by your supervisor**. Ensure you allow enough time to make any changes suggested by your project supervisor.

Submission

Your research report together with your blog post needs to be submitted online by 5pm **Wednesday day 28 February 2024** at tfaforms.com/5076448.

You will be asked to make the following declarations during the submission process:

- I confirm that my blog post and research report have been approved by my supervisor
- I have adhered to the Intellectual Policy and Plagiarism Policy of my home university
- I have completed this work myself and highlighted the work of others where applicable