

EMU CIVIL ENGINEERING DEPARTMENT

Writing Up Project Reports

1. The report must be written in English, using simple words, but no abbreviations, such as "it's", "he'd" instead of "it is" "he would" or "he had". Use double line spacing, and short sentences. The important thing in technical report writing is that it should be easily understood. Technical reports are generally written in the passive voice. All figures and tables must have an explanatory title, and must be numbered in the same order as they are referred to in the text.
2. The report should consist of the following parts:
 - a) **Title page:** This should contain a suitable title for your report, such as "Summer training report on the construction of Guzelyurt Dam", followed by your name, surname, student no., department, university, and at the bottom of the page, the month and year of completion of the report.
 - b) **Abstract:** This should summarize, in about 200-300 words, the contents of the report, and enable the reader to decide whether the report is within his or her field of interest. The abstract cannot be considered as a part of the main report, in the sense that you cannot skip items just because you have mentioned them in the abstract. No references are generally given in the abstract.
 - c) **Acknowledgements:** This is a sign of courtesy to acknowledge the help received from any person(s) or organization(s) during the course of your work.
 - d) **Table of Contents:** This should list the main sections and the subsections of the report, together with the pages on which they start.
 - e) **The main body of the report:** This should consist of the following.
 - (i) **An introduction:** In the particular case of summer training reports (STR), this should give information about where you did the training, the general type of work on which you were engaged, short information about the firm or other organization where you have done the summer training. etc.

- (ii) Logical sections on what you want to present: In the special case of the STR start by the type of work on which you have been mostly engaged; do not include text book information, unless absolutely necessary, and if you want to give such information refer to it briefly, giving references where the reader can find more information about the subject.
- (iii) Conclusions: This should summarize the outcome of your work, and may include suggestions.
- (iv) Appendices: Any subsidiary material such as the details of certain topics should be placed in an appendix (or appendices).
- (v) Notation: All abbreviations and symbols must be defined where they first appear in the text, and these definitions must be listed separately for Abbreviations and Symbols (in alphabetical order firstly of Latin, then of Greek symbols), at the end of the report.
- (vi) References: Mode of quoting and listing references should be standardized as follows.

*** In the text:

Give the author's (or authors') surname(s) (adding "et al." After the first name, if there are more than two authors), and the year of publication as, e.g., "Smith (1992) has solved the problem..." or "results in higher strength (Marsland et al., 1988)." If you have not seen a particular reference (e.g. Casagrande, 1936) yourself, state, e.g., "... proposed by Casagrande (1936) (quoted by Bishop, 1971), "and do not include Casagrande (1936) in your list of references.

*** In the list of references:

Arranged in alphabetical order of authors surnames. Follow these examples quoted from a conference, a journal, and a book:

Kristianovic, S.A. & Zheltov, Y.P. (1955) Formation of vertical fractures by means of highly-viscous liquid. Proc. 4th Wld Petrol Cong., RomL-,2,579-586.

Skempton, A.W. (1954). The pore pressure coefficients A and B. Geotechnique. 4, NO.4, 143-147.

Terzaghi, K. (1943). Theoretical soil mechanics. Pp.8-24, New York: Wiley. September 1994.