Report Content

1. Provide an overview/summary of the paper
   - Should be short (~ 1 page)

2. Outline of your report
   - Clearly highlight how your report is organized (not the paper)

3. Detailed analysis of the paper
   - This is NOT just re-writing what is in the paper. This is a MORE detailed summary WITH your thoughts/comments/etc.
   - This should be done for the major areas of the paper.

4. Discussion and Conclusion
   - Provide your own critique of the paper
   - Summarize the strengths and weaknesses in your opinion
   - What would the future work be in your opinion?
Format

- 8”x11” sized paper
- 1” margins (top, bottom, left, right)
- Font 11-12 point (use a common font; e.g. Times New Roman)
- Use bold, bullets, numbers etc. to make the paper easy to follow and highlight your key insights and areas.
  - Don’t over or under do it.
- Number your pages and put a header on each page with your name and abbreviated title
Images

- You can use images from the paper **BUT**:  
  - Clearly indicate that you are using the images from the paper for use in this internal report not meant for publication.
  - Provide correctly formatted citation.
  - Ideally you will augment the images with annotations/information will indicate **WHY** you have chosen to include this image.

- Provide your **OWN** captions for the image.  
  - Do **NOT** just use the same caption as the image had in the paper.
  - Use the caption to explain why you are including it.

- Make sure the images are clear  
  - Print the page to make sure that it prints clearly
Text

- The text should be your **OWN** words.
  - If you need to use text from the paper, please use quotes and explicitly draw attention to it.
    - E.g. “Prof. Densmore is the best professor ever!” (taken from [ref] page X)

- Equations can be used directly from paper with citation.

- Well known concepts (e.g. $V=IR$, $F=MA$) do not need a citation.
  - *When in doubt, cite!*
References

- References should go at the end of the paper
- Use a common reference format throughout the paper
  - There are many different styles; pick one that is widely used in your area/journal/conference etc.
Common Pitfalls

- Use spell check
- Have multiple people read it over
  - Technical person in your area and someone outside your area
- Cite, Cite, Cite
  - Make it clear when ideas are yours vs. the paper’s
- Don’t be too long, don’t be too short
  - Rule of thumb, the report should probably be as long as the paper
- Don’t wait until the last minute.
  - This is an important aspect of your preparation
Tools

- Word, OpenOffice, LaTeX
  - https://www.writelatex.com/
- BibTeX, Endnote
  - Lots of converters out there. Most references available in these formats
- Good chance to figure out what tools you like and to build your own personal bibliography you will use throughout grad school.