**REPORT FORMAT**

# Technical Specifications

## A1 Length of Report

As a general guideline, the length of a report should not exceed 20,000 words (excluding appendices).

## A2 Typing and Printing

Microsoft Word should be used for typing. All final copies of the report should be printed on a laser printer for quality printing.

## A3 Typeface, Typing Quality and Font Size

The entire text of the report, including headings and page numbers, should be of the same font or typeface. “Times New Roman” should consistently be used throughout the report. Computer printouts should be clear and of high quality.

## A.3.1 Font Size

The body text size is 12 points. Text should not be scripted or italicized except for:

* scientific names,
* terms in a different language, and quotations

Footnotes and text tables should not be less than 8 points.

## A.3.2 Headings and Subheadings

These should be in bold print in font size 14 point.

## A.3.3 Symbols or Special Characters/Notations not found on the Computer Keyboard

These should be drawn in black ink with a mechanical guide.

## A4 Margins

Margin specifications are meant to facilitate binding and trimming. The stipulated margins for the general text are as follows:

* Top edge: 3.0 cm
* Right side: 2.5 cm
* Left side: 4.0 cm
* Bottom edge: 3.0 cm

All information including text headings, footnotes and illustrations should be within these margins.

## A5 Paragraphs

A new paragraph at the bottom of a page must have at least two full lines of text: if not, it should begin on the next page.

## A6 Spacing

Use 1.5 spaces between lines and 2 spaces between paragraphs. The following, however, should be single-spaced:

* explanatory footnotes
* quotations longer than three lines in a block
* reference or bibliography (except between entries)
* multi-line captions (tables, figures. plates)
* appendices, such as questionnaires, letters

## A7 Pagination

All pages including the references, bibliography, appendices, tables and figures should be numbered consecutively in Arabic numerals (1, 2, 3).

Page numbers must not be punctuated, bracketed, hyphenated nor accompanied by any decorative devices and should be centered; about 2.0 cm from the bottom edge of the text. The position of the page number must be consistent throughout the report.

The preliminaries such as the Acknowledgement are numbered in consecutive lower case Roman Numerals (i, ii, iii, iv, etc.)

Each appendix should be identified separately using a capital letter (Appendix A, Appendix B, etc.) on the top right-hand margin of the text. The pages of the appendices should also be numbered consecutively.

No page numbers are required for the following:

* title page
* separator sheets (e.g. separator preceding each Appendix)

## A8 Subdivisions

There is no specific UiTM requirement as far as the internal organization of the text is concerned, except that a systematic scheme of arrangement must be used consistently throughout the report. [Subdivisions should be consistent throughout the report].

## A9 Notes and Footnotes

Footnotes, if at all necessary, should be kept to a minimum. The font size used for notes and footnotes should not be less than 8 points.

## A10 Tables

Tables must be properly centered on the page within the prescribed margins. Each table must have a reference number (in Arabic numeral) and a caption. It may be useful to group tables in each chapter together and to number them in sequence.

*For example, tables found in Chapter 4 should be numbered Table 4.1, Table 4.2, Table 4.3, and so on.*

The word Table, its number and its caption appear above the table. If any table continues to the following or subsequent pages, the top line of the page reads (for example): *Table 16 continued.* The caption is not repeated. If a table is taken from another source, the reference must be cited properly at the bottom of the table.

## A11 Figures

Figures may be illustrations, graphs, maps, charts and diagrams - in fact, anything that is neither script nor table. The word Figure, its number (in Arabic numeral), and its caption are placed below the figure. A figure should not normally extend beyond one page. However, if it does, the same guidelines for tables should be followed. Figures should be grouped and numbered in sequence. *For example, Figure 3.1 should be located in Chapter 3*.

Line diagrams should be drawn with the aid of a computer or with mechanical aids using black ink on white paper. Photographs are listed as PLATES.

## A12 Equations and Formulas

Every equation should be numbered according to the chapter where it appears. Use Microsoft Equation Editor.

*For example:*

*F = ma ... (2.1)*

*It is the first equation in Chapter 2.*

# Layouts and Arrangement of Contents

Every report is composed of three parts:

* The preliminary section
* The text or main body, usually divided into chapters and sections
* The reference materials, usually consisting of references and/or bibliography and appendices

The contents of each part should be arranged in a logical order using sections and sub-sections, all correctly numbered.

The following is an example of how various sections in a report are arranged. It is recommended that this sequencing be used as a guide; **not every report includes all the items listed below**.

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Remarks** |
|  | **Blank leaf** |  |
|  | **Title page** | Not paginated but counted as ‘i’ |
|  | **Approval sheet** | Not paginated; not listed in Table of Contents but  counted as ‘ii’ |
|  | **Acknowledgement** | Paginated as ‘iii’; listed in Table of Contents. |
|  | **Table of Contents** | Paginated (continuing lower case Roman numeral on preceding page pagination), but not listed in Table of Contents |
|  | **List of Tables** | Paginated (continuing lower case Roman numeral on preceding page pagination) listed in Table of Contents |
|  | **List of Figures** | Paginated (continuing lower case Roman numeral on preceding page pagination): listed in Table of Contents |
|  | **List of Abbreviations or**  **Glossary** | Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents |
|  | **Abstract** | Paginated (continuing lower case Roman numeral on preceding page pagination); listed in Table of Contents |
|  | **Main body (Content)** | Paginated beginning with page 1 (Arabic numerals) |
|  | **References and/or**  **Bibliography** | Paginated with the running number continuing from  the last page of the text |
|  | **Appendices** | Insert a leaf with only the word ‘APPENDICES’ in the center of the page; this separator sheet is counted but not paginated. The actual appendices are paginated using subsequent numbers of References. |
|  | **Blank Leaf** |  |

## B1. Preliminary Section

The Preliminaries are made up of a few sections. The heading of every section must be in capital letters (except the title page) and is centered without punctuation about 3 cm from the top of the page; the text or listing begins four spaces below. All pages in the ‘Preliminaries’ are numbered in lower case Roman numerals.

All pages in the ‘Preliminaries’ are numbered in lower case Roman numerals.

### B1.1 Window Page *(refer pg. 7)*

This page (the window) uses the standard industrial/practical training cover provided by the faculty. This page must contain the following information:

* + Title of the report
* Industry attached (company’s name)
* Full name of student and ID

**Format:** Center, Capitalize, Times New Roman, Bold, Font size 14 for the first line, size 12 for the remaining lines.

### B1.2 Title Page *(refer pg. 8)*

This page must contain the following information:

* + Title of the report

**Format:**

Alignment: Center

Case: Capitalize

Font type: Times New Roman

Font Size: 12 points, Bold

Spacing: 1.5

**Format:**

Alignment: Center

Case: Capitalize

Font type: Times New Roman

Font Size: 12 points, Bold

Spacing: 1.0

* + The company’s name
  + The company’s address
  + Full name of author and ID
  + The Faculty concerned
  + The diploma for which the report is

submitted (e.g. Diploma of Computer Science)

* + The month and year in which the

report is submitted.

### B1.3 Approval Page *(refer pg. 9)*

This page must contain the following information:

* Approved by:
* Supervisor’s Name
* Department
* Signature
* Date

### B1.4 Acknowledgement *(refer pg. 10)*

Include a brief statement of appreciation in recognition of any special assistance rendered to the candidate during the period of research.

### B1.5 Table of Contents *(refer pg. 11)*

The titles of parts, sections or chapters and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report. It is advisable to use numbers for heading (e.g. 5), sub-headings (e.g. 5.1), and subheadings (e.g. 5.1.8). For further divisions of headings, small letters within parent report (e.g. 5.1.8 [e]) may be used.

Such a numbering system, combined with careful indentation and a judicious use of the upper and lower case and italics, could give at a glance the main and subordinate headings and their relationship with one another. There should NOT be more than three (3) digits in the numbering system. Major headings within chapters are centered. Sub-headings appear at the left margin.

If a report comprises more than one volume, the content of the whole report is shown in the first volume and the content of the subsequent volume(s) in the respective volume(s).

The words VOLUME ONE (1 or I), VOLUME TWO… and so on must be printed (centered) beneath the respective TABLE OF CONTENTS of each volume.

### B1.7 List of Tables and Figures *(refer pg. 12)*

These lists must use exactly the same numbers and captions that appear above the tables or below the figures in the text or in the appendices.

### B1.8 List of Symbols, Abbreviations or Nomenclature

If necessary, these lists appear after the lists of tables and figures.

### B1.9 Abstract (If applicable)

An abstract must give a brief statement of the research problems, aims of the research, methodologies used, and a summary of the finding in the context of the whole study. This section should not exceed 300 words. The abstract should be placed immediately before the first chapter of the report.

|  |  |
| --- | --- |
| cover.jpg  **PRACTICAL TRAINING REPORT**  **AT**  **COMPANY ABC SDN BHD**  **BY**  **NORHAFIZAH HASHIM (2012123456)**  Can be cut a little bit to fit in the text |  |

PRACTICAL TRAINING REPORT

AT

COMPANY ABC SDN BHD

NO 1, JALAN 2

26400 BANDAR JENGKA

PAHANG

BY

NORHAFIZAH HASHIM (2012123456)

REPORT PRESENTED TO

FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES

UNIVERSITI TEKNOLOGI MARA

AS PART OF THE REQUIREMENT

TO GET

DIPLOMA IN COMPUTER SCIENCE

SEPTEMBER 2012

APPROVED BY

…………………………………………….

NAME OF LECTURER

FACULTY NAME

ADDRESS

DATE

**ACKNOWLEDGEMENTS**

Paragraph1……………………………………………………………

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………………………………………………………………………..

Paragraph2……………………………………………………………

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Paragraph n…………………………………………………………..

……………………………………………………………………….

15 September 2012 NORHAFIZAH HASHIM

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Font : **Times New Roman,14**

**Bold, Capitalize**

*Font :* **Times New Roman, 12**

*Spacing :* **1.5**

*Spacing between paragraph :* **double**

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