

## UROP Project Report Format

### 1. Introduction

This document describes the standard format for CP3209 project reports. Students have to ensure their reports conform to the required format before submission for examination.

### 2. Project Report

#### 2.1 Length of the Report

The total length of the report, including appendices, shall not exceed **50 single-sided A4 pages**. The total number of pages refer to the body of the report, i.e not included cover pages, table of contents, table of figures, table of equations etc. The main report, without appendices, must not exceed 10,000 words. The text of the main report shall be spaced 1.5 lines, in TIMES NEW ROMAN font with size of at least 11. The main report shall not exceed 10,000 words. Appendices and other manuals can be in single line spacing and in a smaller font size. Appendices should be kept small and bound together with the main report. However, user manuals, programmer manuals and bulky data dictionaries should be bound as separate volumes. Please consult your project advisor if you are unsure which materials you should include in the main report. The report should be clearly written, and should include only relevant information. Indeed, the inclusion of too much unnecessary detail may cause the evaluation committee to doubt whether the student has really learnt how to distinguish the important issues from the trivial ones.

#### 2.2 Format

All CP3209 project reports must be prepared in the following sequence:

- i. Front cover: clear plastic
- ii. Title page
- iii. Abstract
- iv. Acknowledgment page (if any)
- v. Table of contents
- vi. Main report
- vii. References (or bibliography)
- viii. Appendices
- ix. The back cover

Some of the important points on the report format are explained in the following sub-sections.

##### 2.2.1 Front and Back Cover and Binding

Ring binding should be used for all reports and appendices. As sketched in the sample pages, the words “UNDERGRADUATE RESEARCH OPPORTUNITY PROGRAM (UROP) PROJECT REPORT”, the project title (bigger font size), the student’s name, the words “Department of Computer Science or Department of Information Systems, School of Computing, National University of Singapore” and the academic year (e.g., 2002/2003) should appear on the front cover.

Front Cover of the Report – Sample

Undergraduate Research Opportunity Research  
(UROP) Project Report

**Development of a Database Link Between  
Mainframe and PC**

By

Chua Meng Lee

Department of Computer Science

School of Computing

National University of Singapore

2002/2003

### 2.2.2 Title Page

The first page of the report should be a title page. It should consist of the words “UNDERGRADUATE RESEARCH OPPORTUNITY PROGRAM (UROP) PROJECT REPORT”, the Title (centered, bold and two size larger), the Author Name, the words “School of Computing, National University of Singapore”, Academic Year, Project Number, Advisor’s name, and deliverables (e.g., number of document volumes, software, hardware, etc.) should also be included. The cover page should fit on one page.

#### Title Page – Sample

Undergraduate Research Opportunity Program  
(UROP) Project Report

**Development of a Database LINK  
Between Mainframe and PC**

By

Chua Meng Lee

Department of Computer Science

School of Computing

National University of Singapore

2002/2003

Project No: 90

Advisor: Prof Jarzabek Stanislaw

Deliverables:

Report: 1 Volume

Manual: 1 Volume

Program: 1 Diskette

Database: 1 Diskette

### 2.2.3 Abstract Page

It consists of an abstract of the report of not more than 200 words outlining the project. The abstract should be comprehensible to readers of the report and enable them to judge the report's potential interest. The Keywords and Subject Descriptors should follow immediately after the abstract in the same page, each with not more than five carefully selected items. The descriptors should be chosen from the latest version of "The Full Computing review Classification Scheme" of the ACM Computer Review. Any suitable word that reflects the nature and content of the project may be chosen as a keyword. The student should consult the project advisor when in doubt on which keywords and descriptors should be used.

#### Abstract - Sample

##### Abstract

A prototype system has been developed to connect an IBM PC or compatible to an IBM 3081 mainframe computer for making direct database accesses. The system includes programs which run on both the PC and the mainframe to allow communications and to forward database access queries and the results of the queries. The system was developed based on the ideas which have been used in different microcomputer packages. However, no existing system includes the widening functionality, or the interactive capabilities have been developed here. The system was developed in Turbo Pascal for the IBM PC, and IBM Pascal on the main frame. The design criteria and the implementation details are presented in this report.

##### Subject Descriptors:<sup>1</sup>

- C.2.4 Distributed Systems
- D.4.4 Communication Management
- H.2.4 Data Management Systems
- H.3.5 On-line Information Services

##### Keywords:

Distributed databases, micro-mainframe link

##### Implementation Software and Hardware:

IBM PC/XT, MS\_DOS 3.1, MS-Windows, Turbo Pascal 3.0.1, IRMA Card, IBM 3081, VM/CMS, IBM Pascal

<sup>1</sup> Subject Descriptors can be found at: <http://www.acm.org/class/1998/ccs98.html>

### 2.2.4 Acknowledgement

Following the abstract page, students may want to acknowledge the contributions or assistance of others to the project. It should be kept in one double-spaced A4 page.

### 2.2.5 Table of Contents

In addition to the heading of each section, sub-heading can also be used but its depth should be kept to a minimum. Details of appendices should also be given here. Students may use more than one A4 page for the contents page.

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### 2.2.6 Main report

The structure of the main part of the report will vary according to the nature of the project. It is both convenient and conventional to organise the report in a hierarchical structure: *Chapters, Sections, Subsections*, etc.. In general, there should be an *Introduction* giving an overview and background of the project. Also, there is generally a section for *Conclusions*, and one for *Recommendations* where appropriate. Students should consult their project advisors on how to structure their reports.

### 2.2.7 References

A list of all books, report, papers, etc., referred to in the report or consulted during the course of the project should be given under the References or Bibliography section. Please see Section 3 for format for references and citation.

### 2.2.8 Appendices

Information of secondary importance (and information whose inclusion would break the flow of the report) should be placed in Appendices. These include program listings, electronic data sheets, data dictionary, etc.

### 2.2.9 Page number and Section number

All pages in the main report shall be numbered from 1, 2, 3, to 50 (the maximum). All appendices should be number as A-1, A-2, etc. for pages under appendix A, and B-1, B-2, etc. for pages under appendix B. (See the Table of Contents.)

A hierarchical numbering scheme for section numbering shall be used. For instance, use 1 for section one, 2 for section 2, 1.1 for the subsection 1 of section 1, etc. (See the Table of Contents.)

## 3. Format for Reference Citation and References

### 3.1 Citation in the main text (Based on Publication Manual of the American Psychological Association, 3<sup>rd</sup> ed).

Citation in the main text should be in the form of the authors' surnames followed by the year of publication. When there are more than two authors and fewer than six authors, cite all authors the first time the reference occurs; in subsequent citations include only the surname of the first author followed by 'et al'. When a work has six or more authors, cite only the surname of the first author followed by 'et al' and the year for the first and subsequent citations. For example:

An interface processor is the basis for another human-computer interaction model (Edmonds, Jones and Davies, 1982). [ First citation ]

Architecture of an application system produced using the Dialogue management System (Edmonds et al, 1982) approach is shown in Fig 9..... [ Second citation ]

In Bass et al (1981), the interface for a statistical ..... [ First and subsequent citation for a work more than six authors ]

## 3.2 List of References

References should be ordered alphabetically according to the surname of the first author (use the editor's name or the organisation's name when the author's name is absent).

### 3.2.1 Journal articles

Dicken, G.W., Leitheiser, R.L., Wetherbe, J.C. and Nechis, M. (1984) Key Information Systems Issues for the 1980's. MIS Quarterly, Vol.8, No. 3, September 1984, pp. 135 – 160.

Gorry, G.A. and Scott-Morton, M.S. (1971). A Framework for Management Information Systems. Sloan Management Review, Vol.13, No.1, Fall 1971, pp. 55 – 70.

Gorry, G.A. and Scott-Morton, M.S. (1971b). A New Framework for Management Information Systems. Sloan Management Review, Vol.13, No.2, Fall 1971, pp. 20 – 30.

### 3.2.2 Books or a report

Kroeber, D.W and Watson, H.J. (1987). Computer-based information Systems: A Management Approach. Second Edition, Macmillan Publishing Company, New York, 1987.

### 3.2.3 Conference paper

Gouda, M.G. and Dayal, U. (1971). Optimal semijoin schedules for query processing in local distributed database systems. In Proceedings of ACM SIGMOD International Conference on the Management of Data, (Ann Arbor, Michigan, April 29 – May 1, 1980.) ACM, New York, 1981, pp. 164 – 165.

### 3.2.4 Manuals

IBM. (1984). Information Systems Planning Guide. Fourth Edition, July 1984. SPSS Inc. (1983). SPSS-X User's Guide. McGraw Hill Book Company, New York, 1983.

### 3.2.5 Unpublished reports and theses

Thorpe, A. (1982). Stability tests on a tender-price prediction model. M.Sc. Thesis, Loughborough University of Technology, UK.; 1982.

UROP Coordinator  
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