**Vocational Training Council | Engineering Discipline**

**IBSP Final Report Format and Specifications**

A neat and consistent style should be adopted throughout the report, and the following format is recommended. Unless otherwise required by the specific nature of the project, fancy fonts with frequent bolding/capitals should be avoided. The length of the report should not less than 3,000 words (excluding the cover, index and appendices).

|  |  |  |
| --- | --- | --- |
|  | Paper | A4 (210mm x 297mm) 75g/m2 white paper, printed on both sides.  (Drawings/charts larger than A4 shall be folded to A4 size and bound in the report.) |
|  | Margins | Left & Right: 30 mm; Top and Bottom: 25mm |
|  | Font | Times New Roman (12-pt for main text; 7-12-pt for table, charts, etc.) |
|  | Line Spacing | 1.5 lines |
|  | Header and Footer | 8mm from the edge, Times New Roman (7-pt caps)  Top Right: Project Title  Bottom Right: Author; Bottom Left: Page Number |
|  | Indexing | Numeric System  1.0 Heading  1.1 Sub-Heading  1.1.1 Paragraph  Xxxx xxx xxx   1. xxxx 2. xxx    1. xxx    2. …   1.1.2 Paragraph  ….. |
|  | Binding | Staple together all the pages at the top left hand corner. No need to use ring binder or any fancy packaging unless other specified by the Project Supervisor. |
|  | Length | There is a word limit to the report. The word limit will be based on the advice of Project Supervisor. |
|  | Referencing | The program Team should select either IEEE Style or Harvard System for adoption by the students throughout the program.  IEEE Style [1]   * In-text references are numbered in the order of appearance in the report, e.g. Crowford [2] suggests that … and the following equations can be derived by the Chan’s method [3] … * A reference list is displayed at the end of the report according to the numeric order as follows:   [1] *IEEE Editorial Style Manual*, IEEE Periodicals Transactions /Journals Department, 2016, pp.34-42. Available at: [www.ieee.org](http://www.ieee.org) [accessed on 5 Sept 2016]  [2] B. Crowford, Title of Paper, *Name of Journal*, vol x, no. x, pp xx, Month, Year.  [3] V. Chan, Title of the Chapter, in *Book Name*, xED, Name of Publisher, Year, pp xxx.  Harvard System (BSI, 2010: p.25) (Imperial College, 2016)   * In-text references are quoted by author’s name and year, e.g. Crowford (Year: p.xx) suggests that … and the following equations can be derived by the Chan’s method (Chan, Year: p.xx) * A reference list is displayed at the end of the report according to the alphabetical order of the author’s name as follows:   British Standards Institution (2010) BS ISO 690:2010. *Information and Documentation. Guidelines for Bibliographic References and Citations to Information Resources*. London, BSI.  Chan, V. (Year) Title of the Chapter, in *Book Name*, xED, Name of Publisher.  Crowford, B. (Year) Title of Paper. *Name of Journal.* vol x( x).  Imperial College (2016) Citing & Referencing: Harvard Style. London, Imperial College. Available from: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf> [accessed on 5 Sept 2016] |
|  | Cover page | A standard cover page should be adopted and the following declaration statement should be provided on the backside of the cover page:  “*I declare that this report is my own work and was not copied from or written in collaboration with any other person”*  *Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(Student Name)*  *Date:* |
|  | Appendices | All the Project Logs, Interim Report and any relevant documents and information (e.g. survey forms, worksheets, drawings and etc.) relating to your contents and project shall be numbered and attached as Appendices in reasonable order. |
|  | Submission | Two identical properly bound copies shall be submitted as per the advice of Project Supervisor.  A soft copy in pdf/Word format shall be submitted by uploading to the designated location specified by the Project Supervisor. |
|  | Other requirements | The Project Supervisor may impose additional requirements when necessary according to the specific nature of individual project. |



Hong Kong Institute of Vocational Education

(<Campus>)

Engineering Discipline

Department of

<name of department>

Higher Diploma in <Program Title>

<Program Code>

Industry-Based Student Project

<Interim/Final> Report

<Project Title>

by

<Student Name (Number) of Student 1

Student Name (Number) of Student 2 (if any)

Student Name (Number) of Student 3 (if any)>

Project Supervisor: <Name of Project Supervisor>

<Month Year>

“*I declare that this report is my own work and was not copied from or written in collaboration with any other person”*

*Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Student Name)*

*(Student Number)*

*Date:*