**Checklist for Draft Reports**

Applies to Problem Statement, Literature Survey, Final Report, Thesis, or Term Papers.

Submit this form with each iteration of a document based on student’s/team’s self-evaluation

**Document Version:**

**Last Updated Date:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes** | **No** |
| All content included |  |  |
| Figures & Tables* All figures & tables included
* Figure caption at bottom of figure & table caption at top of table
* All figures & tables referred in text and explained with sufficient details
 |  |  |
| Numbers are spelled out* For numbers from 0 to 9. Doesn’t apply to numbers >= 10
* Use , to separate 1000s, e.g., 17,123.65
 |  |  |
| Use of ‘ and “* Use apostrophe & 66 ... 99.
* When you copy text from web/pdf it gets messed up
 |  |  |
| Formatting* Page size A4, 2.5 cm from each margin for typical reports. See university guidelines below for thesis/dissertations
* Font size
	+ For typical reports – 11pt for text, titles 12pt or above
	+ For thesis/dissertation – see university guidelines below
* Include page numbers
* Tabs for multiple spaces & page breaks for new pages
 |  |  |
| References* All references are cited in text
* IEEE style for BSc, MSc, MPhil, & PhD students
* APA style for MBA students
* Should be ordered either based on last name of 1st author or order of mentioning in text
 |  |  |
| Optimize space* Use of bullets & numbering
* Use of tables to represent comparisons & long lists
 |  |  |
| Style* Complete & connected sentences
* Avoid shortened words in academic writing (ok in business & technical writing), e.g., avoid can’t, it’s, doesn’t, don’t
* Good mix of long vs. short sentences
* Good mix of 1st person active voice vs. 3rd person passive voice
* 1st person active voice is preferred
* Use present & past tense appropriately. Use past tense when referring to others work, simulation/experiment setup, & results. Present tense is preferred in other cases
 |  |  |
| Table of contents included - applies only to longer reports* Table of Contents
* List of Figures
* List of Tables
* List of Abbreviations
 |  |  |
| Spell check* Use spell check in document processing tool
* Use spelling, grammar, & style check
 |  |  |
| Proof reading* Applies only to final version
* Recommend to use a tool like Ginger grammar checker
* Manual reading of a printed copy by author
* Manual reading of a printed copy by a 3rd party - applies only to final version of Thesis
 |  |  |
| Remarks: |  |  |

*Note* – These are guidelines only. They can be skipped when appropriate for a given document, format, & target audience

**Formatting Guidelines for Thesis/Dissertation**

* Unless otherwise stated follow the guidelines given by University Library. Available at <http://lib.mrt.ac.lk/images/Thesis%20Guide%20Lines.pdf>
* A4 size pages
	+ Margins 40 mm on left and bottom. 25 mm on top and right
* Text font – Times New Roman (if using Latex use default font)
	+ Chapter headings - All Caps, 14pt, Bold
	+ Section headings - Title Case, 12pt, Bold
	+ Sub-section headings - Sentence case, 12pt, Bold
	+ Body text - Sentence case, 12pt
	+ Tables and Figures - Sentence case, 10pt
* Line spacing
	+ 1.5 line spacing for text, except for the abstract, tables, and indented quotations where single line spacing may be used
* Pagination
	+ Lower case Roman numerals, centered at the bottom of the page, to all preliminary pages.
	+ Body text and appendices are to be in Arabic numerals, centered at the bottom of the page.