TECH1502-17 Introduction to Community Media

Workshop Twenty-Four: Report Formatting

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1   Structure & Formatting
Writing reports in MS Word
https://www.ltu.se/cms_fs/1.107206!/file/Create%20a%20report%20in%20WORD%202010.pdf

Writing a Report using Microsoft Word's Tools
Report writing is a huge chore as it is – and there are a number of ways that you can make Word do a lot of things for you. This guide will show you how to write a report using Microsoft Word while keeping yourself sane. http://www.jasonpang.net/reference/word_report.pdf

1.1   Sections & Sub-Sections
One of the features in Microsoft Word that many people overlook (or just don't know about) is the ability to define styles that will allow you to keep a consistent look and feel throughout your entire document. For example, you can define your "Normal" style which you will use for your main body text, a "Heading 1" for your top-level headings, a "Diagrams" style for keeping all text in your diagrams looking consistent, and a "Code Snippet" style for making your text look like it came out of Notepad (i.e. mono-spaced, smaller font, etc.) Another way to think about styles is simply to think about formatting your text normally in Word, except instead of applying it to only a certain block of text, you'll be applying it to all similar blocks of text throughout your document. For example, if I wanted to change my heading fonts from Arial to Verdana, I can change them all in one go by changing the style (assuming all my headings follow the "Heading 1" style)
http://www.jasonpang.net/reference/word_report.pdf

1.2   Numbering
There is no one ideal strategy that can be used to organise the information of your report as this will vary and be dependent upon the information you are presenting. A logical and clear organisational strategy, however, is a key ingredient to a good report. It is important to include a consistent numbering system for the headings and subheadings, or to use the layout (indenting) of the report's headings to indicate the sections and sub-sections; for example, the following heading and subheadings have been taken the report of a university library.

1. CLIENT SERVICE SATISFACTION
      1.1 Client Feedback System
            1.1.1 Interlibrary Loans
            1.1.2 Shelf Tidiness
            1.1.3 Three Day Loans
     1.2 Materials Availability Survey
     1.3 Online help service

2. INFORMATION TECHNOLOGY
      2.1 The library system
            2.1.1 Use
            2.1.2 Maintenance
            2.1.3 Future directions
      2.2 Databases
            2.1.1 Use
            2.1.2 Access
            2.1.3 Expansion
https://unilearning.uow.edu.au/report/1g.html

1.3 Style Guide

A style guide or style manual is a set of standards for the writing and design of documents, either for general use or for a specific publication, organization or field. The implementation of a style guide provides uniformity in style and formatting within a document and across multiple documents. A set of standards for a specific organization is often known as "house style". Style guides are common for general and specialized use, for the general reading and writing audience, and for students and scholars of various academic disciplines, medicine, journalism, the law, government, business, and industry.
https://en.wikipedia.org/wiki/List_of_style_guides

Writing style guide for the Local Government Association
http://www.local.gov.uk/c/document_library/get_file?uuid=f1a4eb25-fc61-48e8-a250-709a0695edfd

http://www.basis-reg.co.uk/Portals/1/Resources/Student%20Resources/Guide%20to%20Report%20Writing%202015-16.pdf?timestamp=1441798041137

http://www.wlv.ac.uk/lib/media/departments/lis/skills/study-guides/LS004-Guide-to-Report-Writing.pdf

https://www.gov.uk/government/publications/research-reports-guide-and-template

1.4 Accessibility & Mining
Create Reports that are Accessible for All

So what is an accessible annual report? It's most commonly a digitally delivered document, in a PDF or Word format, that has been created or remediated so that blind people and those with vision-impairments, plus those with a mobility-related disability, can effectively access the document as if they were fully-sighted or fully-mobile. The choice of a larger font size, optimising colour contrast, and using Easy English can also make a positive difference for people with cognitive disabilities, those from non-English-speaking backgrounds, varying education levels, and older members of the community. Print-versions of annual reports can be made accessible to more people too, particularly with font size, colour usage, and Easy English where possible. http://www.mediaaccess.org.au/digitalaccessibilityservices/create-annual-reports-that-are-accessible-for-all/

2 APA Referencing

APA Style is a writing style and format for academic documents such as journal articles and books. It is described in the style guide of the American Psychological Association (APA), which is titled the Publication Manual of the American Psychological Association. The guidelines were developed to aid reading comprehension in the social and behavioral sciences, for clarity of communication, and for "word choice that best reduces bias in language".

APA style is widely used, either entirely or with modifications, by hundreds of other scientific journals (including medical and other public health journals), in many textbooks, and in academia (for papers written in classes). Along with AMA Style and CSE Style, it is one of the major styles for such work.
https://en.wikipedia.org/wiki/APA_style
http://www.citethisforme.com/guides/apa
https://www.usq.edu.au/library/referencing/apa-referencing-guide
https://www.hud.ac.uk/library/finding-info/apa-referencing/

2.1   Illustrations & References

This technique can be seen in *Pity* (See Figure 3).

Figure 3. *Pity*, by W. Blake, ca. 1795 (Metropolitan, 2015)

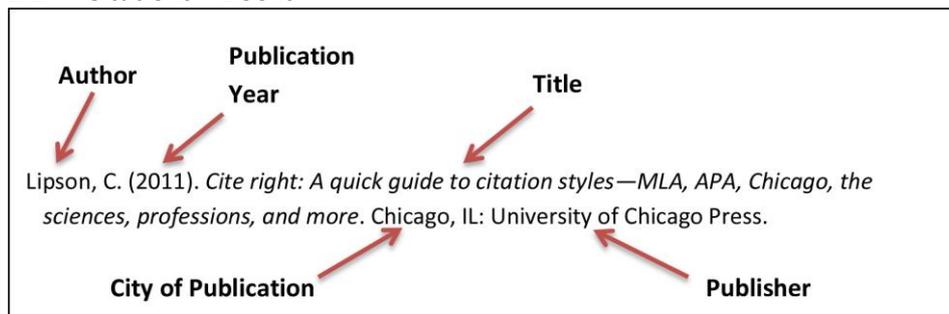**Figure 1 APA Citing Illustrations**

2.2   Citations – Books

Figure 2 APA Book Citation

2.3   Citations – Media
Table 1 APA Citing Media

	MLA	APA
BLOG POST	Lastname, Firstname. "Title of the Blog Post Entry." *Blog Title.* Publisher. Date posted. Web. Date Accessed.	Lastname, Firstinitial. (Year, Month Date). Title of the Blog Post Entry. [Web Log Post]. Retrieved from http://thewebsite.com
YOUTUBE VIDEO	Title of Video. Date of Publication of Video. YouTube. Web. Date Accessed.	Lastname, Firstinitial. (Year, Month Day). Title of video [Video file]. Retrieved from http://www.youtube.com/specificURL
TWEET	Lastname, Firstname (Username). "Enter the tweet message here." Date posted, time viewed. Tweet.	Twitter handle. (Year, Month Day). Enter the tweet message here. [Twitter post]. Retrieved from http://twitter.com
FACEBOOK POST	Lastname, Firstname. "Enter Facebook post here." Facebook. Date posted. [Date accessed. <web address>]	Username. (Year, Month Day). Enter Facebook post here. [Facebook update]. Retrieved from http://facebook.com
EMAIL	Lastname, Firstname. "Subject of Message." Message to Recipient's Name. Date of Message. Email.	*In text citation only* (personal communication, Month Day, Year)

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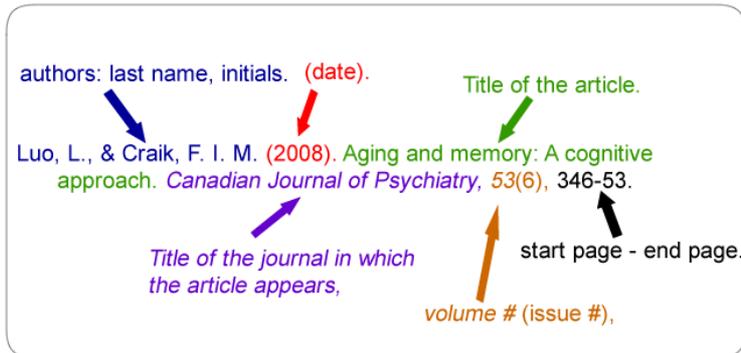
2.4   Citations – Articles

authors: last name, initials.   (date).   Title of the article.

Luo, L., & Craik, F. I. M. (2008). Aging and memory: A cognitive
    approach. *Canadian Journal of Psychiatry, 53*(6), 346-53.

Title of the journal in which
the article appears,

start page - end page.

volume # (issue #),

Figure 3 APA Citing Articles

2.5   Figures

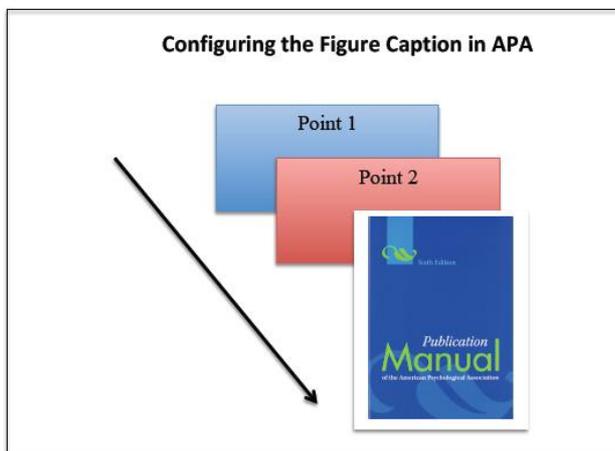**Configuring the Figure Caption in APA**

Point 1

Point 2

Figure 1. Example of how to format a figure in APA. The caption and
legend go below the image. The caption is both the title of the figure
and an explanation. Adapted from "Article Title," by F. M. LastName,
year, *Journal Title*, issues, page. Copyright 20XX by Name.

Figure 4 APA Citing a Figure

2.6   Tables
Table 2 APA Citing Tables

Table 3

Sample ANOVA Table

Stubhead	df	F	η	p
		Column spanner		
Row 1	1	0.67	.55	.41
Row 2	2	0.02	.01	.39
Row 3	3	0.15	.33	.34
Row 4	4	1.00	.76	.54

Note. This is where authors provide extra information important to the data, such as
findings that approach statistical significance depending on the p value: Signicant at
the p<0.05 level.
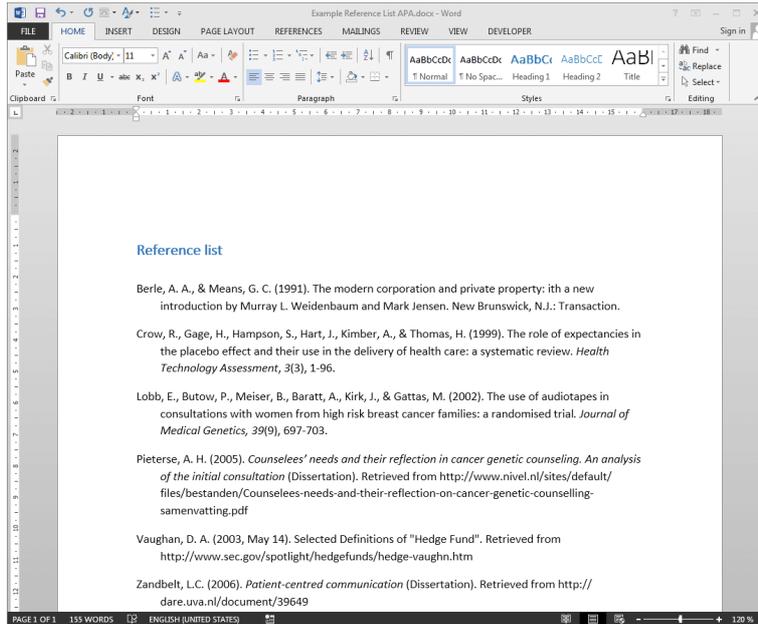
2.7 Reference List

Figure 5 APA Reference List

2.8 Plagiarism & Bad Academic Practice

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1

Plagiarism and bad academic practice

De Montfort University's Academic Regulations describe plagiarism as:

"the significant use of other people's work and the submission of it as though it were one's own in assessed coursework (such as dissertations, essays, experiments etc).

This includes:
- Copying from another student's work
- Copying text from sources such as books or journals without acknowledgement
- Downloading information and/or text from the Internet and using it without acknowledgement
- Submitting work which you claim to be your own when it has been produced by a group
- Submitting group work without acknowledging all contributors.

De Montfort University describes bad academic practice as:
- Low level duplication without citation for example errors made through carelessness or misunderstanding

 or
- Passing off ideas, data or other information as if originally discovered by the student.

http://www.dmu.ac.uk/documents/about-dmu-documents/partnerships/educational-partnerships/how-to-avoid-plagiarism-and-be-citation-wise.pdf

3 References