



## **Report Writing Guide**

Centre for Innovation in Teaching and Learning

Southern University College

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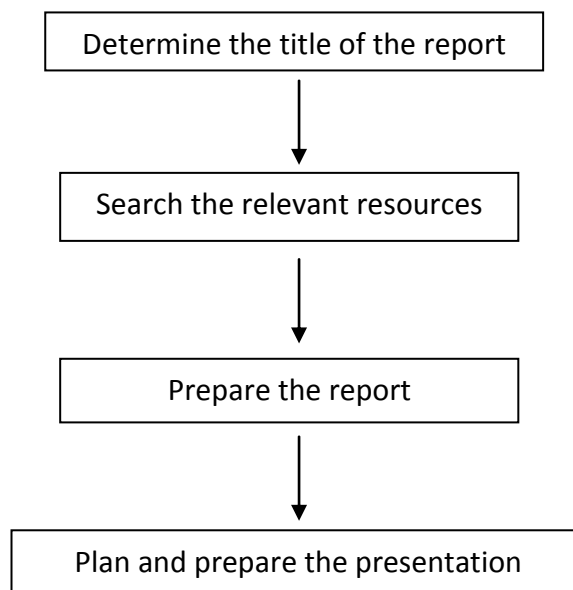
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## 1.0 Introduction

This Report Writing Guide has been written as a guided material for the course *Contemporary Literacy* designed for the first year students at Southern University College, and it is to be referred collegewide as the students have limited ideas on how to write a report with appropriate format required. The aim is to provide the students with an additional material that would help them learn the format(s) of writing a report as in APA documentations with respective examples provided.

## 2.0 How to Prepare the Report

Figure 1 shows the basic process of preparing the report:



**Figure 1: Process of preparing a report**

## 3.0 Resources in Library of Southern University College

The Library Resources consists of books, periodicals, newspaper clippings, audio-visual materials and online resources. All these can be found though the library website - <http://library.sc.edu.my/>

**a) Library Catalogue - <http://library.sc.edu.my/>**

Library Catalogue allows you to check status and location of collection by keyword search and also allows you to login to view your library record, renew and reserve books.

**b) Newspaper Database / Digital Archive System**

This system includes Malaysian Chinese Literature Database and Southern University College Newspaper Clipping Database, which allow you to search the index and view the full-text.

**c) Audio Visual Material**

The Audio Visual materials are categorized as Open stack AV material and Closed stack AV material, the former is located at the circulation counter and the latter is located at AV room. Please search the [Library Catalogue](#) to check the type of material.

**d) Periodicals Catalog**

This catalog provides the title list of the current periodicals and the back issues.

**e) Current Newspaper**

It provides links to relevant newspaper available online. Clicking on one of the links will lead to the main page itself.

**f) Reserve Book List**

The reserve book lists are arranged by course names. These reserve books are displayed constantly at the Reserve book stack and updated according to each department's latest list of needs.

**g) Library E-resources**

It provides links to the list of databases and online resources subscribed by the library. Click on any one of the databases of your choice to search the database.

**h) E-journal**

It provides the list of electronic journals that are available online. Click on the titles of your choice to search for relevant information.

**i) Online Reference Resources**

It provides useful reference sites that are freely access on internet. The links are separated into various categories, such as Academic Writing Guides, Electronic Full Text, etc.

**j) Past Year Exam Paper**

The past year exam papers are arranged by subject according to different program. The papers are presented in pdf format for online view or download.

**k) Resources by Subject**

It provides information for relevant fields according to the department such as Faculty of Business and Management. The information is separated into various categories of online resources, books, magazines and journals, audio-visual and reference.

Table 1 to Table 7 illustrate the recommended resources for each courses.

**Table 1: Recommended resources for Department of English**

<b>Faculty/ Department</b>	<b>DOE – Department of English</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	Advanced 彭蒙惠英语 Guidelines (back issue)

	<p>Just English</p> <p>RELC Journal</p> <p>London Review of Books (back issue)</p> <p>外国语 (Chinese - back issue)</p>
<b>Classification numbers</b>	<p><b>400 Languages</b></p> <p>410 Linguistics</p> <p>413 Dictionaries</p> <p>414 Phonology and phonetics</p> <p>415 Grammar</p> <p>417 Dialectology and historical linguistics</p> <p>418 Standard usage and applied linguistics</p> <p>420 English and Old English</p> <p>428 Standard English usage</p> <p><b>800 Literature and rhetoric</b></p> <p>808 Rhetoric and collections of literary texts from more than two literatures</p> <p>810 American literature in English</p> <p>820 English and Old English literatures</p> <p>821 English poetry</p> <p>822 English drama</p> <p>823-827 Other specific forms of English literature</p>
<b>Reference materials</b>	<p>The Cambridge encyclopedia of the English language</p> <p>420/CRY</p>

	The Continuum encyclopedia of American literature 810.3/CON
<b>AV materials</b>	414 Phonology & phonetics 418 Standard usage & Applied linguistics 428 Standard English usage

**Table 2: Recommended resources for Faculty of Business and Management**

<b>Faculty/ Department</b>	<b>FBM – Faculty of Business &amp; Management</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	Accountants Today Business Today Bloomberg Business Week The Edge Singapore The Edge Malaysia The Economist Far Eastern Economic Review (back issue) Fortune Malaysian Business Smart Investor 创业家 (back issue) 管理杂志 (back issue)



	<p>经济论文</p> <p>经济前沿企业家</p> <p>能力杂志</p> <p>企业家</p> <p>商海 (back issue)</p> <p>世界经理文摘</p>
<b>Classification numbers</b>	<p><b>100 Philosophy &amp; psychology</b></p> <p>150 Psychology</p> <p>174.4 Business ethics</p> <p><b>300 Social sciences</b></p> <p>330 Economics</p> <p>332 Financial economics</p> <p>332.6 Investment</p> <p>336.2 Taxes and taxation</p> <p>337 International economics</p> <p>338 Production</p> <p>339 Macroeconomics</p> <p>340 Law</p> <p>341 International law</p> <p>346 Private law</p> <p><b>500 Natural sciences &amp; math.</b></p>

510	Mathematics
519.5	Statistical mathematics
<b>600</b>	<b>Technology (Applied sciences)</b>
657	Accounting
658	General management
658.1	Organization and finance
658.15	Financial management
658.2	Plant management
658.3	Personnel management
658.4	Executive management
658.5	Management of production
658.7	Management of material
658.8	Marketing
659.1	Advertising
	<u>中文书籍:</u>
<b>4XX</b>	<b>应用科学类</b>
480	商业; 各种营业
490	商业总论
495	会计
496	商品学、市场学
<b>5XX</b>	<b>社会科学类</b>

	550 经济
	551 经济学各论
	560 财政
	561 货币, 金融
	562 银行
	563 金融各论
	564 公共理财
	587 商法

**Table 3: Recommended resources for Faculty of Engineering & Computer Technology**

<b>Faculty/ Department</b>	<b>FEIT - Faculty of Engineering &amp; Computer Technology</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	Chips Malaysia Computer Arts Dr. Dobb's Journal (back issue) Electronic Design Elektor Electronics Letters

	<p>The Ingenieur</p> <p>PC Home</p> <p>PC Magazine (back issue)</p> <p>PC World (back issue)</p> <p>电脑王 PC Home Advanced (back issue)</p> <p>Intelligent Times (原刊名: 资讯与电脑; back issue)</p> <p>RUN! PC (back issue)</p> <p>PC Weekly (back issue)</p>
<p><b>Classification numbers</b></p>	<p><b>000 Generalities</b></p> <p>004 Data processing Computer science</p> <p>004.1 General works on specific types of computers</p> <p>004.2 System analysis and design, computer architecture, performance evaluation</p> <p>004.6 Interfacing and communications</p> <p>004.7 Peripherals</p> <p>005 Computer programming, programs, data</p> <p>005.1 Programming</p> <p>005.13 Programming languages</p> <p>005.2 Programming for specific types of computers, operating systems or user interfaces</p> <p>005.3 Programs</p> <p>005.4 Systems programming and programs</p>

005.6 Microprogramming and microprograms

005.7 Data in computer systems

005.8 Data security

006 Special computer methods

006.3 Artificial intelligence

006.4 Computer pattern recognition

006.5 Computer sound synthesis

006.6 Computer graphics

006.7 Multimedia systems

**500 Natural sciences and math.**

510 Mathematics

511 General principles of Math.

512 Algebra, number theory

515 Analysis

519 Probabilities and applied Math.

530 Physics

**600 Technology**

620 Engineering & allied operations

621 Applied physics

中文书籍:

**3XX 科学类**

330 物理学总论

	332 力学
	337 电学、电子
	<b>4XX 应用科学类</b>
	440 工程学总论
	448 电气工程
	448.6 电子工程
	471.5—471.59 电脑类

**Table 4: Recommended resources for Department of Chinese Studies**

<b>Faculty/ Department</b>	<b>DOC – Department of Chinese Studies</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">CNKI 中国知网</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	北京大学教育评论、北京大学学报、读书、二十一世纪、 复旦学报、古典文学知识、古籍整理研究学刊、国文天 地、花城、华教导报、华文教学通讯、华文学刊、暨南大 学学报、暨南学报、教科书研究、教育研究与发展期 刊、经典杂志、历史研究、历史月刊、联合文学、马来西 亚华人研究学刊、马来西亚华文教育、明报月刊、南方学 院华人族群与文化研究所学术单刊、南方学院学报、南洋 问题研究、南洋资料译丛、收获、台北文献、台大文史哲 学报、文化中国、文史哲、文献、文学评论、文学遗产、 香港文学、新纪元学报、新山华讯、新史学、新文学史

	料、INK 印刻文学生活志、幼狮文艺、宇宙、张老师月刊、浙江大学学报、中国文学研究、中国语文研究、钟山、中外文学等。
<b>Classification numbers</b>	<p><b>1XX 哲学类</b></p> <p>110 思想学问</p> <p>112 中国学术, 思想</p> <p>120 中国哲学</p> <p><b>5XX 社会科学类</b></p> <p>577.2 华侨</p> <p><b>6XX - 7XX 史地类</b></p> <p>600 史地总论</p> <p>610-619 中国史地</p> <p>621-628 中国断代史</p> <p>630 中国文化史</p> <p>650 中国史料</p> <p>738.6 马来西亚史</p> <p>780 传记</p> <p>782 中国人传记</p> <p><b>8XX 语文类</b></p> <p>800 语言文字学</p> <p>802 中国语言文字学</p>

810	文学
820	中国文学总论
820.9	中国文学史
821	诗论
823	词论、词话
824	戏曲论
825	散文论
827	小说论
829	文学批评史
830	中国文学总集
831	诗总集
833	词总集
834	戏曲总集
835	散文总集
850-859	中国各种文学（别集）
868.7	马华文学
868.72	马华文学评论
868.73	马华文学创作合集
868.757	小说
868.79	文学史



**Table 5: Recommended resources for Department of Journalism & Communication Studies**

<b>Faculty/ Department</b>	<b>DJJ – Department of Journalism &amp; Communication Studies</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	Journal of Visual Culture Visual Communication Media Asia Newsweek Time New Straits Times The Star, Utusan Malaysia Berita Harian Sin Chew Daily Guang Ming Daily.
<b>Classification numbers</b>	<b>000 Generalities</b> 070 News media, journalism, publishing 070.4 Journalism 070.5 Publishing 079 Journalism and newspapers in other geographic area <b>100 Philosophy &amp; psychology</b>

	174	Occupational ethics
	<b>300</b>	<b>Social sciences</b>
	302.2	Communication
	302.23	Media
	306	Culture and institutions
	320	Political science
	338	Media economic
	343	Media law
	<b>400</b>	<b>Language</b>
	418	Translation
	420	English & Old English
	<b>600</b>	<b>Technology</b>
	658.4	Corporate communication
	659	Advertising & public relations
	659.2	Public relations
	686.2	Printing
	<b>700</b>	<b>Art &amp; recreation</b>
	770	Photography & photographs
	<b>800</b>	<b>Literature</b>
	808	Feature writing
		<u>中文书籍:</u>
	<b>8XX</b>	<b>语文类</b>

	<p>811 写作、翻译及演讲</p> <p>890 新闻学</p> <p>893 新闻编辑及报导</p> <p>895 新闻采访及新闻写作</p>
<b>Reference materials</b>	<p>A glossary of translation terms: English-Chinese. Chinese-English 413/CHA</p> <p>An encyclopedia of translation: Chinese-English. English-Chinese 418.03/ENC</p> <p>Malaysia Press &amp; PR guide '08 659.109595/MAL2008</p> <p>Media planning guide Malaysia 2008 659.109595/MED2008</p> <p>Undang-undang Kewartawaran 340/UND</p>

**Table 6: Recommended resources for Department of Malay**

<b>Faculty/ Department</b>	<b>DMS - Department of Malay</b>
<b>Recommended online resources</b>	<p><a href="#">ProQuest Ebook Central</a></p> <p><a href="#">ProQuest Research Library</a></p> <p><a href="#">Other free e-resources</a></p>
<b>Periodicals</b>	<p>Dewan Bahasa</p> <p>Dewan Budaya</p> <p>Dewan Ekonomi</p> <p>Dewan Kosmik</p> <p>Dewan Masyarakat</p> <p>Dewan Sastera</p>

	Dewan Siswa Pelita Bahasa
<b>Classification numbers</b>	<p><b>400 Bahasa</b></p> <p>410 Linguistik</p> <p>499.28 Bahasa Melayu</p> <p>499.281 Pembelajaran Jawi</p> <p>499.282 Sinonim dan antonym</p> <p>499.283 Kamus</p> <p>499.285 Tatabahasa</p> <p>499.287 Bahasa Melayu bukan baku, dialek Melayu, bahasa pasar Melayu</p> <p>499.288 Buku-buku teks</p> <p>499.289 Bahasa Melayu klasik</p> <p><b>800 Kesusasteraan</b></p> <p>899.28 Kesusasteraan Melayu</p> <p>899.2801 Falsafah dan teori</p> <p>899.2802 Pelbagai</p> <p>899.2803 Kamus, ensiklopedia</p> <p>899.2804 Koleksi dalam bidang khusus</p> <p>899.2807 Pengajaran dan pembelajaran</p> <p>899.2808 Koleksi karya-karya sastera</p> <p>899.2809 Sejarah, butiran, kritikan dan penilaian</p>

	899.281	Puisi
	899.282	Drama Melayu
	899.283	Fiksyen Melayu
	899.284	Esei Melayu
	899.285	Pertuturan
	899.288	Pelbagai penulisan

**Table 7: Recommended resources for Faculty of Art & Design**

<b>Faculty/ Department</b>	<b>FAD - Faculty of Art &amp; Design</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	ArtForum Communication Arts Computer Arts Cutout Dpi设计流行创意杂志 动脑 Idn Ppaper 设计 新视线

<b>Classification numbers</b>	<p><b>000 Generalities</b></p> <p>005.7 Data in computer systems</p> <p>006.6 Computer graphics</p> <p>006.7 Multimedia systems</p> <p><b>600 Technology</b></p> <p>620 Engineering and allied operations</p> <p>620.8 Human factors and safety engineering</p> <p>658.8 Marketing</p> <p>659.1 Advertising</p> <p>681 Precision instruments</p> <p>684 Furnishings &amp; home workshops</p> <p>686.2 Printing</p> <p>688 Packaging</p> <p><b>700 The arts</b></p> <p>701 Philosophy and theory of arts</p> <p>709 Art History</p> <p>720 Architecture</p> <p>741.2 Drawing techniques &amp; materials</p> <p>741.6 Graphic design &amp; illustration</p> <p>778.5 Cinematography &amp; video production</p> <p><u>中文书籍:</u></p>

	<b>9XX 艺术类</b>  901 艺术理论  902 术图谱  909 艺术史  930 雕塑  940 书画  950 摄影  960 应用美术  963 色彩及配色  964 工商美术
<b>Reference materials</b>	Discovering the great paintings 709/DISV1 – V80 A world history of art 709/HON Foundations of art and design 700/PIP

**Table 8: Recommended resources for School of Tourism & Hospitality**

<b>Faculty/ Department</b>	<b>SHM – School of Tourism &amp; Hospitality</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">Other free e-resources</a>
<b>Classification numbers</b>	<b>300 Social science</b>  338.4 Tourism & hotel industry

	343.41 Hospitality law
	<b>600 Technology</b>
	641 Food & drink
	641.5 Cooking
	642 Food & Beverage Service Operations
	647 Housekeeping management
	647.9 Front office operations
	657 Accounting
	658 General management
	658.3 Human resource management
	658.8 Marketing
	<u>中文书籍:</u>
	<b>4XX 应用科学类</b>
	489.1 服务业
	489.2 旅馆业
	<b>9XX 美术类</b>
	990 娱乐; 休闲
	992 旅游; 观光
	992.2 经营管理



**Table 9: Recommended resources for Faculty of Chinese Medicine**

<b>Faculty/ Department</b>	<b>FCM – Faculty of Chinese Medicine</b>
<b>Recommended online resources</b>	<a href="#">ProQuest Ebook Central</a> <a href="#">ProQuest Research Library</a> <a href="#">CNKI 中国知网</a> <a href="#">Other free e-resources</a>
<b>Periodicals</b>	中国针灸 中药材 中医杂志 Journal of Alternative and Complementary Medicine
<b>Classification numbers</b>	410 医药 411 卫生学 412 公共卫生 413 中国医学 414 中药学 415 西医学 416 外科 417 妇产科；老幼科 418 药学；药理学‘治疗学 419 医院管理；医事行政；护理 429 家庭卫生

	<p><b>600 Technology</b></p> <p>610 Medicine and health</p> <p>611 Human anatomy, cytology, histology</p> <p>612 Human physiology</p> <p>613 Personal health and safety</p> <p>614 Forensic medicine; incidence of injuries, wounds, disease; public preventive medicine</p> <p>615 Pharmacology and therapeutics</p> <p>616 Diseases</p> <p>617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology</p> <p>618 Gynecology, obstetrics, pediatrics, geriatrics</p>
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**Table 10: Recommended resources for Faculty of Education and Public Affairs**

<b>Faculty/ Department</b>	<b>FEP - Faculty of Education and Public Affairs</b>
<b>Recommended online resources</b>	<p><a href="#">ProQuest Ebook Central</a></p> <p><a href="#">ProQuest Research Library</a></p> <p><a href="#">Other free e-resources</a></p>
<b>Periodicals</b>	<p>张老师月刊</p> <p>亲子天下</p>
<b>Classification numbers</b>	<p>170 心理学总论</p> <p>171 心理学研究方法</p>

	172 生理心理学
	173 一般心理
	174 比较心理学
	175 离常心理学；超心理学
	176 心理学各论
	177 应用心理学
	178 临床心理学
	179 心理计量；心理测量
	428 育儿
	520 教育总论
	521 教育心理学；教学；课程
	522 教师及师资培育
	523 初等教育
	524 中等教育
	525 高等教育
	528 各种教育
	529 特殊人教育
	541.6 社会互动
	543 社会调查报告；社会计划
	<b>100 Philosophy &amp; psychology</b>

150	Psychology
152	Sensory perception, movement, emotions, physiological drives
153	Conscious mental processes and intelligence
155	Differential and developmental psychology
155.4	Child Psychology
158	Applied psychology
158.3	Counseling and interviewing
174	Occupational ethics
<b>300</b>	<b>Social sciences</b>
302	Social interaction
303.4	Social change
306	Culture and institutions
361	Social problems and services
362	Specific social problems and services
370	Education
370.1	Educational psychology, philosophy and theory
370.15	Education Psychology
371	School and their activities
371.1	Teachers and teaching, and related activities
371.2	School administration
371.3	Methods of instruction and study

	371.4 Student guidance and counseling
	371.5 School discipline and related activities
	372 Primary education
	378 Higher education
	<b>600 Technology</b>
	612.8 Nervous system
	616.8 Disease of nervous system and mental disorders

#### **4.0 Preparation of the Report**

The order of report requires the following sequence of contents:

- a) Front Cover
- b) Table of Contents
- c) The content of the report
  - Introduction
  - Content of Report
  - Conclusion
  - References
  - Appendices

#### **4.1 The Front Cover**

The front cover (refer Appendix A) must contain the following items:

- a) Logo of Southern University College
- b) Name of subject
- c) Title of report
- d) Name of student with student ID and class

#### **4.2 The Table of Content**

Table of content is a list about the content of report. Refer Appendix B for the format for table of content.

### **4.3 Content of the Report**

#### **4.3.1 How to Write Introduction**

The introduction is meant to set the scene for the report. It should cover the background leading to the topic being examined together with a clear aim of the report. It should also introduce the scope of report and explain the objectives or purpose of this report.

#### **4.3.2 Content**

The content of report covers the presentation of the content related to the title of report. It should be presented in a logical sequence of events, divided into major sections. The sequence can be represented using numbering heading title as illustrated below:

- 1.0 Introduction
- 2.0 Content 1
  - 2.1 Subcontent....
  - 2.2 Subcontent....
- 3.0 Content 2
  - 3.1 Subcontent....
  - 3.2 Subcontent....
- 4.0 Content 3
  - 4.1 Subcontent....
  - 4.2 Subcontent....
- 5.0 Conclusion
- References

#### **4.3.3 Notes for Typing**

The report should be typed on A4 paper and follow the below format:

- a) Double or 1.5 lines spacing used throughout the report.

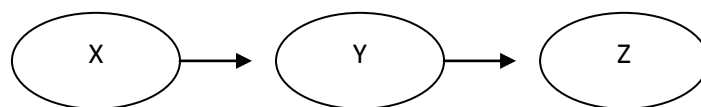
- b) All text should be left aligned. The font size should be 12.
- c) The left margin is 4 cm, all other margins are 2.5 cm.
- d) The page number is placed centrally in the bottom.
- e) Appendices should be numbered using Alphabet.
- f) Tables and figures must be numbered and titled as follows:

**4.3.4 Presentation of Tables and Figures**

Tables and figures should be laid out to be both informative and easily read. When included in the text, tables and figures should appear immediately after the relevant comment, and have their own title and table or figure number. Example of presentation of tables and figures:

**Table 1: Car production in XXX 1990-1991**

Year	Car Production '000
1990	2.1
1991	3.3



**Figure 1: The transformation process of XXX**

**4.3.5 Citation in Text**

It is important to quote sources in support of your arguments. For an example: According to Galitz (1997), reasons why do we continue to produce so many insufficient. User interface comprises the input and output devices and the software that services them (Baecker et al., 1995). The sources quoted must exist in the References together with the title of books, publishers and so on. Table 8 tabulates the example of reference citation in text.

**Table 8: Reference citation in text**

<b>IN-TEXT CITATION</b>	<b>CORRESPONDING REFERENCE LIST ENTRY</b>
<b>One Work by One Author</b>	
<p>According to Taylor (2000, p. 258), the personalities of ....</p> <p><b>OR</b></p> <p>In a study of personalities and character (Taylor, 2000, p. 258)</p>	<p>Taylor, M. M. (2000). Study of personalities and character. <i>Journal of Psychology</i>, 93 (1), 257-267.</p>
<b>One Work by Two Authors</b>	
<p>Serlin and Lapsley (1985) discovered the problems...</p> <p><b>OR</b></p> <p>A survey on the problems in ... (Serlin &amp; Lapsley, 1985).</p>	<p>Serlin, R. C., &amp; Lapsley, D. K. (1985). Rationality in psychological research: The good-enough principle. <i>American Psychologist</i>, 40, 73-83.</p>
<b>One Work by Three to Five Authors</b>	
<p>Skinner, Cornell, Sun, and Harlow (1993) did a survey on ...</p> <p><b>OR</b></p> <p>A survey showed that..... (Skinner, Cornell, Sun, &amp;</p>	<p>Skinner, M. E., Cornell, R. C., Sun, K. F., &amp; Harlow, R. P. (1993). Small group learning. <i>Psychological Bulletin</i>, 26, 57-63.</p>



Harlow, 1993)	
<p><b>When a Work has Six or More Authors</b> – Include ALL Authors in Reference List if Seven or Less Authors; Include first Six Authors followed by ... and the final author's name if More than Seven Authors.</p>	
<p>Wolchik et al. (2000) studied the use of ...</p> <p><b>OR</b></p> <p>The study of ..... (Wolchik et al., 2000).</p>	<p>Wolchik, S. A., Shepherd, R., Cooper, H., Coyle, J., Walton, D., &amp; Barnett, L. (2000). <i>Computer addiction? A study of computer dependency</i>. London, England: Taylor &amp; Francis.</p> <p>Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L., ...Griffin, W.A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. <i>Journal of Consulting and Clinical Psychology</i>, 68, 843-856.</p>
<p><b>Groups as Authors</b></p>	
<p>According to the University of Minnesota (1985), ....</p> <p><b>OR</b></p> <p>The study of ..... (University of Minnesota, 1985).</p>	<p>University of Minnesota. (1985). <i>Social psychology</i>. Minneapolis, MN: University of Minnesota Press.</p>
<p><b>Works With No Author</b> – Cite the first few words of the reference entry and the year. Use double quotation marks around the title of an article or chapter, and italicize the title of a periodical, book, brochure, or report.</p>	

<p>The site seemed to indicate support for .... (“Medical miracles,” 2007)</p> <p><b>OR</b></p> <p>The meaning of the ... (<i>Merriam-Webster’s</i>, 1993).</p> <p><b>OR</b></p> <p>According to the <i>Merriam-Webster’s collegiate dictionary</i> (1993), the meaning of ...</p>	<p>Medical miracles. (2007). <i>NCCA Online</i>. Retrieved from <a href="http://www.ncca.org/article_201.html">http://www.ncca.org/article_201.html</a></p> <p><i>Merriam-Webster’s collegiate dictionary</i> (10<sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.</p>
<b>Authors With the Same Surname</b>	
<p>Research by J. Young (1989) revealed that . . .</p> <p><b>OR</b></p> <p>The survey proved that ... (E. Young, 1990)</p>	<p>Young, E. (1990). <i>Caring for the Vulnerable</i>. London, England: Jones and Bartlett.</p> <p>Young, J. (1989). <i>The Purification Plan</i>. New York, NY: Rodale Books.</p>
<b>Two or More Works Within the Same Parentheses</b>	
<p>Past research (Berndt, 1981a; Young, 1990) ...</p>	<p>Berndt, T. J. (1981a). Age changes over time in prosocial intentions and behavior between friends. <i>Developmental Psychology</i>, 17, 408-416.</p> <p>Young, E. (1990). <i>Caring for the Vulnerable</i>. London, England: Jones and Bartlett.</p>

**Citing Secondary Sources** - In the references page, cite the secondary source you read not the original study.

Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) provided a glimpse into...

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed processing approaches. *Psychological Review*, 100, 589-608.

**Personal Communications**

T. K. Lutes (personal communication, April 18, 2001)...

**OR**

In the interview, we found that ... (V. G. Nguyen, personal communication, September 28, 1998)

**Translated Volume**

(Weber, 1904-1905/1958)

Weber, M. (1958). *The Protestant ethic and the spirit of capitalism*. T. Parsons (Trans.). New York, NY: Charles Scriber's Sons. (Original work published 1904-1905)

**Figures: map, chart, graph, or table** – Citation for a map, chart, graph, or table normally appears as a credit below the item rather than as an in-text citation:

**Note: Electoral vote map (2000), *Election 2000*. Retrieved from <http://www.usatoday.com/news/vote2000/electfront.htm>.**

**Note: From Daryl G. Press (2001), *The myth of air power in the Persian Gulf***

**War and the future of warfare, *International Security* 26 (Fall):17, fig. 2.**

(Electoral vote map, 2000)	Electoral vote map. (2000). <i>Election 2000</i> . Retrieved from <a href="http://www.usatoday.com/news/vote2000/electfront.htm">http://www.usatoday.com/news/vote2000/electfront.htm</a>
(Press, 2001)	Press, Daryl G. (2001). The myth of air power in the Persian Gulf War and the future of warfare. <i>International Security</i> 26 (Fall): 5-44.

**4.4 How to Write Conclusion**

Most report will require ending with conclusions. Conclusion should not always be related to material previously presented in the text of the report. It is good practice to identify the location of such information by including a reference to the appropriate page. Conclusion should be direct, in simple language and set out as separate paragraph. Importantly, the conclusion should be clearly related to the objectives or purpose of your report.

**4.5 How to Prepare References**

Student will normally require to read specialist textbook or other sources of information to produce the report. The books may have been used to cover subject in general, or enable a quote to be made on a particular theory, opinion or facts.

The reference section of the report should list all the text references in alphabetical order of author's surname. The details given should enable the source to be traced.

**Table 9: Reference list**

<b>BOOKS</b>	
<b>Print version</b>	<b><u>Basic Format for Books</u></b>

	<p><b>Author, A. A., &amp; Author, B. B. (Year). <i>Title of book</i>. Location: Publisher.</b></p> <p>Stamp, M. (2006). <i>Information security: Principals and practice</i>. Hoboken, NJ: John Wiley &amp; Son.</p> <p><b><u>Book with Multiple Editions</u></b></p> <p><b>Author, A. A., &amp; Author, B. B. (Year). <i>Title of book</i> (ed.). Location: Publisher.</b></p> <p>Helfer, M. E., Keme, R. S., &amp; Drugman, R. D. (2007). <i>The battered child</i> (6<sup>th</sup> ed.). Chicago, IL: University of Chicago Press.</p>
<p><b>Electronic version</b></p> <p><b><u>About DOI</u></b></p> <p>A digital object identifier (DOI) is a character string used to uniquely identify an electronic document or other object. If there is no DOI present for an article retrieved online, search <a href="http://www.crossref.org/">http://www.crossref.org/</a> for the article.</p>	<p><b>Author, A. A., &amp; Author, B. B. (Year). <i>Title of book</i>. Retrieved from URL</b></p> <p><b>Author, A. A., &amp; Author, B. B. (Year). <i>Title of book</i>. doi:xxxxxxxxxxxxxxxx</b></p> <p>Bennet, P. (2006). <i>Abnormal and clinical psychology: an introductory textbook</i> (2<sup>nd</sup> ed.). Retrieved from <a href="http://www.ebib.com/">http://www.ebib.com/</a></p> <p>American Psychological Association. (1985). <i>A hospital practice primer for psychologists</i>. Washington, DC: American Psychological Association. doi:10.1037/10081-000</p>
<p><b>Edited book</b></p> <p>Use the author rules as listed above. Where there is an editor instead of an author, follow the author rules, but also include the abbreviation</p>	<p><b>Editor, A. A., &amp; Editor, B. B. (Eds.). (Year). <i>Title of book</i> (edition). Location: Publisher.</b></p> <p>Williams, J. M. (Ed.). (2006). <i>Applied sport psychology: Personal growth to peak performance</i> (5<sup>th</sup> ed.). Boston, MA: McGraw-Hill.</p>

<p>'Ed.' or 'Eds.' in parentheses following the editor names.</p>	<p>Lee-Chai, A. Y., &amp; Bargh, J. A. (Eds.). (2001). <i>The use and abuse of power: Multiple perspectives on the causes of corruption</i>. New York, NY: Psychology Press.</p>
<p><b>Chapter in a Book</b></p>	<p><b>Author, A. A. (Year). Title of chapter. In A. Editor, B. Editor, &amp; C. Editor (Eds.), Title of book (p./pp. nnn-xxx). Location: Publisher.</b></p> <p>Ramsey, J. K., &amp; McGrew, W. C. (2005). Object play in great apes: Studies in nature and captivity. In A. D. Peleegrini &amp; P. K. Smith (Eds.), <i>The nature of play: Great apes and humans</i> (pp.89-112). New York, NY: Guilford Press.</p> <p>Funk, R. &amp; Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), <i>Understanding English grammar</i> (pp. 1-2). Needham, MA: Allyn and Bacon.</p>
<p><b>Entry in an Encyclopedia</b></p>	<p><b>Author's last name, first and second initial. (Year). Title of the entry. In Title of the encyclopedia (Vol. number, page number). Location: Publisher.</b></p> <p>Bergmann, P. G. (1993). Relativity. In <i>The new encyclopaedia Britannica</i> (Vol. 26, pp. 501-508). Chicago, IL: Encyclopaedia Britannica.</p> <p>Global warming. (2009). In <i>Encyclopedia Britannica</i>. Retrieved from Encyclopedia Britannica Online.</p> <p>Social constructionism. (2009). In J. Scott &amp; G. Marshall (Eds.), <i>A dictionary of sociology</i> (3<sup>rd</sup> rev. ed.). Retrieved from Oxford Reference Online Premium Database.</p>
<p><b>MAGAZINE OR JOURNAL ARTICLES</b></p>	
<p><b>Magazine / Journal</b></p>	<p><b><u>Basic Format of Magazine or Journal Articles</u></b></p>

<p><b>Print version</b></p>	<p><b>Author, A. A., Author, B. B., &amp; Author, C. C. (Year, Month). Title of article. <i>Title of Periodical, volume (issue number), page numbers.</i></b></p> <p>Becker, L. J., &amp; Seligman, C. (1981). Welcome to the energy crisis. <i>Journal of Social Issues, 37(2)</i>, 1-7.</p> <p>Buss, D. M., &amp; Schmitt, D. P. (1993, Spring). Sexual strategies theory: An evolutionary perspective on human mating. <i>Psychological Review, 100</i>, 204-232.</p> <p>Chandler, C. (2004, December). Japan back from the dead? <i>Fortune, 150</i>, 67-69.</p> <p><b><u>Magazine or Journal Articles with DOI assigned</u></b></p> <p><b>Author, A. A., Author, B. B., &amp; Author, C. C. (Year, Month). Title of article. <i>Title of Periodical, volume (issue number), page numbers. doi: xxxxxxxx</i></b></p> <p>Biraghi, E., &amp; Tortorano, A. M. (2010, November). Tobacco smoking habits among nursing students and the influence of family and peer smoking behavior. <i>Journal of Advanced Nursing, 66(1)</i>, 33-39. doi:10.1111/j.1365-2648.2009.05135.x</p>
<p><b>Magazine / Journal Electronic version</b></p>	<p><b>Author, A. A., Author, B. B., &amp; Author, C. C. (Year, Month Day). Title of article. <i>Title of Periodical, volume number(issue number), page numbers. Retrieved from source.</i></b></p> <p>Novotney, A. (2010, January). Integrated care is nothing new for these psychologists. <i>Monitor on Psychology, 41(1)</i>. Retrieved from <a href="http://www.apa.org/monitor">http://www.apa.org/monitor</a></p> <p>John, L. (2008, September 18). Meaning and matter. <i>Object &amp;</i></p>

	<p><i>Artifact</i>, 6(3), 22-25. Retrieved from  <a href="http://www.ona.com/issue_6_3.html">http://www.ona.com/issue_6_3.html</a></p>
<p><b>Newspaper Print version</b></p>	<p><b>Author if named or Article title if no author. (Year, Month day). Title of article if not given before [useful descriptive information]. <i>Title of Newspaper</i>, p./pp. page-page.</b></p> <p>Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i>, pp. A1, A4.</p> <p>Packham, B. (2010, January 18). Bullies to show concern: Schools to try Euro method that lets thugs off the hook. <i>Herald-Sun</i>, p.6.</p>
<p><b>Newspaper Electronic version</b></p>	<p><b>Author, A.A. (Year, month day). Title of article. <i>Newspaper Title</i>. Retrieved from URL</b></p> <p>Gadher, D. (2007, September 2). Leap in gambling addiction forecast. <i>The Sunday Times</i>. Retrieved from <a href="http://timesonline.co.uk">http://timesonline.co.uk</a></p>
<p><b>Non-English article</b></p>	<p>Maignan, I., &amp; Swaen, V. (2004). La reponsabilite sociale d'une organization: Integration des perspectives marketing et manageriale [The social responsibility of an organization: Integration of marketing and managerial perspectives]. <i>Revue Francaise du Marketing</i>, 200, 51-66.</p>
<p><b>Report</b></p> <p>Government web site, group author, retrieved online.</p>	<p>New Zealand Ministry of Economics Development. (2007). <i>New Zealand energy strategy to 2050: Powering our future: Towards a sustainable low emissions energy system</i>. Retrieved from <a href="http://www.med.govt.nz/upload/52164/nzes.pdf">http://www.med.govt.nz/upload/52164/nzes.pdf</a></p>
<p><b>Review</b></p>	<p>Schatz, B. R. (2000, March 3). Learning by text or context?</p>



	<p>[Review of the book <i>The social life of information</i>]. <i>Science</i>, 290, 1304.</p> <p>Kraus, S. J. (1992). Visions of psychology: A videotext of classic studies [Review of the motion picture <i>Discovering Psychology</i>]. <i>Contemporary Psychology</i>, 37, 1146-1147.</p>
<p><b>Unpublished paper, poster session, dissertation, or thesis</b></p>	<p>Paper presentation or poster session:</p> <p><b>Presenter, A.A. (Year, Month). Title of paper of poster. Paper or poster session presented at the meeting of Organization Name, Location.</b></p> <p>Jodell, F., Russell, F., Tepper, K., Todd, P. &amp; Zahora, T. (2009, September). <i>Joined at the hip: Partnerships between librarians and learning skills advisers</i>. Poster session presented at the International Congress of Medical Librarianship, Brisbane.</p> <p>Tan, G., &amp; Lewandowsky, S. (1996). <i>A comparison of operator trust in humans versus machines</i>. Paper presented at the CybErg 96 virtual conference. Retrieved from <a href="http://www.curtin.edu.au/conference/cyberg/centre/002.pdf">http://www.curtin.edu.au/conference/cyberg/centre/002.pdf</a></p>
<p><b>ELECTRONIC / ONLINE / WEBSITES</b></p>	
<p><b>Websites</b></p>	<p><b>Author. (date of web site if given; use n.d. if no date). Title of webpage: Subtitle if needed. Retrieved from URL</b></p> <p>Australian Psychological Society. (2010). <i>Bushfire resources: Psychological preparedness and recovery</i>. Retrieved from <a href="http://www.psychology.org.au/bushfire/">http://www.psychology.org.au/bushfire/</a></p> <p><i>How to make vegetarian chili</i>. (n.d.). Retrieved August 8, 2010, from <a href="http://www.ehow.com/how_10727_make-vegetarian-">http://www.ehow.com/how_10727_make-vegetarian-</a></p>

	chili.html
<b>Personal homepage</b>	Duncan, D. (1998, August 1). <i>Homepage</i> . Retrieved from <a href="http://www.duncan.com.html">http://www.duncan.com.html</a>
<b>Blog post</b>	<p>Author, A.A. (Year, Month Day). Title of post [Description of form]. Retrieved from <a href="http://www.xxxx">http://www.xxxx</a></p> <p><b><u>Blog post:</u></b></p> <p>MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php">http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</a></p> <p><b><u>blog comment:</u></b></p> <p>Jacobson, J. (2009, November 8). Historic health reform bill passes but at a price: Women's groups have mixed reaction [Web log post]. Retrieved from <a href="http://www.rhrealitycheck.org/blog/2009/11/08/historic-health-reform-bill-passes-but-at-a-price-womens-groups-have-mixed-reaction">http://www.rhrealitycheck.org/blog/2009/11/08/historic-health-reform-bill-passes-but-at-a-price-womens-groups-have-mixed-reaction</a></p>
<b>Online Video</b>	Bennett, D. (2008, February 15). Librarians to the rescue, part1 [Video file]. Retrieved from <a href="http://www.youtube.com/watch?v=CwANh16QSK8">http://www.youtube.com/watch?v=CwANh16QSK8</a>
<b>Online image</b>	<p>Adams, A. (1927). <i>Monolith, the face of Half Dome, Yosemite National Park</i> [photograph]. Art Institute, Chicago.</p> <p><i>Japanese Geisha</i> [Photograph]. (2006). Retrieved from <a href="http://www.bergoiata.org/fe/divers28/10.htm">http://www.bergoiata.org/fe/divers28/10.htm</a></p> <p>[Untitled photograph of a baby chimpanzee]. Retrieved from</p>

	<p><a href="http://perso.wanadoo.fr/jdtr/struc/chimp3.htm">http://perso.wanadoo.fr/jdtr/struc/chimp3.htm</a></p> <p>Kulbis, M. (Photographer). (2006). <i>Men pray</i> [Photograph]. Retrieved from <a href="http://accuweather.ap.org/cgi-in/aplaunch.pl">http://accuweather.ap.org/cgi-in/aplaunch.pl</a></p>
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## 5.0 Plan and Prepare the Presentation

There are four stages of preparing a presentation:

- a) planning
- b) preparing
- c) practice
- d) presentation

### 5.1 Planning

A simple guideline for planning your presentation begins by asking yourself the following questions:

*What?*

- Establish the topic of your presentation
- Be clear about what you intend to cover
- Make a list of the points you wish to make and the order in which you will cover them

*Why?*

- Why have you make this presentation?
- Be clear about the criteria of the assessment for your presentation

### *When?*

- How long do you have to make your presentation?
- Do you have a choice about the date or time?
- If you can choose the date, you can allow yourself plenty of time to prepare
- Once the date has been agreed, work backwards in your diary and set your milestones, for example:
  - weeks before presentation - check venue and equipment
  - 1 week before presentation - handouts to printers
  - 2 days before presentation - schedule a run-through
  - 1 day before presentation - panic!

### *Who?*

- Find out as much as possible about your target audience
  - How many are likely to be present?
  - What are their expectations?
  - What do they know already?

## **5.2 Designing Your Presentation**

The following are some guidelines for designing your presentation:

### A) Keep it simple

- Avoid using too many colours
- Find a font you like and stick with it. Sans serif and Arial fonts are generally easier to read than serif fonts
- Use special effects with caution. Animation, slide transition and sound effects have their uses but may irritate your audience if they are over-used

- Try to keep some empty space for contrast. Resist the temptation to overcrowd your slides. Your important points will have more impact if they stand alone
- Be consistent - use the same style throughout

#### B) Keep it clear

- Aim for a maximum of 8 lines of text per slide
- Aim for a maximum of 10 words per line. Practice writing concise bullet points
- Use a font size everyone can read without difficulty
- Use colours which contrast well with the slide background
- Use diagrams where appropriate to illustrate concepts

#### C) Keep it relevant

- Use your slides to structure the presentation
- You may wish to begin with a short list of the topics you will cover. Expand on each topic as you move through your slides
- Return to your list of topics at the end and tick off each to reinforce the fact that all your objectives have been covered
- Use notes pages to remind yourself what you wish to say
- Decide whether to provide the audience with a hard copy of your slideshow
- Give out handouts (3 slides per page) in advance if you want them to write notes as you speak
- Use the SpellCheck facility within PowerPoint - spelling errors stand out when projected on a large screen

#### D) Keep it short

- Audience attention span is approximately 20 minutes

- If your slot is longer than 20 minutes, consider using another method to get your message across
- You could make two shorter presentations with a break for questions
- As a general rule - work on an average of 1 minute per slide
- Remember the shorter your time slot - the more difficult it is to get the timing right, you have no hope of speeding up a little to get through
- If you run out of slides - you can keep talking; if you run out of time before you've covered all your slides, you are in trouble!
- Rehearse and time your presentation so that you know how long it takes to cover all the topics you've included
- PowerPoint has a facility which will record rehearsal timings for you
- If your slideshow is too long - be ruthless, cut out some slides, rather than aiming to get through them faster on the day
- Generally live presentations take up more time than rehearsals - not less!

### **5.3 Presentation**

The following are some guidelines for presenters before, during and after a presentation.

#### **A) Before you begin:**

- Arrive with plenty of time to prepare yourself and your set-up
- Have the slideshow open and ready before the audience arrive. Your opening slide should include your presentation title and your name. You may also wish to include the date, your role and your logo (if you have one).
- Give out copies of the slides and any additional notes or handouts (if appropriate)
- Get the audience's attention. Your audience should fall silent and pay attention when you stand

B) Making a start

- Introduce yourself
- Briefly explain the purpose of your presentation
- Outline your presentation using a slide which lists your main topics in the order you intend to cover them
- Smile and make eye contact
- Remember to breathe!

C) General Advice

- Face the audience – not the screen
- Use your slides as prompts
- Avoid reading from your script of at all possible
- Use the mouse pointer to explain diagrams
- Be aware of and respond to audience reactions

D) Coping with nerves

- Don't take shortcuts at the planning and preparation stages
- Remember - if things can go wrong, they probably will!
- Anticipate and prepare for all disaster scenarios
- Practice, practice and practice again until you are confident
- Have a glass of water ready in case your throat dries out
- Inhale slowly and deeply, exhale slowly, then take a normal breath before you begin
- If your hands are shaking - anchor them
- Take your time and remember to breathe regularly throughout!

E) Using your voice

- Vary the pace - but not too much

- Vary the pitch for emphasis. Raise your voice but don't shout and lower your voice but don't whisper
- Pause to take more breath when you need to
- Stand up straight and keep your head up as this aids projection
- Be aware and try to eradicate speech appendages, e.g. Okay, Um, You know, Like

F) Body Language

- Maintain eye contact with the entire audience area. Try not to focus on one person in the front row throughout and vary your eye contact to take in those at the back and to the far right and left
- Be aware of the body language of your audience - are they falling asleep!
- Match your facial expression to your topic
- Use your hands positively - but don't fiddle!

G) Dealing with Questions

- Expect to be asked questions
- Anticipate the likely questions and prepare your answers in advance
- Try to give everyone a chance
- Make sure the whole audience is aware of the question - repeat it if necessary
- Keep your answers as brief as possible
- Stick to your timing
- Provide contact details on your handouts for anyone who wants to find out more
- Admit when you don't know the answer, promise to follow up later

H) After the presentation

- Make notes and remember to follow up any outstanding questions



- Ask yourself 'How did it go?' - answer honestly!
- Ask a colleague who was present for feedback on how it might be improved
- Make a note of any problems you encountered and how you could overcome them
- Note anything you would change if you were doing it again
- File your notes for future reference

(The contents for 5.0 are modified from

<http://www.bristol.ac.uk/is/learning/documentation/>)

## **APPENDIX A: Cover Page**



**SOUTHERN**  
UNIVERSITY COLLEGE

南方大學學院

**Subject Code & Subject Name Here**

**Title of the Report**

By

Student ID & Name

Department of XXX

Faculty of XXX

Semester X Year XXXX

## **APPENDIX B: Table of Content**

## CONTENT

NO. OF TOPIC	TITLE	PAGE NO.
1.0	Introduction	1
2.0	Content 1	1
3.0	Content 2	2
	3.1 Sub content	3
	3.2 Sub content	4
	3.2.1 Sub content	5
	3.2.2 Sub content	5
4.0	Conclusion	6
References		8
<b>Appendices</b>		<b>A - G</b>