FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
**UNIVERSITI MALAYA**

GUIDELINE ON WRITING INDUSTRIAL TRAINING REPORT

1.0   INTRODUCTION

This guideline is prepared to help Industrial Training students to prepare Industrial Training report.

2.0   PAGE FORMAT

2.1   The report should be typed on one-side of A4 paper only with 1.5 spacing.

2.2   For each page, the margin of the page should follow the guideline below. Left margin is 4 cm, right, upper and below margin is 2.5 cm.
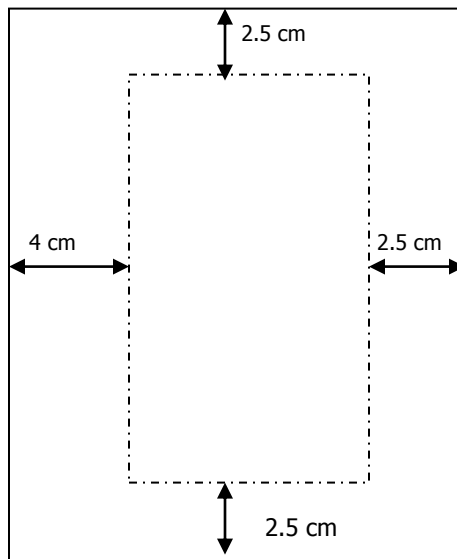
2.3   Each page should be numbered in the middle below the page, precisely 25 mm from the paper side.

2.4   Font size – Any size will do however it should be easily to read and consistent for the whole report. The font that is used for chart, graph, and table can be changed based on the format and space need.

2.5   Illustration – Priority is on original illustration however if the size is bigger than A4 size, smaller copy is acceptable. Black and white, colored, or photocopied figure is also acceptable.

2.6   Every report should consist of:

a.   Title page
b.   A page of abstract – A summary of the training and conclusion – the main conclusion gained by the student in not more than 200 words.
c.   Acknowledgment page – consists of words of appreciation to all people involved in the Industrial Training.
d.   List of table.

e.   List of figure.
f.   Introduction – consist of brief explanation about the training organization/company, including activity, number of staff, organization structure etc. Write briefly the training program which has been planned by the organization/company.
g.   Full report- is divided into small parts so that it consists of the entire things that have been done by the student during training and types of problem arise.   Among the contents that can be added in each training includes:
    i.   Type of work done – for example design, analysis, preparation, maintenance, repair, computer software development etc.
    ii.   Relation of the work done with Computer Science and Information Technology courses.
    iii. Things that has been learned from the supervisor, workers and reference material when conducting a task.
    iv.   Device and appliances used for executing task with the total and workers category which work together in fulfilling the directed task.
    v.   Given time period to complete all task including drawing and related report preparation.
    vi.   Theoretical and practical knowledge from Computer Science and Information Technology used for the task given.
    vii. Problems faced during task execution, general skills and implementation management of task.
    viii. Conclusion and constructing comments of overall task performance.
h.   Conclusion and suggestion – summarize learning experience received, probelms faced and how to solve, provide oppinion and suggestion on how to improvement the training in the future.
i.   Reference – one accurate list of cited material must be provided to let other people to search. All cited authors has to be listed. Only reference read by the writer can be cited. Please see section 9.0 on how to cite a reference.
j.   Appendix – if exist, must be placed at the end of the report and reference inside the report. Report must have connection with the training done.
k.   Every page, chart and figure should have title and explanation. Acknowledgment should be written if necessary, below the figure, chart or table relatively. Flow chart figure should be drawn based on Gane and Sarson approach.
l.   Initial part (b – e) generally should be numbered with Roman small capital letter (i, ii, iii, etc).

3.0   COVER PAGE

3.1   Report should be bound with the attached cover.

3.2   Appropriate title in Bahasa Melayu should be written on the first page.

3.3   The report should be bounded by using comb binding. There is one blank page at- the beginning (after cover page) and end of the report (before cover end page). Student is required to use black spiral to bind the report.

4.0 NUMBER OF COPY

Each student has to submit one copy of the report to faculty supervisor and one copy of the report to company supervisor.

5.0 PROCEDURE TO SUBMIT THE REPORT

The complete original copy should be submitted to faculty supervisor at latest three weeks after Industrial Training was completed.

6.0 LANGUAGE

The report should be written in Bahasa Melayu or English only. It should be in the language that is easy to understand.

7.0 LATE REPORT SUBMISSION

7.1 Deferment of the report submission is not allowed except with conditional by Dean's approval.

7.2 Student who failed to complete the report or submit the report within the given duration will consider as fail on the Industrial Training course for that particular semester.

8.0 OTHER INFORMATION REGARDING THE REPORT WRITING

8.1 Industrial training report must be written according to the types of reader. It is a logical presentation with intellectual argument to convince the reader concerning to the report conclusions.

8.2 All statement must refer to previous reliable research or reliable Industrial Training report findings. Only statement that is generally known is not required for this action. The writer must be able to defend all his/her statement by referring to reliable research or their own research findings.

8.3 Symbol or special name system used for the most part in this text must be explained. Symbol or abbreviation must use recommended standard or commonly used in the field of computer.

8.4 Data table or results – each table must be referred and explained in the text.
   i. Each table must have title and table number in the middle which is located on top of the table
   ii. Columns must have suitable title
   iii. Columns can be given number only if the title is too complex and the explanation is given in the text.
   iv. Extra notes must be supplied if needed
   v. Table should be presented with its top component on the page headings. If column needs the table to be read on the page side, the table component must be on the left side of the page

9.0 METHOD TO REFER AND LIST REFERENCE

9.1 Use Author-Date System which is used in The Chicago Manual of Style to refer and list reference in the list of references or bibliography list.

Example

In tect   This method is introduced by Boehm
(1984)

In refence list	Boehm, J.H. 1984. Cost estimation models in software engineering. IEEE Trans on Software Engineering, 8 (9) : 40-41.

In reference list or bibliography list, chosen method is by listing the reference according to alphabetical order of the author's family name and for single author, according to year of publication. If there are more than one publication in the same year from the same author is referred, small letter is added after year.

Example   Bungey (20002a), Bungey (2002b).

If reference involved two authors, both names must be written.

Example

In text	This has been proben by Craton and Saunders (1992).
In reference list	Craton, M. and G. Saunders. 1992. Islanders in the sream: a history of the Bahamian people. Athens: Univesity of Georgia Press.

If reference involved three or more authors, use first author's name and et el

Example

In text	This research finds that the method chosen is similar to Medhurst et al. (1990)
In reference list	Medhurst, Martin J.,et al. 1990. Cold Warehetoric : strategy, metaphor, and ideology. New Yor: Greenwood.

9.2   The following example show the particulars needed for each type of publication.

Article in a Journal

Chu, K.H.,& Mohd Ali Hashim. 1995. Simulated counter0current adsorption processes : A comparison of modeling strategies. Chemical Engineering Journal, 56 : 59-65.

Books

Wainwright, M. 1992. An introduction to fungal biotechnology. New York : J. Wiley

Chiam, T.C & Ahmad Abdul Majid. 1990. Kaedah beragka. Pulau Pinang : Penerbit Universiti Sains Malaysia.

Malaysia. Kementerian Sains, Teknologi dan Alam Sekitar. 1990. Industrial technology development: a national plan of action. Kuala Lumpur : Kementerian Sains, Teknologi dan Alam Sekitar.

Chapter in a book

Damodararao, T., & Sastry, C. A. 1996. Water extraction from sea water aquilfer. In: C. A. Sastry (Ed.), Water Treatment Plants (pp. 437-444). New Delhi : Narosa Publishing House.

Conference paper/seminar

Jaynes, E. T. 1985. Microscopic prediction. In: H. Hanken (Ed.), Complex Systems, Operational Approaches In Neuobiology, Phsics, And Computers: Proceedings of The Iternational Sysmposium On Synergetics At Schloss Elmau, Bavaria, May 6-11, 1985, (pp. 254-269) Berlin : Springer-Verlag.

Kuo, C. an P. Sayer. *Software engineering education* . 1989. Paper presented at The World Conference on Education, Cologne, Germany, 16-19 April 1989.

Project paper/ Disertation / Tesis

Marques, J.L.G. 1989. A reverse enginering tool under UNIX. Tesis PhD, Rice University, Housto, Txas, USA.

Internet Source

Jenson Alison S. Audince and Web Design. (1999)
http://www.daywebdesign.com.ir/paper/audience.html   (21   January 2000)

LeMaster, John, Biological Weapons. World Events Online. 3 January 1998.
world_events@news.uinnisbrook.edu (3 January 1998)

World Health Organization. Prevention of Noise-Induced Hearing Loss. 1997.http://www.who.int/pbd/pdh/Docs/NOISE_Cover_sum.html
(19 November 2000)