

Guidelines for preparing end-of-semester reports

An end-of semester report is also referred to as a term paper, which is a research-intensive paper, authored by a student(s) that displays their understanding of the course material and/or a specific topic. Follow the term paper guidelines for choosing the topic and its associated deadlines, given by the course instructor at the beginning of the course. Below is a compilation of general guidelines unless stated otherwise by the course instructor. This guideline is a supplementary version of the guidelines for final exam (thesis and oral presentation) that can be found on our website and we encourage you to **refer to these two sets of guidelines regularly**.

Contents

Guidelines for preparing end-of-semester reports.....	1
1. Order and structure of report.....	1
2. Usage and formatting guidelines	2
2.1. Lay out and formal aspects	2
2.2. Abbreviations and acronyms	2
2.3. Currencies and exchange rate.....	3
2.4. Decimal Separator.....	3
2.5. Abstract:.....	3
2.6. Use of graphic components such as tables, graphs, photos etc.	3
2.7. Footnotes	4
2.8. References	4
3. Plagiarism.....	5
4. Additional resources submitted with your report	6
5. Other available resources:	6
6. Cover page	7

1. Order and structure of report

- Cover/Title page** (see section 6 for template)
 - If this is a group report, list all the members under the “submitted by” section.
 - Add full date of submission (in case of master thesis, mention only month and year. More information on master thesis found on the website)
- Table of contents** (according to structure of report and page numbers)
- Preliminary lists**
 - List of abbreviations (in alphabetical order)
 - List of tables
 - List of figures, graphs and photos
 - Units (in alphabetical order)
 - Currencies and exchange rates

4. **Acknowledgement** (if applicable)
5. **Abstract /Executive summary**
 - a. Abstract (in end-of-semester reports)
 - i. Please see more information in the “**Abstract /Executive summary**” section.
 - b. Executive summary (in master thesis)
 - i. An executive summary replaces the abstract in your master thesis. See more information on the master thesis guidelines document.
6. **Chapter 1**
7. **Chapter 2**
8. **Chapter 3**
9. **Chapter n...**
10. **Sources/References/Bibliography** (in alphabetical order)
11. **Appendices**
12. **Declaration**

When writing the report, your working structure might be much more detailed. However, when you do the final editing you should check whether it makes sense to put parts together in order not to come up with too detailed levels of sub-chapters as this might hamper the understanding of the report when reading it. All reports are must be written and submitted in English!

2. Usage and formatting guidelines

2.1. Lay out and formal aspects

1. **Cover/Title Page:** (see section 6 for template)
2. **Type size:** 11 or 12 pt
3. **Type colour:** black
4. **Spacing:** 1.5
5. **Margins:** 2.5 cm left, right, top, bottom
6. **No. of words:** 400 - 500 per page
7. **No. of pages:** this is according to the each individual course requirements. Ensure to ask the course instructor, if this information is not readily available.

Remember to paginate your report at the bottom of each page.

2.2. Abbreviations and acronyms

- a. Names of organizations and common acronyms of concepts, key words must be given **in full when first introduced**, followed by the abbreviated form in capitals e.g. International Monetary Fund (IMF), Millennium Development Goals (MDG), Operation and Maintenance (O&M).
 - a. For further mentioning within the text, the abbreviated form can be used if it comes up quite often. If the abbreviation/acronym is used only rarely, or is not very common, it is helpful for the reader, if it is written in full wording at least in each new chapter when it is used. Self-invented abbreviations are only allowed in very rare exceptions.

- b. Technical units can always be given in abbreviated form e.g. MW, kWh etc. However, it is expected that they are included and explained in the list of abbreviations.

2.3. Currencies and exchange rate

The exchange rate(s) used, should be recorded in the Preliminary lists found in the beginning (i.e. in the Currencies and exchange rates list) of your report.

2.4. Decimal Separator

Please use **one single type** of decimal separator in your entire report. You use either dot (.) **or** comma (,). For example, five million is

- 5,000,000.00 using the dot format or
- 5.000.000,00 using the comma format.

2.5. Abstract:

This is a brief summary of your report in 200-300 words or less. It should cover the following aspects

- a. Overall purpose of your report,
- b. The research question(s),
- c. The methods, methodology used,
- d. The major findings,
- e. Your interpretations,
- f. Recommendations and conclusions.

One sentence for each of the points above should make a good length. Abstracts do not include citations, footnotes, graphs as well as figures.

2.6. Use of graphic components such as tables, graphs, photos etc.

The use of tables, graphs, maps, photos and graphics varies widely between the different type of courses and analysis. Here are guidelines as pertains to their use and referencing:

- a. The table/graph/photo should be **as close as possible** to where it is mentioned in the text; otherwise, it will be hard for the reader to follow what you, the writer is trying to communicate.
- b. When showing comparable results, it is best to **merge them** in one component say, a table, or show **them side by side**, so that it is easier for the reader to compare the results at a glance rather than use multiple components making it hard to compare the results.
- c. They are to be numbered
e.g. "Table 1, Table 2..."

Alternatively, when appearing within a chapter, **consecutive numbering** should be adapted as follows:

e.g. "Table 2.1, Table 2.2..." (i.e. the first and second tables within a chapter)

- d. The use of **maps** in your report should follow the same consistency as other graphic components. In addition, they should include a scale in the metric units, a north arrow and data sources used.
- e. **Sources** have to be shown for each table/graph/photo etc. If the source is the writer

himself/herself, they should use. If 3rd party data is used to make graphics, (figures, graphs etc.) use the following citation.

Source: author (based on: data source)

One should provide an in-text citation for any graph, table, figure, image/photograph that is reproduced in the report.

e.g. *Figure 1: Map of Africa (Daldrup-Link, 2018, p. 32)*

- f. The format and color that one chooses for these components **must be consistent** throughout the report.

2.7. Footnotes

Footnotes are used only for explanatory notes and references which are not further discussed in the text, or when the text gets difficult to read due to too many references. They usually interrupt the flow of the reader thus should be **used sparingly** and **only when necessary**. They should be placed directly below the solid line as can see in the example below:

.....solar PV/wind hybrid⁴ mini-grid.....

⁴ This notation is used to mean mini-grid sites that can combine two types of technologies, in this case, solar and wind energy and does not necessary include diesel.

⁵ <http://www.rec.org/REC/Programs/EnvironmentalAssessment/SEAActivities.html>, printed on 23.01.2003

2.8. References

General information:

- a. Citation style: **APA referencing style**

This is an Author-date referencing style also includes page number for locating the information derived and for use when directly quoting the source. It has two elements, the ***in-text citation*** and the ***bibliography list*** at the end of report.

In the in-text citation could be with/without the page number.

- **Without** page number: is used when you **paraphrase, summarize or refer to work** produced by another author e.g. (Jones, 2019).
- **With** page number: is used when you **quote directly**, paraphrase **specific ideas and explanations** or **use** an image, table, diagram etc. **from another source** (Jones, 2019, p.42).

In-text citation could also be in two types:

- Parenthetical citation: (Jones, 2019)
- Narrative citation: Jones (2019)

The bibliography guidelines are as follows:

- The bibliography list should be alphabetically ordered (uses authors' surnames).
- All cited sources should be listed.

- Only those sources used in the text should be listed.
- For every in-text citation, there should be a corresponding reference in the bibliography.

See example below:

In-text citation	Bibliography
<p>...while this theory is cemented by Daldrup-Link's research (Daldrup-Link, 2018).</p> <p>"... making this mistake could cause your life, academically..." (Daldrup-Link, 2018, p. 32)</p>	<p>Daldrup-Link, H. E. (2018) 'Writing a review article - Are you making these mistakes?', <i>Nanotheranostics</i>, vol. 2, no. 2, pp. 197–200 [Online]. DOI: 10.7150/ntno.24793 (Accessed 28 September 2018).</p>

b. Citation of electronic or online resources

As much data as can be found and captured about your source should be captured into your referencing tool. Typically, this is the same information as print sources (author, year of publication, title, publisher etc.). However, it is also important to note the **format** in which it was accessed, e.g. e-book or website and provide the **location** of the source e.g. database or web address. In case of citing a website or any web document, it is necessary to include **browsing date** (access date) along with the citation.

3. Plagiarism

What it is:

- If the majority of your work constitutes **copying so many words and ideas** from a source, **even when you credit the source**, constitutes an act of plagiarism.
- Having the **same sentence structure** but using different words without giving credit is considered plagiarism.
- Having **someone else do your work** and handing it in as your own (it's someone else's work!) is considered plagiarism.
- **Copying words or ideas from someone else** without **proper referencing** (such as not putting these copied words and ideas in quotation marks) and without concurrently, **giving credit** constitutes plagiarism.

What it means

- An anti-plagiarism software may be used to check your reports.
- Any report found to have plagiarized its work may constitute a failing grade and in severe cases, expulsion from the University.

See Examination Regulations Statute on our website for more information. <https://www.uni-flensburg.de/fileadmin/content/abteilungen/developing-countries/dokumente/forms-for-students-and-alumni/pruefungsordnungen-eum-eng-neu-2018-lc.pdf>

4. Additional resources submitted with your report

When submitting supporting documentation with your report such as excel files, homer reports, ensure that you attach or enclose within the files themselves, where possible,

- A summary page that contains the compilation of all your results and
- A comment/guiding page that explains what the different aspects of the file to make it easier for the examiner is able to understand it.

5. Other available resources:

Please note that you have the available resources at your disposal. These include:

- a. **Citavi:** this is a reference management program freely available to students. Access can be acquired by visiting the main library ZHB or under the following link <https://www.zhb-flensburg.de/lern-schulungsangebot/fuehrungen-schulungen/literaturverwaltung-zhb-citavi/calendar/show/EventIndex/event/zhb-citavi-12-12-17-16-00uhr/>
- b. **Windows 10 Education:** this is an operating system also freely available to students. Access can be granted by visiting the following link <https://www.uni-flensburg.de/zimt/services/services-fuer-studierende/windows-10-kostenlos/> or by visiting the IT service desk at OSL building, room 240.
- c. **Sophos Antivirus software:** this is an antivirus software freely available to students. Access can be granted by visiting the following link <https://www.uni-flensburg.de/zimt/services/services-fuer-studierende/antivirenprogramm-fuer-studierende/> or visiting the IT service desk in OSL 240.
- d. **APA manual:** this can be accessed from the library <https://www.zhb-flensburg.de/>
- e. **TextLab!:** this is constitutes free courses offered to students to gain and improve knowledge on academic writing and projects. More information can be found here <https://www.uni-flensburg.de/meqs/angebote/textlab/> . Among the courses offered include intensive writing sessions as well as courses on plagiarism depending on the semester. Check the website for the latest courses on offer.

6. Cover page



**Europa-Universität
Flensburg**

Interdisciplinary Institute of Environmental,
Social and Human Sciences
Department of Energy and Environmental Management

..... **Title**

.....**including sub-title**.....

Illustration, photo (optional)

Course title:

“Master of Engineering (MEng) in Energy and Environmental Management “

Course instructor:

- 1.
- 2.

Submitted by:

- | | |
|-----------------------|---------------------|
| 1. (Name and Surname) | (Matriculation No.) |
| 2. (Name and Surname) | (Matriculation No.) |

Date: XXnd Month Year