

Checklist for Draft 3 and Seminar version

The following checklist with examples should be used to make sure that your report is accepted for the final seminar. Study it thoroughly and identify similar issues in your own report. Finally, make sure that you use in-built spelling and grammar check to avoid unnecessary mistakes.

Parts of the report

Remember that there should be a unity and coherence between different parts of the report as well as in any given part of the report.

Abstract

State clearly the aim, research questions, method (optional), concrete results and conclusion. Abstract should take up one paragraph with no indent and start with the statement of the aim.

Aim and research questions

Write your aim in one sentence. Make sure that the aim is overarching for all research questions.

Do not include the disposition of your report in the aim:

The aim of this report is to study the impact of the manipulation of the media in the society. First, we will analyse the different areas or contexts in which we find this phenomenon and the techniques used to do so. Finally, we will study the effects and consequences it produces on the population.

Avoid speculative aim or research questions like the one below – your report will face trustworthiness issues. Do not include speculations in either aim or research questions and instead move these speculations to the discussion chapter.

What is the future of media?

Results

Each research question should have a corresponding section in the chapter with results.

All information that is presented in the results should be related to the research questions.

See also *References*.

Discussion and conclusion

Make sure that your discussion is not a mere summary of the results but also demonstrates the implications of your results. Check the lecture slides for further guidance.

Do not add any NEW factual information and sources in discussion. If you want to discuss this, it should be mentioned in the results.

Make sure that you propose some further research based on the results in your report.

Structure

The report template is used, either Word or LaTeX.

Each chapter should start on a new page.

Do not confuse chapters with sections. Chapters are 1, 2, 3 and so on. Sections are 1.1, 2.1, 2.2 and so on.

Make sure that you follow the guidelines for using tables and figures given in the lectures.

Be very restrictive with using bulleted and numbered lists in your report. In most cases, using paragraphs is sufficient.

Avoid paragraphs that consist of only one sentence.

Metatext

In the example below, two headings follow each other without any metatext between them.

2. Results

2.1 Risks of e-wastes

There should be a metatext between the headings, for example:

2. Results

The risks of e-wastes, two environmental projects and the concept of cloud computing are presented in this chapter.

2.1 Risks of e-wastes

NB! Metatexts may be longer and describe the contents in the chapter in more detail.

The use of references

Remember that you have to use some peer-reviewed articles and books to support the claims in your report. The fewer peer-reviewed articles are used, the lower is the final grade. Absence of any peer-reviewed sources might lead to a fail.

Citations

Citations should be incorporated in your text instead of substituting it. Do not use citations in the following way:

"It may be found in computer motherboards, power supply boxes and x-ray lenses [2]." "Beryllium is both acutely and chronically toxic to humans, mainly affecting the lungs [2]."

Citations should be used to support the claims in your text. Appropriate strategies to avoid this issue are (1) to use more than one source so you can synthesise information from several sources; (2) present information with your own words. Mind please that in any case you need to provide references.

References

The whole section below relies on one source, which makes it not a synthesis of different sources showing that you have gained and processed knowledge but a mere reproduction of knowledge. Such a writing strategy will lead to a low or unsatisfactory grade.

2.3.3 Environmental benefits of cloud computing

Cloud computing is environment-friendly. It is more efficient than the usual IT infrastructure, consumes less resources while working and helps at saving energy [6]. For example, if servers are not used, power consumption decreases, resulting to saving resources and energy [6]. Cloud systems can be operated in a very short time, which increases their importance [6]. In addition, the speed of introducing new users to the system eliminates waiting periods. A cloud-based business uses just the space it needs, which reduces its carbon footprint [6]. The use of cloud services reduces carbon emissions emitted from traditional servers [6]. Small and medium enterprises are the biggest gainers in energy saving and carbon emissions reducing [6].

Strive to combine information from several sources to write a section and even a paragraph.

References, both in-text and in the reference list, should be written according to IEEE. Mind please that you need to identify what type of source you are using since different types of sources are written differently (e.g. use of italics, bibliographical data). Use the suggested guide to write references. If you need to provide a link to the source, make sure that it does not lead to a proxy but directly to the article. If the link to, for example, the article is not available, provide a link to the journal homepage.

Make sure that you support your claims by references and that the numbering of your references follows the IEEE-guidelines.

1. Introduction

Over the past years, the development of technology has sky rocketed. Technology has been evolving to cover automated machinery, robotics, biomedicine and much more. One major field in technology that is being developed and focused on is artificial intelligence. Artificial intelligence (AI) is a smart computer that imitates the human brain. It can think, talk, respond and process problems even faster than humans do. Some form of AI can learn in a very fast way and develops itself through what it has learned [1].

AI is improving by the year and it is becoming more accurate and productive [11]. By doing millions of algorithms in seconds, AI can do in seconds what the human brain would take days to do.

Many say that the extensive usage of visual enhancements comes at a price as the quality of the content has lost its place on the priority scale.

Distance learning removes the traditional boundaries of time and place to offer learners the flexibility not often found in other academic situations. You can set your own pace and choose the most convenient time and place to study. [7]

NB! All sections and paragraphs in the result chapter should be supported by references. There should not be any of sections that lack references since you are writing a synthesis of sources (the only exception is when other method than secondary research is used).

Grammar use

Remember that grammar use is not covered in this course since you should have by now already acquired necessary competence. Some grammar mistakes are inevitable but if your text is not comprehensible because of them, this might lead to fail.

Syntax

Each sentence should contain at least one main clause. The second sentence in the example is a subordinate clause that stands alone. This is a major error in writing.

The idea behind cloud computing dates back to the 1950s [5]. Where computers were huge and occupying large spaces.

Instead the main and subordinate clauses should be merged in one sentence:

The idea behind cloud computing dates back to the 1950s when computers were huge and occupied large spaces [5].

Alternatively, the subordinate clause could be rephrased into a main clause.

The idea behind cloud computing dates back to the 1950s [5]. At that time computers were huge and occupied large spaces.

Pronoun use

Do not use pronouns to refer to the headings like in the example below:

2.2.1 Energy Star

It is an international measure of energy efficiency for consumer products [1].

Write instead:

2.2.1 Energy Star

Energy Star is an international measure of energy efficiency for consumer products [1].

Do not use ambiguous "we", "our" and the like in the report.

The sponsors are the ones who pay advertising messages and we can find them in newspaper, magazines, advertisements, etc.

Use instead impersonal constructions:

The sponsors are the ones who pay advertising messages that are found in newspapers, magazines, and advertisements.