

GENERAL GUIDELINES FOR WRITTEN ASSIGNMENTS AND REPORTS

This document contains formatting guidelines for written assignments, submitted in the form of a report. The current guide-lines provided for courses offered to Environmental and Resource Management students, only in cases where there are no course-specific guidelines in the course description.

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1. SUBMISSION

All assignments, including reports, should be submitted in digital form within the given deadline (by noon), except for cases where there is no Internet access. The submission is done electronic via Digital Exam. The file format must be pdf. If necessary, different file formats may be used for appendices. The name of the file is not relevant, since it will be renamed afterwards to examination number or civil registration number. Groups must hand-in only one copy of the assignment – All members of the group must confirm the group invitation. If you accidentally submit the wrong file, you can cancel your submission and upload a new file.

2. LAYOUT

2.1 typography

If the assignment is to be written in \LaTeX or Lyx use `ERMreport.cls` and associated Lyx-layout.

If the assignment is written and typeset in another program (e.g. MS Office) use the following typographical guidelines:

Font: Make sure you always use a serif font for the text body

 Recommended font: Palatino

 Recommended size: 11pt

 Recommended line spacing: 1.15pt

Type block: Recommendations: 70-75 characters per line, 40 lines per page.

Margin: Despite the paper is handed in digitally, the layout is done for the printed version. Therefore, work as two-sided document where the inner margin is different from the outer margin. It is recommended to set:

Inner margin 31 mm
Outer margin 48 mm
Top margin 36 mm
Bottom margin 54 mm

If the above is followed, there will approximately be 2800 characters per page. With some headlines etc. this is more or less 2400 characters pr. page. Note; when in the guidelines of an assignment it is stated that a minimum or maximum number of standard pages of 2400 characters per page are required, this is an indication of characters. That is, it is the number of *characters* in the main matter of the assignment, from the introduction to the conclusion, that matters. Every figure and table counted as 400 characters. If the course description calls for it, the number of characters in the report has to be stated, see 3.1.3. Bigger margins or smaller fonts will not allow for more text in the report. Front page, abstract, preface, contents, reference list and appendix should not be included in the overall number of characters.

In reports, the pages should always be filled to the bottom. Only new elements, e.g. a new chapter, in the report may start at the top of a new page.

2.2 page and section numbers

Sections are numbered consecutively. It is advised to avoid more than three different level of headings. The numbering can be as shown below:

1 CHAPTER HEADING

1.1 section heading

1.1.1 *Subsection heading*

The chapter numbering for appendixes is done with capital letters as shown below

A APPENDIX HEADING

a.1 appendix section heading

A.1.1 *Appendix subsection heading*

The page number should, if possible, be placed in the outer bottom corner (left bottom on even numbered pages and bottom right on odd numbered

pages) so that it is easier for the reader to see the page number as he is browsing through the assignments.

The front page is not part of the page numbering, page numbering starts with the title page as number i. The front matter (title page, preface, table of contents etc.) is, after typographic tradition, numbered with lowercase Roman numerals (i, ii, iii, iv, ...). When the main matter starts at the first chapter of the actual report, the page numbering is restarted with arabic number (1, 2, 3, ...). If there are limitations on your software, that do not allow changes in page numbers, you are advised to exclude page numbering on the introductory pages, so that the page numbering starts at the first chapter in the main matter.

3. THE KEY ELEMENTS OF THE REPORT

Besides the actual content, reports must contain a front page, solemn declaration and a list of references. Additionally, to the above, longer reports should include a table of contents. Finally, in some cases, it may be relevant with a preface and appendices. The order of these elements in the report is shown in Box 1. The report consists of three parts: front matter, main matter and back matter.

3.1 front matter

3.1.1 *Front page*

The front page is optional, there are no specific requirements, but it should normally contain title and authors. You can unfold with graphic and fonts as you please.

3.1.2 *Title page*

The content of the title page is mandatory. The title page should have the main features as found in the example in figure 1; and it must contain:

- The name of the course
- The name of the study

box 1: Elements in the report

- Front matter
 - Optional front page
 - Title page
 - Solemn declaration
 - Optional abstract (necessary for both bachelor projects and master theses).
 - Optional preface
 - Table of contents
- Main matter
 - The chapters of the report (see 3.2)
- Back matter
 - References
 - Appendices

- The name of the universities and city
- Title
- Authors
- Supervisor(s)

The title may be predetermined in the assignment, however, if the title is not predetermined, specify a title that covers the content of the report. Authors are specified in alphabetical order following surname. If two authors have the same surname it is the first name that determines the order. After each name the birth date is specified as ddmmyy, which is the same as the first six numbers in the civil registration number. The last four numbers in the social security number shall not be specified. Supervisors are specified with departmental affiliation and organizational affiliation. Su-



figure 1: Example of a title page

Supervisors are listed with the main supervisor first, followed by secondary supervisors.

3.1.3 Declaration of size

Technical and formal information about the report is provided on the back of the title page (colophon page). Normally there will be no need for this in a report, unless when the course description requires stating of number of characters. In those cases, the colophon can be placed on the backside of the title page. (page i: title page, page ii: statement of characters, and page iii: solemn declaration).

The text in the statement of characters can for example be:

This report has 16 161 characters, 1 figure and 1 box.

This is equivalent with 7.1 standard pages @ 2 400 characters.

The numbers above are for this document. Notice, as this document have many lists, figures, boxes etc, with a lot of white paper, the actual size is larger than the calculated size. There is almost 10 pages of paper (front matter and back matter do not count), but the calculation is 7.1 standard pages. Remember it is the number of characters that counts, and you always can declare the numbers on page ii, even if is not mandatory in the course description.

3.1.4 *Solemn declaration*

The page following the title page must contain a solemn declaration of the following wording:

I hereby solemnly declare that I have personally and independently prepared this paper. All quotations in the text have been marked as such, and the paper or considerable parts of it have not previously been subject to any examination or assessment.

The declaration must be signed by all authors. All signatures need to be accompanied by names in order to avoid potential doubts

Statements and results must be well documented, either with references to sources which results support the claim, or by own data. References must be clear and in case of direct quotations (reproduction of text from other authors) it must clearly be marked as such in the text—for example through the use of quotation marks—and use of text produced by others without references is regarded as illegal copying which is a form of exam cheating. If such a cheating is discovered, it will be reported to the vice-chancellor, who is the authority to decides potential penalties. The extent of the use of quotations should be limited as they are not considered independent work. In cases where the author(s) use parts of their own past assignment(s), as a source, they are required to make the necessary references. Hence there has to be references to the paper, and if it is direct quotation, it has to be marked as such. In cases where there is no easy access to previous papers included in the literature, it would be veryuseful to provide a cd/dvd.

3.1.5 Preface

The preface is optional but may provide a useful wider perspective of the report. It may include information related to a) the reasons that motivated the authors to choose the particular subject b) whom it addresses c) the way it has been written d) its usefulness/value e) the process that has been followed etc. A preface is usually signed, while the date and place of writing usually follow the typeset signature.

3.1.6 Table of content

The table of content has to include all sections of the report, down to an appropriate level. Normally a listing of headings and subheadings will be sufficient. It is a matter of taste if chapters before the table of content (preface, abstract, solemn declaration etc.) are to be included. Then, if you find it meaningful, sections like preface and table of content may be included in the table of content.

If the course description requires an indication of which author is responsible for which sections, this can be done with an author declaration after the table of contents. Here, under each author, it is declared which work the author have done to which section. Notice, the separation of work has to be meaningful, as it is the basis for individual grades.

3.2 main matter

3.2.1 Suggestions for structure of reports/assignment papers

A report should be considered as a coherent argument where the introduction provides guidance for the claim made in the conclusion. The body of the report between the problem formulation and the conclusion constitute support, refutation and backing of the claim. For the outline there are, except to start with a problem area and end with a conclusion, no general rules; however, it may be a good idea to use the classic disposition below as point of reference.

1. Introduction

- Problem area (background, documentation of the problem and why it is of interest)
- Problem discussion/problem analyze

- Clarification of concepts
- Problem statement (One question)
- Sub questions or hypotheses, that should help answer the problem
- Method
- Delimitation
- Structure of the report

2. Theory (Literature)

3. Method

4. Analysis

5. Results

6. Discussion (support, refutation and backing claim)

7. Conclusion

8. Perspective (What does the conclusion mean, can there be generalized, does this raise new questions)

These points indicate topics that are covered not necessarily chapters or sections, for example may conclusion and perspective be the last sections in the chapter called discussion. The headlines can with benefit be replaced by something more telling of the actual content. This is particularly about the theory section.

3.2.2 *Figures and tables*

Figures, tables, and boxes are welcome in the text; they will often facilitate the reading of the text. This is especially the case if there are many numbers in the text or if the text explains about causal or other relationships. All figures and tables must be assigned a number and have a title. Numbers and titles are above tables and boxes, but below figures. Figures and tables have to be readable in themselves, that is, if necessary, there have to be text, in addition to the title, that explains the content of the figure and table, so they are independently readable. In addition, a reference for numbers used or where the figure is taken from must be provided with the table or figure. If you have produced a figure yourself, it is often preferable to indicate "own work" as source; there will then be

no confusion about the source. If you modify a figure, you indicate it by mod.a. <source>.

All figures, tables or boxes that are inserted into the report must be used in the text. This means, that there has to be at least one reference in the text to each figure, table or box. Typographically the figures, tables and boxes are, as far as possibly, placed on the top of a page, alternative on the bottom or on a page by itself.

3.2.3 *Source reference*

Sources are used in reports as documentation for information and as authority in argumentation. Sources are specified in the text with a reference that refers to a literature list, where the actual source is listed. Both reference and literature list are designed after strict guidelines called reference systems. The rules for writing of references and literature list are extensive and it is recommended to use a program for this like Biblatex (open source) or Endnote (provided by University of Southern Denmark). Often used reference systems are American Psychological Association (2010, Chap. 6) and University of Chicago Press (2010). University of Chicago Press is recommended because all the rules are available online, provided by the library. Following University of Chicago Press (2010), references are generated by taking the authors surname followed by year of publication, as: (Bringhurst 2004; Langston and Tyler 2004; Wulff, Rahm, and Swaney 2006). If the publication has more than three authors, use the first author's surname followed by et al. as: (Argarson et al. 2008) and Calduch-Verdiell et al. (2011).

References can be active in the text, here the name is part of the text and the year (and link) in brackets indicates it is a reference:

Following University of Chicago Press (2010), references with more than three authors are written with first author followed by et al.

Or it can be passive, where the reference is added after the sentence in brackets:

References with more than three authors are written with first author followed by et al. (University of Chicago Press 2010)

If there is a direct quote it must be marked as such and the reference must provide the page:

Let us change our traditional attitude to the construction of programs: Instead of imagining that our main task is to instruct a computer what to do, let us concentrate rather on explaining to human beings what we want a computer to do. (Knuth 1984, 97)

Short quotes can be directly in the text like “An algorithm must be seen to be believed” (Knuth 1997, 4) or with active reference like: Knuth (1997, 4) claims: “An algorithm must be seen to be believed”. The quote must here be marked with quotation marks or be in italic.

If more than one source is referred to at once, the authors are specified either in chronologically order or in alphabetic order:¹ (Wulff, Rahm, and Swaney 2006; Andersen, Beyer, and Lundberg 2008). If several works from the same author is quoted is written as (Knuth 1984, 1997). If there are several quotes from the same author the same year it is distinguished by a, b etc. added to year.

If sources do not have a specified author, specify instead the organization behind the source, e.g., Danish Industry or FAO. If there is no author or organization behind the source, the validity may be doubtful. If you anyway chosen the source as reference, use the title of the document as reference.

When substantial parts of a section is built upon a single source, for example at the initial theory description, it may be appropriate to use a general reference in the beginning of the section.

3.3 back matter

3.3.1 List of references

The general Principle is that the actual source is *italic*. That is the books titles respectively the name of the journal is written with italic. If a book has specified separate authors for each chapter the author of the chapter is specified as the author followed by year, followed by the title of the chapter, followed by In and followed by the editor of the book and title etc. See below for examples in the list of references. If available, it is recommended to indicate doi (almost all articles have it) and generate the pdf document with hyperlinks on all references internally as well as externally.

¹University of Chicago Press (2010, 15.29) provide a lot of freedom wrt. to this point.

- Article: Name. yyyy. "Title". *Journal*. Vol (nr) p-p. doi
- Book: Name. yyyy. *Title*. Edition. Address: publisher
- Internet: Name. yyyy. "Title". Version/ date. Downloaded date. URL
- In serie Name. yyyy. "Title". In *Serie*. Bind. Address: Publisher
- In book Name. yyyy. "Title". In editor, *Book*. Edition, p-p. Address: Publisher

Material from the internet must be referred to in the same way as a reference for a printed source. Beside author and title information provide the downloaded date and URL. As far as possible provide author and year for material found on the internet. If no author is specified, specify the organization instead. If this cannot be found either, the source might be doubtful. If it is chosen to use the source, anyway, specify a title of the document.

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