



# Writing Report - Chem 492

For a bachelor's degree in chemistry dep., college of science

By

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*A coordinator of chem 492 – 2022*



عزيزتي الطالبة هذا الملف ستجدين فيه إرشادات لطريقه الكتابه و نوع الخط و عدد الصفحات وكيفية اضافته لصور و غيرها من الأمور التي تحتاجينها خلال الكتابة

### المطلوب تسليمه لعضو هيئة التدريس:

<p><b>Final project summation</b></p> <p>(number of pages: 37 – 40 pages)</p> <p><b>Note: the number of references and cover pages is not counted</b></p>	<p>upload the files to</p> <p><b>Blackboard</b></p>	<p><b>The</b></p> <p><b>deadline</b></p> <p><b>time will</b></p> <p><b>be</b></p> <p><b>confirmed</b></p> <p><b>in</b></p> <p><b>another</b></p> <p><b>document</b></p>
<p><b>Presentation PDF submission</b></p>		
<p><b>Poster PDF submission</b></p>		
<p><b>plagiarism examination report</b></p> <p>(Less than 25%)</p>		



## Contents

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## I. Writing Guide

### 1. First page (**Title page**):

This should normally include the title, student name and the name of the supervisor to whom it is being submitted, date of submission, your course/department

### 2. The second page includes the **Declaration**.

### 3. The third page includes the **Acknowledgements**

### 4. The fourth page includes the **Abbreviations** (Abbreviations and acronyms are shortened forms of words or phrases. Example FAQ =Frequently asked question)

### 5. The fifth page includes the **Abstract** (The abstract is a precise summary of the whole report. Its function is to preview the contents of your report so that the reader can judge whether it is worth their while to read the whole report. It must be fully self-contained and make sense by itself, without further reference to outside sources or to the actual paper).

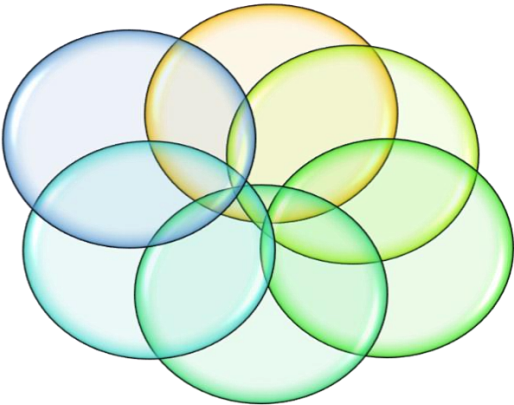
### 6. The sixth page includes the **Project Goals/ Aims** (the overall purpose of conducting the research. It could be to add to the knowledge in the area, address an existing gap in the knowledge, devise and test a solution to an existing problem, and so on)



7. The next pages include the **Introduction** (In your introduction, you need to let the readers and markers of your report know why the report is important and what exactly the report is about. It is essential to establish these things because it places the reader/marker in a better position to understand the significance of the material presented in the rest of the report. Although the introduction comes at the beginning of the report, it is not **the first section you should write**. It is **easier to write the introduction after you have dealt with your method and results section** because that way you are introducing the section with knowledge about what you did and what the results were. This knowledge allows you to shape your introduction, so it leads up to your findings more specifically.

**In your introduction, you need to answer questions such as**

Why is this research important?

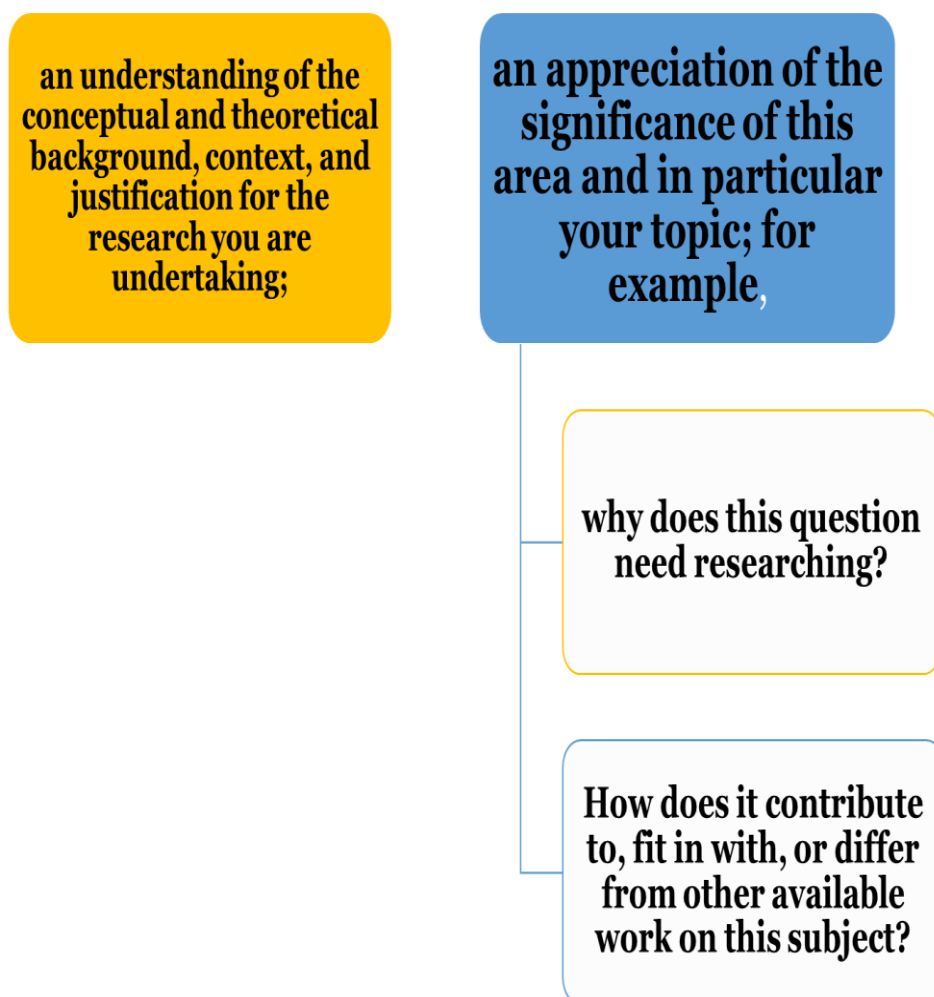


What do you hope to learn from the research?

What question is being asked?



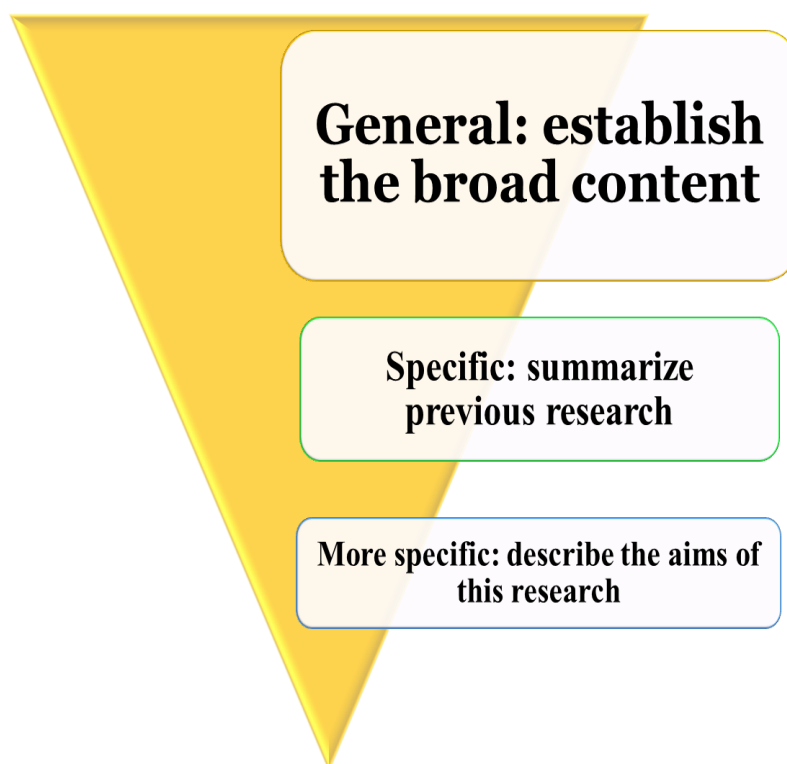
The introduction starts **generally**, introducing the broad context within which your research fits. You need to provide a review of the literature that impacts your research area. The literature needs to provide the reader/marker of your report with:





With your literature review should follow the pattern depicted in the diagram; for example, it should review studies to establish the general area, then move towards studies that more specifically define or are more specifically related to the research you are conducting. It is important to note that your literature review **MUST NOT** be a series of quotations strung together; instead, it needs to provide critical analysis of previous work.

*This diagram provides an outline of the sequence of information that needs to be presented in the introduction.*





Your literature review uses both the **past tense and the present tense**, for example,

❖ **PAST tense:**

Gilles (1999) examined the effect of..., The model predicted that .....

❖ **PRESENT tense:**

A dormant seed bank is a solution for these populations to survive.

The past tense is used to refer to a particular experiment and the specific results of a particular experiment that has been carried out in the past. The present tense is used to refer to information that is not confined to a particular experiment.

**The introduction ends** with a statement of your specific hypothesis or hypotheses. This statement of the hypothesis should logically follow your literature review and you may want to make an explicit link between the variables you are manipulating or measuring in your study and previous research. The present tense is used to state your hypotheses, for example,

*It is predicted that..., .....*

*It is hypothesized that ...*

- Conclusion** (a summary of the key ideas and the most important issues raised throughout the thesis or research paper. This helps the reader to feel as though they completely understand the topic that they've been reading about. It has three major parts: Answer: the thesis statement, revisited. Summary: main points and highlights from the body paragraphs. Significance: the relevance and implications of the essay's findings.)





## References (use Harvard referencing style)

This is a list giving the full details of all the sources to which you have referred within your text

<https://library.up.ac.za/health/harvardmed>

<https://www.mendeley.com/guides/harvard-citation-guide/>

## بعض الملخصات لكيفية كتابة المصدر ( تم وضعه في ملف منفصل )

### Quick guide to Harvard referencing: Citing and referencing material

Search this Guide Search

An online guide to referencing and citing using the Harvard style

Introduction	General guidelines	Citing and referencing material	Sample assignment	Need help?
<b>Book</b>				
<b>In-text citation</b> (Author Year)	<b>Reference list</b> Author(s) surname(s), Initial(s). (Year of publication). <i>Title of book: subtitle if any</i> . Edition followed by ed. (if not the first edition) Place of publication: Publisher.			
<b>Examples</b>	<b>Examples</b>			
(Dooley 2012)	Dooley, D. (2012). <i>Nursing ethics: Irish cases and concerns</i> . 2nd ed. Dublin: Gill & Macmillan.			
(Aldridge and O'Dwyer 2013)	Aldridge, P. and O'Dwyer, L. (2013). <i>Practical emergency and critical care veterinary nursing</i> . Chichester: Wiley-Blackwell.			
<b>Journal article in print</b>				
<b>In-text citation</b> (Author Year)	<b>Reference list</b> Author(s) surname(s), Initial(s). (Year of publication). Title of article. Title of journal, volume number(issue number, or date/month of publication if volume and issue are absent), page number(s).			
<b>Example</b>	<b>Example</b>			
(Rucki and Rice 2012)	Rucki, J.D. and Rice, T. (2012). The individual in musical ethnography. <i>Ethnomusicology</i> , 56(2), pp.299-327.			



The screenshot displays a citation guide with two main sections: 'Edited book' and 'Journal article online'.  
**Edited book section:**  
 - **In-text citation:** (Editor Year)  
 - **Reference list:** Editor(s) surname(s), Initial(s), followed by ed. or eds. (Year of publication).  
 - **Example:** (Theaker 2012) Theaker, A., ed. (2012). *The public relations handbook*. Abingdon: Routledge.  
 - **Diagram:** Shows the citation 'Theaker, A., ed. (2012). *The public relations handbook*. Abingdon: Routledge.' with arrows pointing to 'Editor' (Theaker, A.), 'Year' (2012), 'Title' (*The public relations handbook*), 'Place' (Abingdon), and 'Publisher' (Routledge).  
**Journal article online section:**  
 - **In-text citation:** (Author Year)  
 - **Reference list:** Author(s) surname(s), Initial(s), (Year of publication). Title of article. *Title of journal* [online], volume number(issue/number, or date/month of publication if volume and issue are absent), page numbers (if any). Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].  
 - **Examples:**  
 1. (Spruit 2014) Spruit, M. (2014). Pulmonary rehabilitation. *European respiratory review* [online], 23(131). Available from: <http://errersjournals.com/content/23/131/55.full.pdf+html> [accessed 14 May 2015].  
 2. (Gard Marshall 2014) Gard Marshall, J. (2014). Linking research to practice: the rise of evidence-based health sciences librarianship. *Journal of the Medical Library Association* [online], 102(1), pp.14-21. Available from: Academic Search Complete [accessed 7 May 2015].  
 - **Diagram:** Shows the citation 'Gard Marshall, J. (2014). Linking research to practice: the rise of evidence-based health sciences librarianship. *Journal of the Medical Library Association* [online], 102(1), pp.14-21. Available from: Academic Search Complete [accessed 7 May 2015].' with arrows pointing to 'Author' (Gard Marshall, J.), 'Year' (2014), 'Article title' (Linking research to practice: the rise of evidence-based health sciences librarianship), and 'Journal title' (*Journal of the Medical Library Association*).



Edited book		Journal article online	
Use when referring to the entire book		<b>In-text citation</b>	<b>Reference list</b>
<b>In-text citation</b> (Editor Year)	<b>Reference list</b> Editor(s) surname(s), Initial(s), followed by ed. or eds. (Year of publication). <i>Title of book: subtitle if any.</i> Edition followed by ed. (if not the first edition) Place of publication: Publisher.	(Author Year)	Author(s) surname(s), Initial(s). (Year of publication). Title of article. <i>Title of Journal</i> [online], volume number(issue/number, or date/month of publication if volume and issue are absent), page numbers (if any). Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].
<b>Example</b> (Theaker 2012)	Theaker, A., ed. (2012). <i>The public relations handbook</i> . Abingdon: Routledge.	<b>Examples</b> (Spruit 2014)	Spruit, M. (2014). Pulmonary rehabilitation. <i>European respiratory review</i> [online], 23(131). Available from: <a href="http://err.ersjournals.com/content/23/131/55.full.pdf+html">http://err.ersjournals.com/content/23/131/55.full.pdf+html</a> [accessed 14 May 2015].
<b>E-book</b>			
<b>In-text citation</b> (Author Year)	<b>Reference list</b> Author(s) surname(s), Initial(s). (Year of publication). <i>Title of e-book: subtitle if any</i> [online]. Edition followed by ed. (if not the first edition) Place of publication (if any): Publisher. Available from: library database name, or	(Gard Marshall 2014)	Gard Marshall, J. (2014). Linking research to practice: the rise of evidence-based health sciences librarianship. <i>Journal of the Medical Library Association</i> [online], 102(1), pp.14-21. Available from: Academic Search Complete [accessed 7 May 2015].



E-book	
<b>In-text citation</b> (Author Year)	<b>Reference list</b> Author(s) surname(s), Initial(s). (Year of publication). <i>Title of e-book: subtitle if any</i> [online]. Edition followed by ed. (if not the first edition) Place of publication (if any); Publisher. Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].
<b>Examples</b>	
(Browne 2011)	Browne, K. (2011). <i>An introduction to sociology</i> [online]. Cambridge: Polity. Available from: <a href="https://books.google.ie/books?isbn=0745650082">https://books.google.ie/books?isbn=0745650082</a> [accessed 22 July 2015].
(Aldgate 2006)	Aldgate, J. (2006). <i>The developing world of the child</i> [online]. London: Jessica Kingsley Publishers. Available from: EBSCOhost eBook Collection [accessed 20 July 2015].
Need to reference something else?	
<p>health sciences librarianship. <i>Journal of the Medical Library Association</i> [online], 102(1), pp.14-21. Available from: Academic Search Complete [accessed 7 May 2015].</p> <p>↑ Volume and issue    ↑ Pages    ↑ Library database    ↑ Accessed date</p>	
Webpage	
Material on the Web often falls into one of the material types already covered in this guide. Information published on the Web is not necessarily a webpage. In such cases, follow the instructions for the material type in question (e.g. research report, e-book).	
<b>In-text citation</b> (Author/Owner Year)	<b>Reference list</b> Author/Owner of webpage. (Year created or last updated). <i>Title of webpage</i> [online]. Available from: URL [accessed date].
<b>Example</b>	
(Dundalk Institute of Technology 2015)	Dundalk Institute of Technology. (2015). <i>Graduate research</i> [online]. Available from: <a href="http://www.dkit.ie/research/graduate-research">http://www.dkit.ie/research/graduate-research</a> [accessed 24 February 2015].



publication (if any): Publisher. Available from: library database name, or URL if accessed online from somewhere other than a library database [accessed date].

**Examples**

(Browne 2011) Browne, K. (2011). *An introduction to sociology* [online]. Cambridge: Polity. Available from: <https://books.google.ie/books?isbn=0745650082> [accessed 22 July 2015].

(Aldgate 2006) Aldgate, J. (2006). *The developing world of the child* [online]. London: Jessica Kingsley Publishers. Available from: EBSCOhost eBook Collection [accessed 20 July 2015].

Author    Year    Title    Place  
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Aldgate, J. (2006). *The developing world of the child* [online]. London:

Jessica Kingsley Publishers. Available from: EBSCOhost eBook Collection [accessed 20 July 2015].

↑    ↑    ↑

Publisher    Accessed date    Library database

**Need to reference something else?**

Check the full Harvard referencing guide for more material types.

**Webpage**

Material on the Web often falls into one of the material types already covered in this guide. Information published on the Web is not necessarily a webpage. In such cases, follow the instructions for the material type in question (e.g. research report, e-book).

<b>In-text citation</b>	<b>Reference list</b>
(Author/Owner Year)	Author/Owner of webpage. (Year created or last updated). <i>Title of webpage</i> [online]. Available from: URL [accessed date].

**Example**

(Dundalk Institute of Technology 2015) Dundalk Institute of Technology. (2015). *Graduate research* [online]. Available from: <http://www.dkit.ie/research/graduate-research> [accessed 24 February 2015].

Owner    Year    Webpage title  
↓    ↓    ↓

Dundalk Institute of Technology. (2015). *Graduate research* [online].

Available from: <http://www.dkit.ie/research/graduate-research> [accessed 24 February 2015].

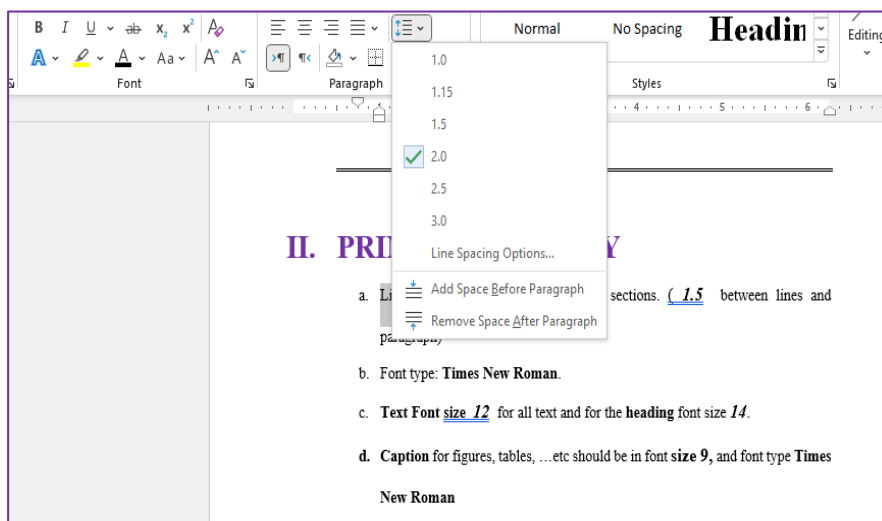
↑    ↑

Accessed date    URL



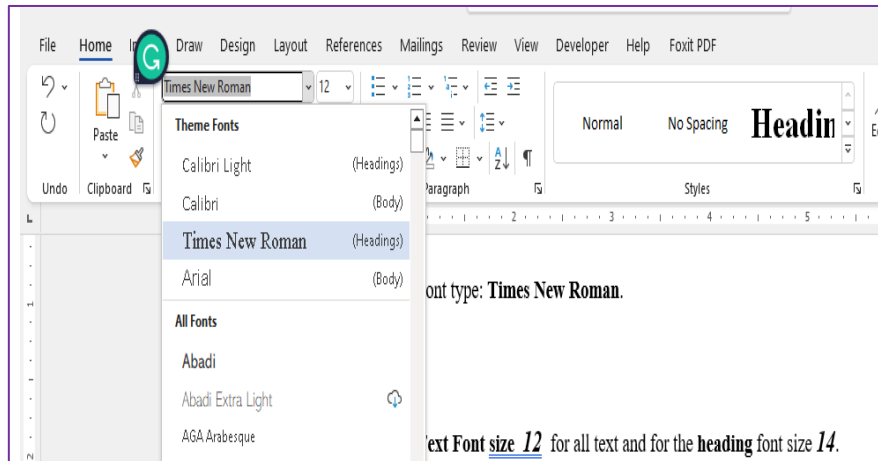
## II. PRINTING QUALITY

- Line and paragraph -spacing for all sections. ( **1.5** between lines and paragraph)

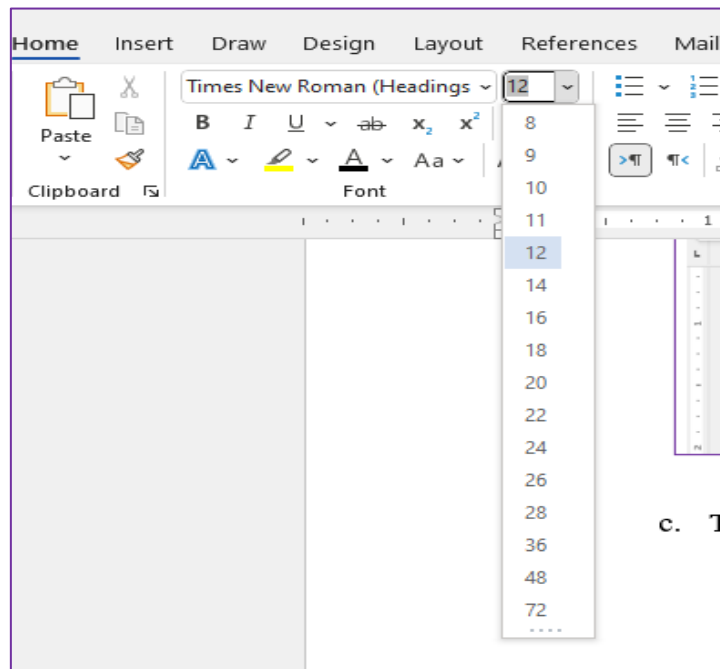




b. Font type: **Times New Roman**.



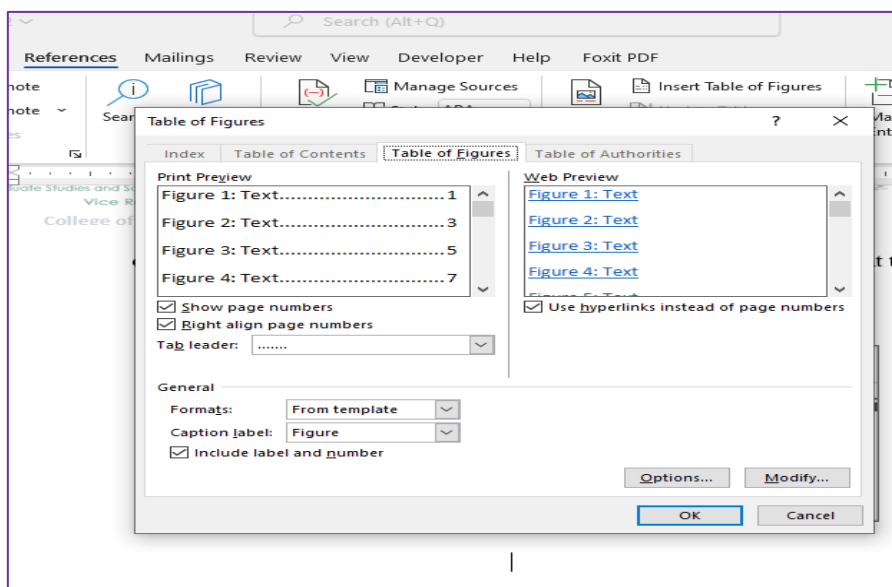
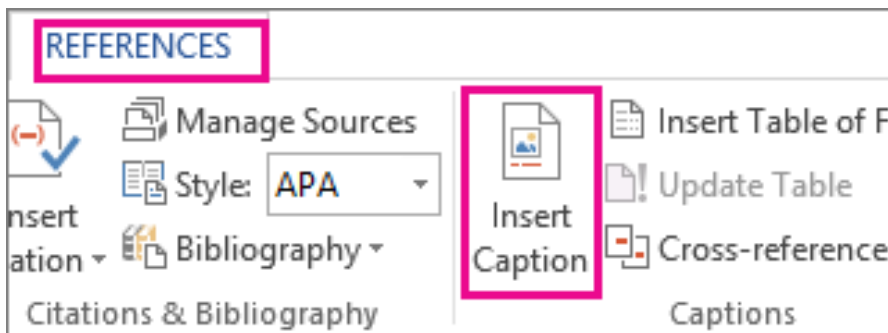
c. **Text Font size 12** for all text and for the **heading font size 14**.





d. **Caption** for figures, tables, ...etc should be in font **size 9**, and font type **Times**

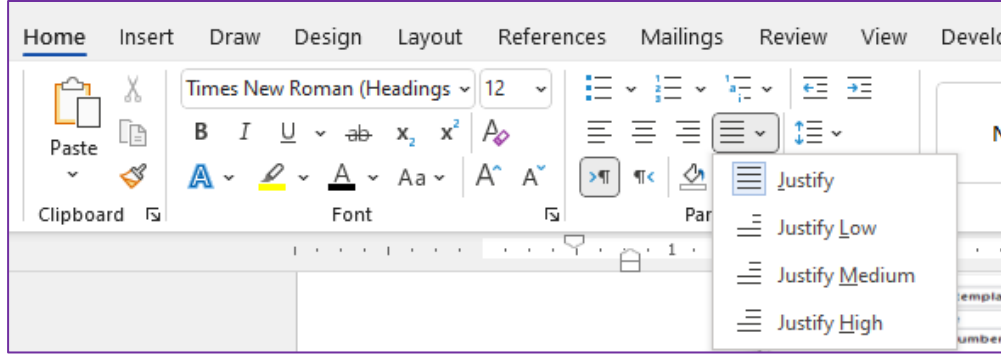
**New Roman**







e. **Justify** all text and headings



### III. Plagiarism Examination Report

انقري على نموذج الفحص كما هو موضح في ملف فحص الاقتباس → From Blackboard platform → الصورة



بعد الفحص يتم انزال الملف وارساله لعضو هيئة التدريس ليقوم برفعه مع باقي الملفات في ( ملف التسليم النهائي)

**ملاحظة : عدد مرات الفحص غير محدودة**



0/	محاولة 1 ١٢:٠٦ ٢٢/١٠/٢٣ م
6% إجمالي المطابقة	SafeAssign ^
الواجبات المرسله لـ SafeAssign	
6% pd. Research copy copy f	
عرض تقرير الأصالة	



## IV. Bibliography

<https://www.uow.edu.au/research-and-innovation/graduate-research/thesis-and-examinations/>

<https://www.scribbr.com/academic-writing/abbreviations-and-acronyms/>

<https://library.up.ac.za/health/harvardmed>

<https://www.mendeley.com/guides/harvard-citation-guide/>

<https://www.scribbr.com/academic-writing/abbreviations-and-acronyms/>

<https://www.phrasebank.manchester.ac.uk/>

<https://www.languagecentre.manchester.ac.uk/resources/online-resources/online-skills-development/academic-english/academic-writing/>

[https://www.academia.edu/40424463/GENERAL GUIDE for ACADEMIC WRITING and PRESENTATION of WRITTEN ASSIGNMENTS Suitable for postgraduate level in the arts humanities business education the social sciences and built environment](https://www.academia.edu/40424463/GENERAL_GUIDE_for_ACADEMIC_WRITING_and_PRESENTATION_of_WRITTEN_ASSIGNMENTS_Suitable_for_postgraduate_level_in_the_arts_humanities_business_education_the_social_sciences_and_built_environment)