BUS110 Introduction to Information Literacy
Project Report

Introduction

Depending on the nature of the report, there exist various styles of documentation for report preparation. In general, the MLA (Modern Language Association of America) and APA (American Psychological Association) styles are the two popular documentation styles for research papers. In preparation for your project report, you are recommended to use the MLA documentation style (with minor modifications) in your writing. Listed below is the summarized description of the format and structure of a project report.

Format and Structure of Project Report

The project report is expected to have a minimum of 16 pages, including title page, abstract, contents page, various chapters in describing the major framework of your study, and the references/bibliography (i.e. the Works Cited in MLA style). The date of submission will be determined by your instructor.

To follow the MLA style, you should double-space all text on all pages of your paper, with margins setting of 1 inch at the top, bottom, left and the right, respectively. The first word of each paragraph should be indented one-half inch from the left margin. At the right margin of each page, a page number is positioned one-half inch from the top margin. On each page, precede the page number by your last name, however, simply place your section number/group number in your case. All pages, except the title page, must be numbered.

The MLA style uses in-text parenthetical citations; author references are placed within parentheses with the page number(s) of the referenced information (e.g. Deitel 164-170, Microsoft Office XP, etc). Footnotes may be added to provide explanatory information about particular terms or concepts. The term Work Sited (center the title and place the title one inch from the top margin) is used for the bibliographical references and is located on a separate page. For each reference, start the first line of entry at the left margin, and then indent subsequent lines of the same entry one-half inch from the left margin. For detailed information about how to work with citations in MLA style, consult the lecture notes and your instructor.
Listed below is the suggested structure for an academic paper. In practice, certain sections may be omitted; and for further information, you should consult your instructor.

1 Title Page
This is the first page of the report and should contain the project title, the names of your team members and your instructor, and the date this project is submitted (See Figure 1).

2 Abstract
The Abstract is placed after the Title Page. The Abstract should contain a brief summary of the report (200 to 400 words) which outlines the purpose of your study (i.e. the rationale to select this topic for your project), main analysis and results, main conclusions and recommendations (optional) of your project.

3 Contents Page
A report must contain a Contents Page. The Contents Page should include the page numbers for individual chapters, as well as the page numbers for each of the individual sections/subsections of the project (See Figure 2).

4 Acknowledgements
This page is used to acknowledge the support of all those people who have provided their help to you in preparing the project. This may include your instructor, your friends, your classmates, interviewees, and other providers of information. This section is optional in this project report.

5 First Chapter (Part 1) - Introduction
This chapter should start with an introduction of the topic concerned, and some background information is included for further explanation. The objectives of the project may be included in this chapter, and a brief statement (i.e. rationale) to support the selection of this topic should be included.

6 Second Chapter (Part 2) - Objectives
This chapter should elaborate the project’s objectives in more details; any sub-objectives may be identified if necessary.

7 Third Chapter (Part 3) - Literature Review
This chapter should provide a summary of all published works which are relevant to the project. This may not be required in your case if your project does not involve any literature review.
Fourth Chapter (Part 4) - Methodology
This chapter should give a description of the project design, project methods and/or any quantitative/qualitative approaches adopted in this study. Reasons for the adoption of the methods should be clearly stated. Each method should be explained in a separate section. Furthermore, various types of information resources for collecting relevant information for your topic should be clearly identified and supported with good reasons (e.g. reliability, relevancy, timeliness, etc.)

Fifth Chapter (Part 5)
- Results and Analysis/Major Descriptions of PowerPoint Presentations

Sixth Chapter (Part 6) – Conclusions

Seventh Chapter (Part 7) – Recommendations
This is optional in your case.

Works Cited (i.e. References/Bibliography)
The references should be placed after the final chapter. The Works Cited should include all references that have been cited in the text, and those that have not been cited but have been referenced when writing this project report.

Appendices (optional in your case)
The appendices should include any material which, although relevant to the project, may not be required in the regular text. Examples of appendices may include listings of computer printouts, questionnaires, acronyms, and illustrations, etc. For further information, consult your instructor and the lecture notes.
BUS110 Introduction to Information Literacy

Project Report

Title

Submitted by

Name of member #1 (student id)
Name of member #2 (student id)

............
(Section X, Group X)

Instructor: XXXXX
Department of Information Systems
Lingnan University
Date of Submission

Figure 1: Title Page
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  2.2 Heading 2 5

(Repeat same procedure until you reach the final chapter)

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