### Report structure: quick guide

(for the Division of IT, Engineering and the Environment)

This a general guide to the structure of a report. It is important to check course materials for any course-specific requirements or variations to this format.

<table>
<thead>
<tr>
<th>Preliminary pages</th>
<th>Title page</th>
<th>Name of University, course name and code, title of report, author’s name, student ID, name of tutor/lecturer/supervisor, date of submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Abstract, Summary, or Executive Summary</td>
<td>Overview/synopsis of the whole report All the main issues, findings and recommendations, in brief</td>
</tr>
<tr>
<td></td>
<td>Acknowledgements</td>
<td>Any assistance, editing or work carried out by another person or organisation</td>
</tr>
</tbody>
</table>
|                    | Table of Contents | Heading is ‘Contents’
- Incl. all major section/sub-section headings, worded and numbered exactly as in the report
- Incl. page numbers for each section/sub-section |
|                    | List of figures | Necessary if more than a few figures appear in report |
|                    | List of tables | Necessary if more than a few tables appear in report |
|                    | Symbols | Where symbols are used extensively, include a list |

### Body of report

**Numbered logically and consistently**

*For example:*

1.0 Introduction
  1.1 Background
  1.2 Objectives

2.0
  2.1
  2.2

3.0
  3.1
  3.2
  etc.

| Introduction | Explains the context of the report for the reader and orients them to the document’s content:
- Reason for the report (who/what prompted the investigation)
- Purpose and objectives
- Review of relevant previous work/research related to the project
- Methods of investigation/approach
- Scope and limitations – what issues are covered, and what issues are not covered and why
- Outline of the structure of report |
| Main sections | Organised under appropriate headings and sub-headings. Figures, tables, diagrams, maps etc. to be numbered and labelled. These must be referred to in the body of the report. |
| Conclusion | Clear and concise summary of main points:
- Context and significance of the information
- Reference to the original aims/purpose of report
- Application of results
- Limitations and advantages of findings
- The writer’s judgement/evaluation |
| Recommendations | Emerge from the conclusions. May incl. a brief, persuasive statement before the list of recommendations. |

### Supplementary sections

| References | A reference list (not a bibliography) of all sources that have been referred to in the report. Heading of this page is References. List according to the required referencing system, e.g. list in alphabetical order when using UniSA Harvard. |
| Appendices | Material which is incidental to the report or supportive of the report, but too long to include in the body. E.g. maps, letters, questionnaires. Each separate appendix should be lettered, e.g. Appendix A, etc. Page numbering can continue into the Appendices |