

## **Format of Co-op Report**

### **(I) Types of Report**

A formal work report should be a written report on a scientific subject. Each report should consist of a Front Cover, Letter of Submittal, Title page, Abstract, List of Tables, List of Illustrations, Table of Contents, the main body (methods, results, discussion, conclusions, recommendations, references), Acknowledgement, and Employer Evaluation Form (See below for some Work Report samples). In general, the work report should be one of the following two major types:

#### (a) Type I Report

The preferred type is a report on actual work conducted and is best presented in the format of:

- Introduction
- Materials and Methods (or Experimental) (The Experimental Section may be placed before references section)
- Results
- Discussion (Often, the Results and Discussion Sections may be more conveniently combined)
- Conclusions
- Recommendations/Future Work (if applicable)
- References
- Appendix (if applicable)

#### (b) Type II Report

Sometimes, perhaps because of confidentiality of results, or there isn't much you can write for the work that you've done at your work term (e.g. the work does not contain any scientific work/research), then Type I report is not possible. In this case, the report should be a review of the literature on a scientific subject. The preferred method of this type of presentation would include:

- Introduction (or Purpose)
- Background Information
- Discussion
- Conclusions
- Recommendations/Future Work (if applicable)
- References
- Appendix (if applicable)

### (c) Other Types of Report

Written reports are the only format accepted for the first two work terms. Although written reports are still highly recommended for the 3rd and 4th work term, a poster presentation or a power-point presentation is also possible (need to get approval by Professor William Tam first).

## (II) Style

Preferred style:

- Single column, 12 pt Times New Roman, Double line spacing, add page numbers
- Length: A typical 4-month work term report should be ~25 pages (including everything: the Front Cover, Letter of Submittal, Title page, all the figures and tables, and references etc.). An 8-month work report should be ~40 pages.
- Any Chemical Structures should be drawn using the ChemDraw program:  
To download ChemDraw proceed to the URL below.  
<http://sitelicense.cambridgesoft.com/sitelicense.cfm?sid=1627>  
You will be prompted for a qualifying email. All emails ending in @uoguelph.ca qualify. You will be prompted to login into your Cambridge Soft account. The username is your email. If you've forgotten the password they will email it to you. If you don't have an account, you can easily register.  
Once you log in, you will see two sections. The top is for Windows. The bottom is for Macs. You will also receive an email with your serial number to be used with ChemDraw. This is a campus wide license.
- Some particularly important practices and procedures for your report are highlighted below:
  - ❖ The use of simple, grammatically correct, short sentences is encouraged. Judicious use of paragraphs should be made.
  - ❖ Use of first person pronouns in the text is strongly discouraged. Also, the style should not be too informal, and abbreviations, contractions or slang are not acceptable. The adoption of some numbering system (e.g. 1.2,3, etc., for major sections; 1.1, 2.2, 1.3, etc., for main sections) can improve the readability of the report. Effective application of this practice requires a high degree of organization of the text.
  - ❖ Each major section should carry the title in capital letters either centered on the page or at the margin. The adopted practice should be followed throughout. Minor section headings are best given in normal type at the margin. Sub-section headings of a minor section are given in normal type at the margin and are immediately followed on the same line by the text. A new page should not be used for each major or minor section.

- ❖ All tables (numbered as Table 1, 2, etc.) and figures (numbered as Figure 1, 2, etc.) must carry a self-explanatory heading or legend (see appended example). Both the data presented and the legend should make sense to the readers by themselves, and together would allow the reader to repeat the work. To this end it may be necessary to give some experimental details incorporated by means of a footnote.
- ❖ Footnotes, except in the description of tables and figures, should be kept to a minimum.
- ❖ Literature citations should be given by the appropriate sequential number in parenthesis. A typical reference citation: Alam, M., Martin, G.E. and Ray, S.M. *J. Org. Chem.* **1979**, *44*, 4466. Consistency of presentation within your reference section is the key. A good reference in a report should be one that the readers can easily obtain and refer to.
- ❖ Use the standard rules for SI Units giving commonly used industrial terms, if any, in parenthesis.

### **(III) Topics**

The topic of the Work Report is to be selected by the students who should consult with their employer. Once you have decided the topic, you should e-mail to Professor William Tam to get approval on the topic.