Ways into Writing: Formatting Your Report

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This workshop is delivered to **UIC Year-4 undergraduates** before their submissions of Final Year Projects for grading. Though the contents are specific to the English Language and Literature Studies programme at UIC, the formatting strategies may be applicable to wide audiences.

In this session, we will cover :

- The essentials of formatting in academic writing
- Formatting components and checklist in the FYP report
- Formatting strategies and procedures with Word

- Formatting shows **your attitude towards the writing piece** and **presents the first impression of your work to audiences**.
  - A well-formatted paper tells your readers that you're organized, conscious of details, and serious about your work.
  - A free-format piece hinders your readers, to some extent, from reading and evaluating the writing piece, which later may influence your score in an unexpected manner.

- Formatting can be considered <u>before, while, and after the writing</u>.
  - In the publishing industry, failing to follow the stipulated format guidelines will lead to a desk rejection at the screening stage.

- Formatting styles are **context- and discipline-specific**.

- Common formatting tools: **Word** & Latex

Academic Research Paper (TESOL & EPC)

- Title Page
- Acknowledgment
- Abstract
- Keywords (4-6)
- Table of Contents
- Introduction
- Literature Review
- Methodology
- Results
- Discussion
- Conclusion
- References *(APA style)*
- Appendices

Academic Research Paper (LSE)

- Title Page
- Acknowledgment
- Abstract
- Keywords (4-6)
- Table of Contents
- Introduction
- Literature Review
- Textual Analysis
- Conclusion
- References *(MLA style)*
- Appendices

Creative Writing Portfolio

- Title Page
- Acknowledgment
- Abstract
- Table of Contents
- Introduction
- Creative Writing *(min. 2,000 words)*
- Critical Essay *(min. 1,500 words)*
- References/Works Cited *(MLA style)*

Word requirements: *3,500 to 8,000 words* (excluding tables, references and appendices)

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- **Paper size:** A4 (21.5 x 28 cm), Vertical (portrait) orientation
  - Hard copy requirements: printed on one side only
  - **Procedures in Word:**
    - Layout – Size, A4 – Orientation, Portrait

- **Margin:** Top & Bottom (1 inch:2.54 cm); right & left (1.25 inches:3.175 cm)
  - **Procedures in Word:**
    - Layout – Margin – Custom Margins – input the data accordingly

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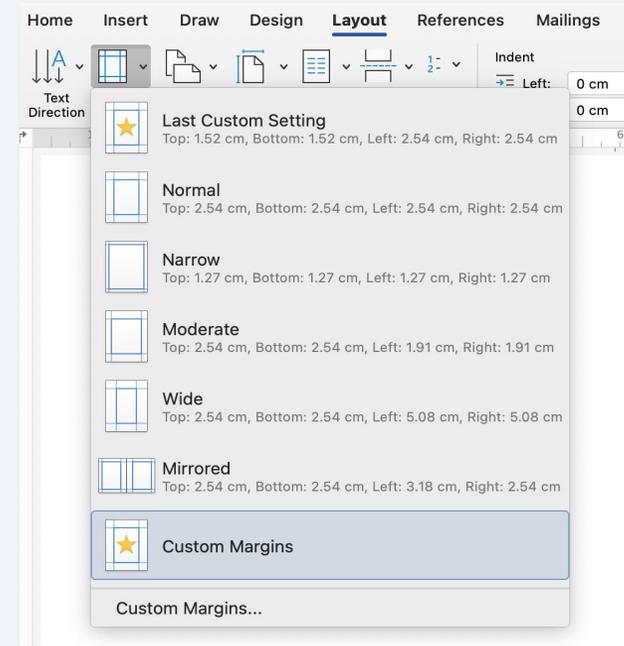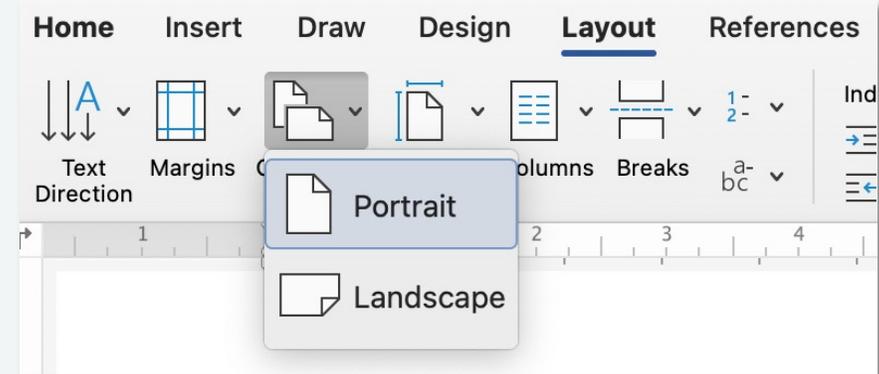
- **Line Spacing:** 1.5 or 2
- **Font Size**: 12-point
- **Font** (recommended)
  - Times New Roman, Arial, Tahoma, Helvetica, Century Gothic
- **Procedures in Word:**
  - Home – Line Spacing – Font – Font Size
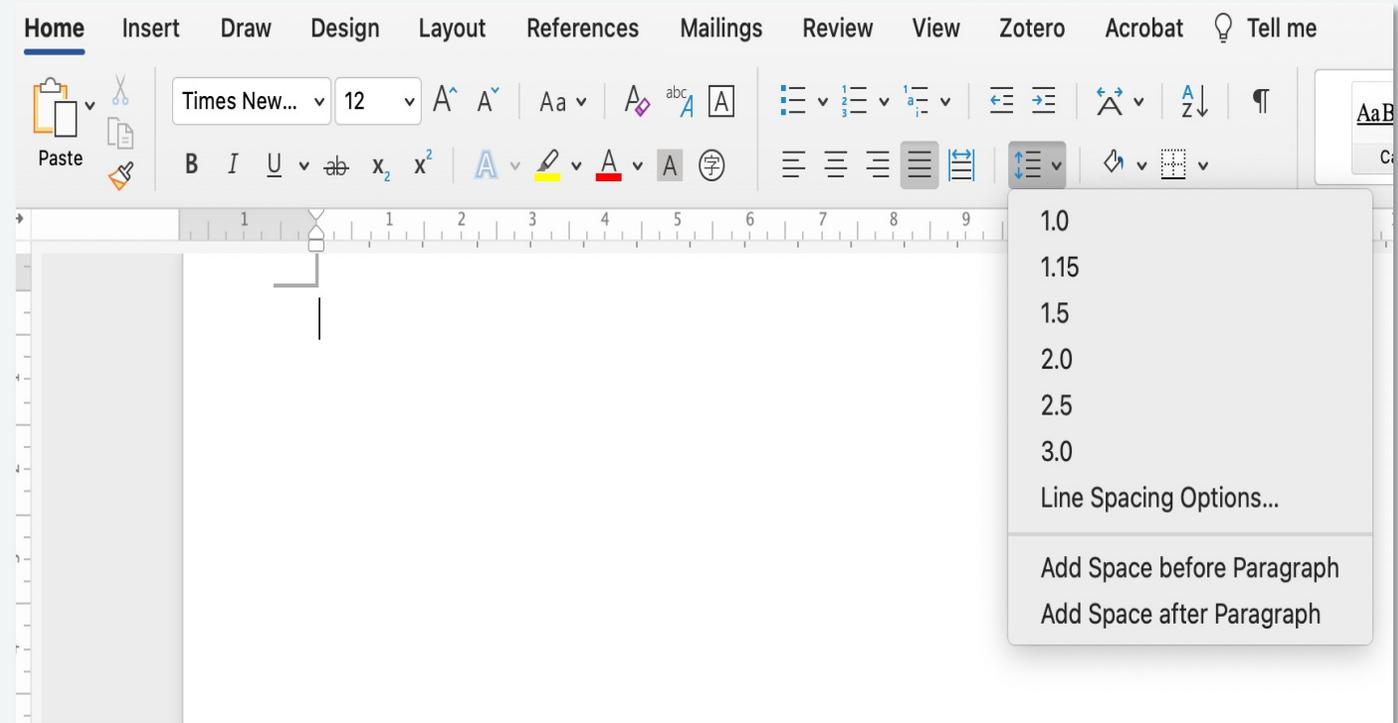
- Page **Numbered** (except the title page)
- **Chapter 1 starts on page 1**
  - **Procedures in Word:**
    - Layout – Next Page
    - Insert – Page Number
    - Double-click the page number in the word document
      - Footer – Section 1
      - Footer – Section 2
    - Go to Footer – Section 2
      - In the Header & Footer section, cancel the "link to previous"
      - Click page number – format page number – Select "Start at" – Enter 1
      - Go to the Footer –Section 1 (Title Page) – Delete the page number

- No missing, blank, or duplicate pages
  - Double-check before submission

FYP <u>Formatting Checklist</u> at ELLS Programme (see FYP Handbook p.20)

大学道
The Great Learning Way

Flowchart

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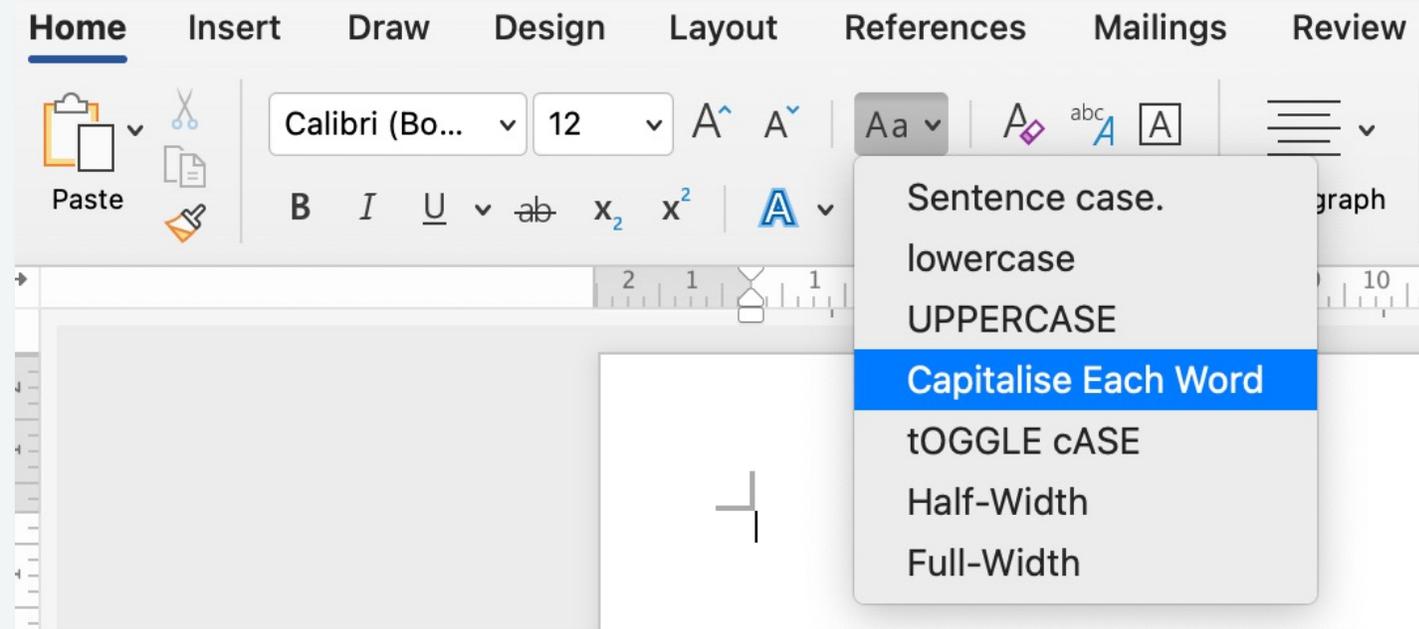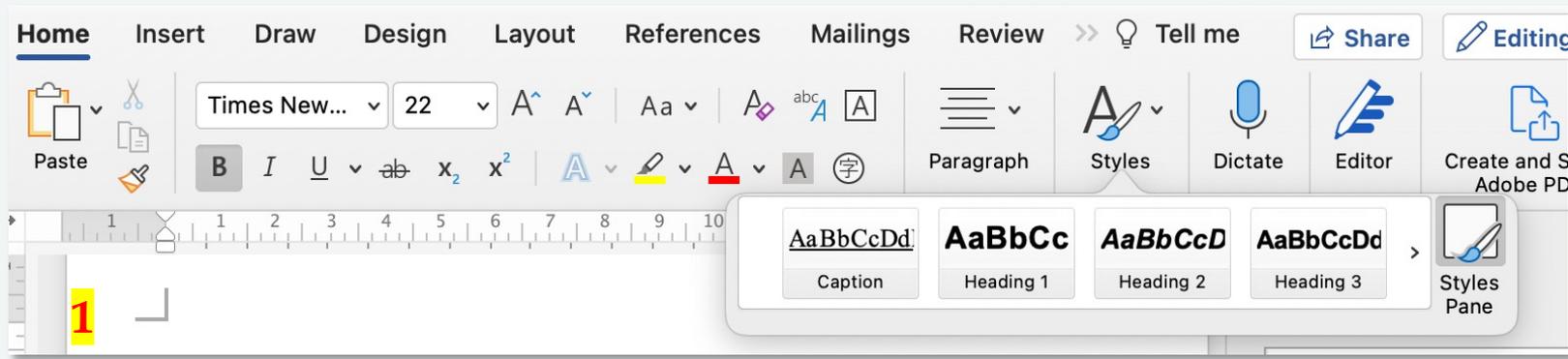
- **Thesis Title** in 'Title Case' or 'All CAPS'
  - **Procedures in Word:**
    - Go to the title page – Select the title – Home (Aa) – Capitalize Each Word

- **Table of Contents:** complete; numbers and wording consistent with the text.
  - Take-home Message: Always use Style Functions for the headings & title to structure your report in a proper manner and can help you generate an instant table of contents
  - **Procedures in Word:**
    - Home – Styles – Select relevant heading styles for your chapter title, subtitles
    - Insert a blank page before the introduction page
    - References – Table of Contents – Automatic Table of Contents
    - View – Tick the Navigation Pane

Rules

- Level 1: Centered, Bold, Title Case Heading
  - The main text starts here
- Level 2: Flush Left, Bold, Title Case Heading
  - The main text starts here
- Level 3: Flush Left, Bold *Italic*, Title Case Heading
  - The main text starts here
- Level 4: Indented, Bold, Title Case Heading, Ending with a Period. [The main text starts on the same line.]
- Level 5: Indented, Bold *Italic*, Title Case Heading, Ending with a Period. [The main text starts on the same line.]

(Source: https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings)

Example

Heading 1: Use This Style for Level One Headings

Heading 2: Use This Style for Level Two Headings

Heading 3: Use This Style for Level Three Headings

Heading 4: Use This Style for Level Four Headings.

Heading 5: Use This Style for Level Four Headings.

Suggestions

- Do not memorize the heading rules in a rigid manner.
- Format the heading style at the end of your writing, as ideas flow and change during the writing process.
- Having five levels of headings doesn't mean that you need to have such categories in your writing.

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Table Components: Table number, title, headings, body, notes

table number

column spanner: heading that describes the entries in two or more columns in the table body

table title

Table 1

decked heads: headings that are stacked, often to avoid repetition in column heads

Numbers of Children With and Without Proof of Parental Citizenship

stub heading: heading that describes the leftmost column

Grade	Girls		Boys	
	With	Without	With	Without
		Wave 1		
3	280 a	240 b	281	232
4	297	251	290	264
5	301	260	306	221
Total	878	751	877	717
		Wave 2		
3	201	189	210	199
4	214	194	236	210
5	221	216	239	213
Total	636	599	685*	622

table spanner: heading that covers the entire width of the table body, allowing for further divisions

column heading: heading that identifies the entries in just one column in the table body

cell: point of intersection between a row and a column

stub column or stub: leftmost column of the table; usually lists the major independent or predictor variables

table spanner

table body: rows and columns of cells containing the primary data of the table

table notes: explanations to supplement or clarify information in the table body

Note. This table demonstrates the elements of a prototypical table. A *general note* to a table appears first and contains information needed to understand the table, including definitions of abbreviations (see Sections 7.14–7.15) and the copyright attribution for a reprinted or adapted table (see Section 7.7).

a A *specific note* appears in a separate paragraph below the general note.
b Subsequent specific notes follow in the same paragraph (see Section 7.14).
*A *probability note* (for *p* values) appears as a separate paragraph below any specific notes; subsequent probability notes follow in the same paragraph (see Section 7.14).
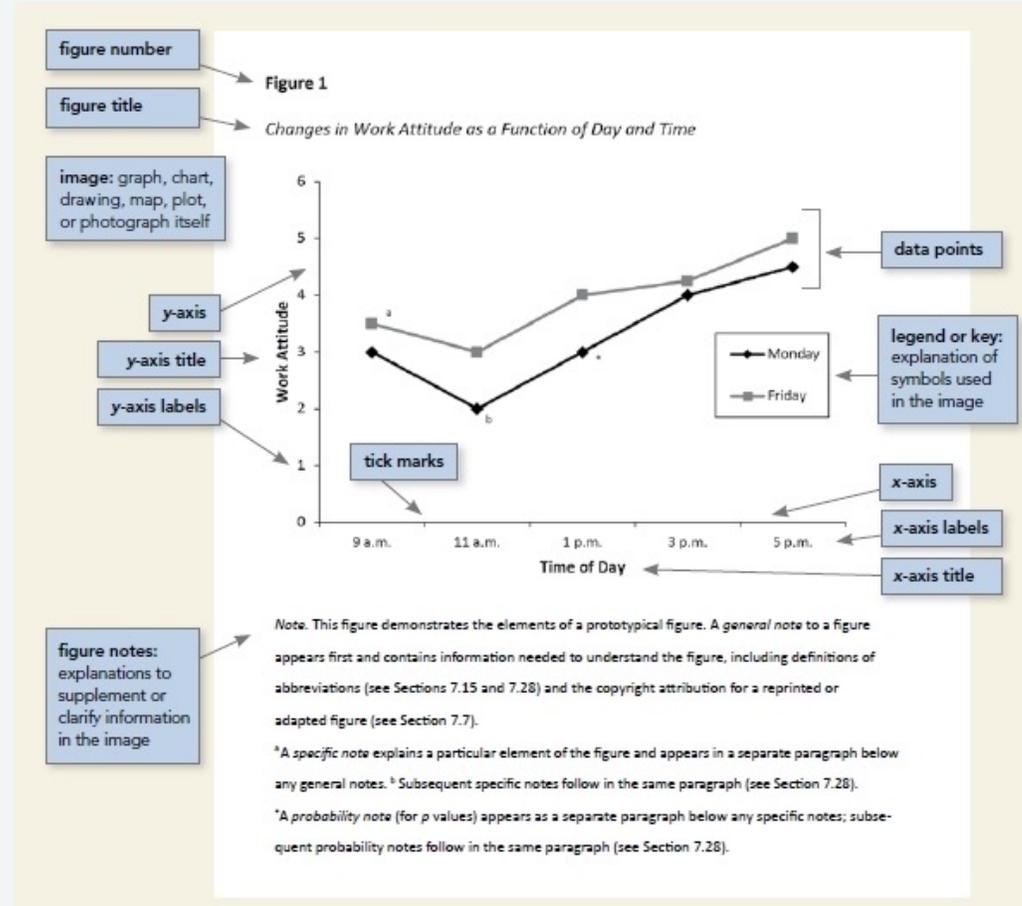
(Source: APA Publication Manual (7th Edition), p.200)

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**Figure Components: Figure number, title, image, legend, note**

(Source: APA Publication Manual (7th Edition), p.226)

- **Italics**: Quotations or Words in a foreign language

- **Long quotes**: indented and blocked off from the text of the essay

- **Reference List:** Follow your discipline convention, either APA or MLA

- **Secondary source:**
    - 'qtd. in' for MLA style
    - 'as cited in" for APA style

- **If unsure, please double check and consult useful online resources:**
    - Purdue Writing Lab: **https://owl.purdue.edu/owl/**
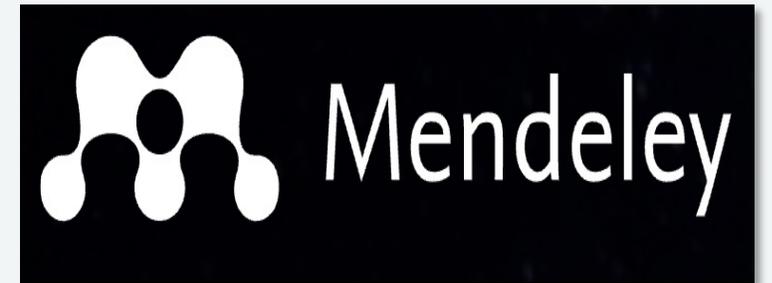
You can find relevant tutorials on *Bilibili* or *Youtube*.

- Print out the declaration form
- Fill out the form
- Sign the form with your legal name
- Take a picture of the form or scan it
- Upload the picture to iSpace under the topic *FYP Formatting Workshop* by 19th December

ENG4103 Final Year Project I (ELLS)
Declaration on Academic Dishonesty

Student Name in Pinyin	
Student ID	
Student's Concentration	
Name of Advisor	
FYP Title	

Declaration

1. I have read the section "Academic Dishonesty" in the ELLS FYP Handbook (p. 13) and am aware of the College's policy and penalty in this regard.
2. I understand that academic dishonesty includes, but are not limited to, the following misconduct:
   a. Using unauthorized assistance or materials to complete the project;
   b. Fabricating data or information claimed to be obtained from study;
   c. Copying a portion of someone's work or idea without citing the source *and* without providing quotation marks or block indentation to indicate what has been copied verbatim from the source;
   d. Patchwriting a portion of someone's work (that is, making small changes or substitutions but keeping the vocabulary and syntax too close to the source) without citing the source.
3. I am fully aware that should any form of academic dishonesty be found with my FYP Final, it would be reported to the Division and penalties would be imposed in accordance with the regulations.

Student's Signature: _____

Date of Signing: _____

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Due date for submitting your FYP <mark>Soft</mark> copy to iSpace

Monday
19th December 2022
13:00

TESOL: Mr. Andy Jiahao LIU (T2-602-R24-H2)
EPC: Ms. Cindy Zhiqiu CHEN (T2-602-R24-H5)
LSE: Ms. Jane Hui QIU (T2-602-R24-H6)

Due date for submitting your FYP <mark>Hard</mark> copies to the Programme Office

Monday
26th December 2022
17:00
<mark>*NEW: Week 1 of next semester*</mark>

<mark>**Printing & Binding Requirements**</mark>

- Two copies for each student;
- Dark Blue hardcover – Title page (Print in color);
- Declaration form (sign your name and date) – First Page;
- Abstract page & the following elements in your FYP;
- Print on one side ONLY!!!
- Bind your FYP report appropriately.

Follow the academic conventions
&
Go ahead with your report writing

Good Luck ☺

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