

Final Report Guidelines

By A-Xing Zhu

- 1) Your report should address the topical question and the processes of answering this question. The emphasis is on topical question and the answers you provided. Any discussion of GIS techniques should be under the light of solving the topical question. There is NO NEED to discuss a GIS technique alone here.
- 2) The text part of the report should not be longer than 15 pages (1.5 spacing), no less than 10 pages. References, figures, and appendices are NOT counted toward the 15 pages limit. The report should be typed up. Directly related figures and tables should be inserted in the proper positions in the text. Here is a break down of the pages:
 - (1) Objectives (elaborated executive summary or capstone statement) (0.5 page max)
 - (2) Introduction: discussion on the topical question and its importance. This should be the extended version of your background in the mini-proposal (2 pages max.)
 - (3) Conceptualization: the break down of the question into pieces, logically (4 pages max.).
 - (4) Implementation: discussion on how you solve these pieces in a GIS environment (4 pages max.).
 - (5) Results and Discussion: presentation and discussion of your findings (answers to the question. The discussion on potential areas for errors should be included here. (4 pages max.).
 - (6) Conclusions: the highlights of your project (1 page).
- 3) Format of the report:
 - Cover page (Title, Name, Student ID, Affiliation, Submission to, and Submission date)
 - Objectives
 - Introduction
 - Conceptualization
 - Implementation
 - Results and Discussion
 - Conclusion
 - Reference
 - Appendices (if any)
- 4) **DUE DATE: Last Day of Class** (the date to turn in the final written report).