ECMM 7051 Research Project Report

[PROJECT TITLE]

by

[Student Name]

Supervisor [Supervisor Name]

Submitted in partial fulfilment of the requirements
for the degree of Master of Electronic Commerce

at

Dalhousie University
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DATE: [Date of Completion]

AUTHOR: [Student Name]

TITLE: [Project Title]

DEPARTMENT: Faculties of Computer Science, Management, and Law

DEGREE: MEC – Master of Electronic Commerce

_____
Signature of Author

DEDICATION PAGE

The content and format of this page are up to the student.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

ABSTRACT

The report must contain an abstract. This should occupy a single page, and may be single-spaced, if necessary. There should be no illustrations or footnotes.

LIST OF ABBREVIATIONS USED

FGS   Faculty of Graduate Studies
Dal   Dalhousie University
H_2O Water

ACKNOWLEDGEMENTS

The content and format of this page are up to the student, respecting the usual formatting conventions of font size, page numbering, margins, etc. This is the place where most students acknowledge the contribution of their committee members, most especially their supervisor(s). Given the realities of producing a thesis or a dissertation and the impact on the people in the student's immediate surroundings (e.g., spouse, partner, children, parents, and other long-suffering friends and associates), many students will acknowledge these sources of support.

CHAPTER 1   Introduction

This template is provided as a sample document to help MEC students (Master of Electronic Commerce students) to start writing a MEC Project Report. This particular document is provided in Word, but other tools can be used as well, as long as they can produce a PDF document as the final format. For example, another option is to use LaTeX or TeX formatting systems, which are particularly sutiable for producing high-quality text in general, a particularly if it includes mathematical formulas. The template is an experiment and a work in progress. We hope you will be able to download this document, cut and paste your own content into the template, and then use the format paintbrush for the text, headings and sub-headings, table headings, table format, figure headings etc. The real goal is to lower the overall stress of producing something that meets the various demands of the university and academic communities.

A research manuscript is a form of expository writing. As a piece of intellectual work, it seeks to document the student's exploration of a question significant to a particular discipline or set of disciplines in a way that is organized and discipline-appropriate. Every research project report should begin with Chapter 1 entitled Introduction.

The Introduction typically includes the background to the work, an introduction to the overarching themes and concepts, and goals of the dissertation. The Introduction also provides the reader with a description of the structure of the document, by describing the sequence of the chapters, and possibly a brief description of the intention of each. Chapter 2 of this template describes how to insert figures; Chapter 3 shows how to insert tables, and provides some "best practices" for table layout. Chapter 4 provides a very brief overview of font considerations imbedded in the template.

Observant people will have noted that the page numbering has changed from lower case Roman numerals, to Arabic numbering. This is achieved by inserting a section break, and restarting the numbering.

CHAPTER 2   Background and Related Work

In this chapter, you should include any background theory or knowledge needed to properly follow the rest of the document. You should also discuss relevant work, such as including a literature survey on the subject, available systems and products, web sites, and similar.

CHAPTER 3   Inserting Figures

Many dissertations benefit from having explanatory figures like Figure 2.1. Notice the numbering convention that clearly indicates the chapter in which the figure is located, and its sequence within the chapter. This is especially helpful during the defense, and if the author makes reference later in the dissertation to a figure from a previous chapter.

The following is just an example of what a figure looks like. Information contained in this figure is purely for demonstration purposes and does not represent anything.

Faculty of Graduate Studies

Graduate Students

Departments

Supervisors

Funding

1   2   3   4   5

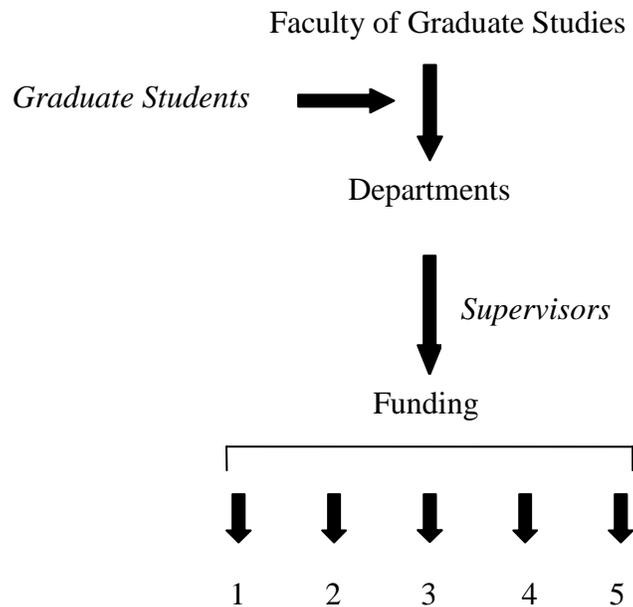Figure 1   Funding of Graduate Students at Dalhousie University. Information contained in this figure is purely for demonstrative purposes and does not represent anything.

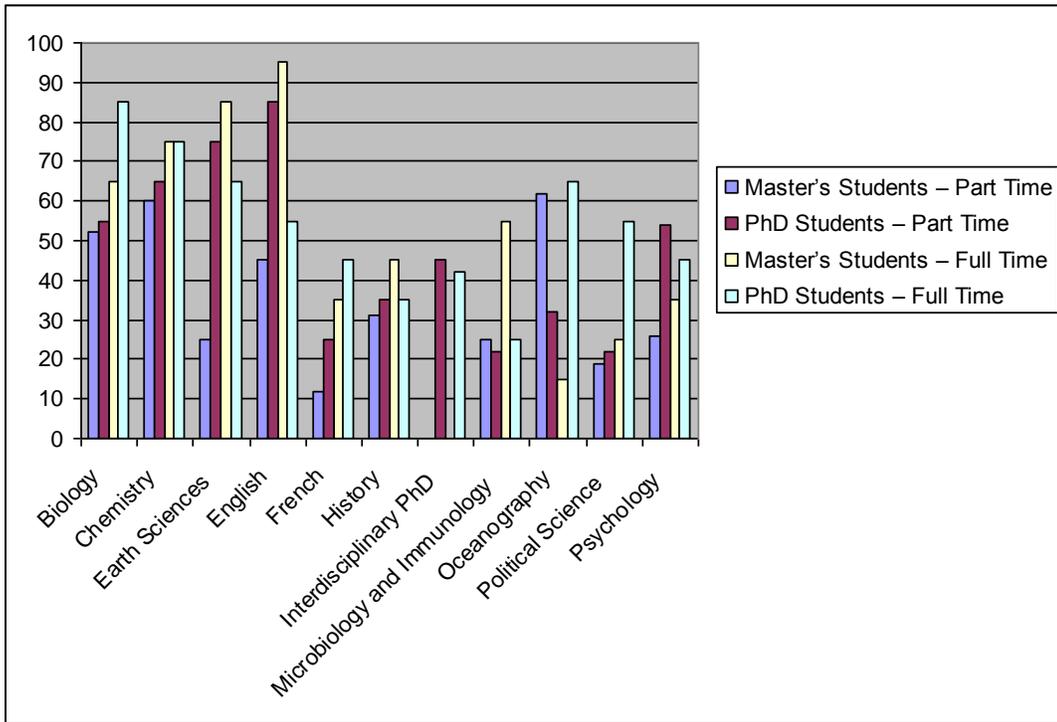Here's another example of a figure.

Figure 2   Number of full time and part time students in graduate programs by
Department.

Again, the information in this chart is completely made up and does not represent the
factual state of affairs at the university.

CHAPTER 4   Inserting Tables

3.1 FIRST SECTION

The chapter title is the highest level in the table of contents. Almost all dissertations have a level of organization below this, a series of subsections included as an organization marker to guide the reader, and for the table of contents. There are a number of labeling conventions for these subsections, including the numbering scheme used in this example. The example of this template is not the only choice; you should consult the norms for your discipline, while at the same time keeping the structural elements imbedded in the above example so the table of contents can be generated automatically.

Many dissertations benefit from presenting data in a table form. One of the challenges of table management is to make them look attractive and uncrowded. The numeric data in the following table is right-justified in the cell, with a defined indent from the right. The text data in the left column is left-justified with a defined indent from the left. Using the Format, Paragraph, Spacing feature, we have defined a modest space before and after the entries to give more space.

Table 1   Dalhousie Departments offering graduate programs and the number of full time and part time students enrolled in each program. Again, this information is completely made up and does not represent anything.

Department	Master's Students – Part Time	PhD Students – Part Time	Master's Students – Full Time	PhD Students – Full Time
Biology	52	55	65	85
Chemistry	60	65	75	75
Earth Sciences	25	75	85	65
English	45	85	95	55
French	12	25	35	45

Department	Master's Students – Part Time	PhD Students – Part Time	Master's Students – Full Time	PhD Students – Full Time
History	31	35	45	35
Interdisciplinary PhD	n/a	45	n/a	42
Microbiology and Immunology	25	22	55	25
Oceanography	62	32	15	65
Political Science	19	22	25	55
Psychology	26	54	35	45

Notice that this table is now large enough to span more than one page. The best practice in this case is to ensure that individual cells do not break across the page. You do this by the following steps: 1) highlight all of the rows in the table, then go to Table, Properties, Row, Options, and make sure the box that says "allow row to break across pages" is blank. Another good practice is to ensure the column headers at the top of the table are repeated on each subsequent page. To do this highlight the row(s) in the table that represent the header; go to Table, Properties, Row, Options, and check the box labeled "repeat as header row at the top of each page." The processor will automatically make the correct choice whatever the printer in use might be.

3.2 SECOND SECTION

Section 3.2 is another subsection at the second level for the table of contents. For some complex arguments, it is often helpful to organize these into sub-sub-sections (i.e., a third level of the table of contents.) The two sub-sub-sections below are examples. You can see how these get reflected in the table of contents above.

3.2.1 Tertiary Level – Subsection

Another level of subsection for the table of contents.

Table 2   More Dalhousie Departments offering graduate programs and the number of
full time and part time students enrolled in each program. Again, this
information is completely made up and does not represent anything.

Department	Master's Students – Part Time	PhD Students – Part Time	Master's Students – Full Time	PhD Students – Full Time
Anatomy	52	55	65	85
Biochemistry	60	65	75	75

3.2.2   The Second Subsection

3.2.3   The Summary Subsection to Subsection 3.2

3.3   SUMMARY TO CHAPTER 3 AND TRANSITION TO CHAPTER 4

It is a often good practice in long expository documents to provide something of a
summary for each section of the document, thus giving the reader an idea of where the
argument and explanation currently stands. It also gives the author a chance to preview
the next section by providing a couple of transition sentences about hwat follows
immediately.

CHAPTER 5   Font Selections

In preparing this template, we have attempted to implement both the rules and the spirit of academic writing for the research project. For example, the text in this template reflects the rule that the body of the work must be double-spaced and a 12 point font. It reflects the spirit by implementing typographical best practices, in that the text is presented using a *serif* font (Times New Roman in this case), while the headings use a *sans serif* font (Verdana). Students with a limited exposure to the question of font choice and why it is relevant, might find the video *Helvetica* interesting (available at a local video store especially popular with students avoiding the inevitable writing struggle of the dissertation). Students may find the youtube video on the topic entertaining (cf. http://www.youtube.com/watch?v=yhKKIXDypxk) , noting that while all of the fonts displayed in this video are *sans serif*, they are not all Helvetica.

The careful reader will also note this template demonstrates other font choices that reinforce the structural qualities of the document. Chapter headings are Verdana 12 point, bold, all capitals. Chapter subheadings are less important, so we have chosen Verdana 12 point bold, title case, small capitals (Format, Font, look under "Effects" and click on the box for "Small Caps"). Sub-subsections are Verdana 12, no bold, title case, no small capitals.

CHAPTER 6   Conclusion

Every research project report should end with the last chapter entitled Conclusion (or Discussion). Whether there are subsections in this part of the dissertation depends on how extensive the conclusion section is. Many dissertations use the Conclusion section to summarize the major accomplishments of the work. Such a summarization is useful in practice since the oral defence of the dissertation is likely to raise the question of its contribution, if it is not overtly addressed in the document.

5.1 FIRST CONCLUSION SUBSECTION

A first subsection included for the table of contents.

5.2 ANOTHER CONCLUSION SUBSECTION

A second subsection included for the table of contents.

5.2.1 Third Level of Conclusion Sub-subsection

An example of a sub-subsection for the table of contents.

5.2.2 Summary to Conclusion Sub-subsection 5.2

References

[1] Donald E. Knuth. The TEX Book. Addison-Wesley, Reading, Massachusetts, 1984. Reprinted as Vol. A of Computers & Typesetting, 1986.

APPENDIX A   Sample Appendix

Ancillary material should be put in appendices, which appear after the bibliography.