

CC301-6-FY: Final Project Report Submission Requirements

CSEE, University of Essex

Spring Term 2010

Summary

Submission

1. Hard copy submission (reports, CDs **and log book**) to the General Office.
2. Electronic submission via Online Coursework Submission system.

Deadline

All work (hard copy and electronic) to be submitted by

Week 25, Thursday, 25th March, before 11:59:59 am

1 The hard copy submission

Because your final report is independently assessed by two members of staff, you are required to provide **TWO** identical hard copy submissions.

Each hard copy submission must contain the following:

- a printed version of the abstract on a single sheet of A4;
- a printed version of the report, (preferably comb-bound, but not including all the program listings);
- a CD with the module code CC301, your name and the title of your project printed on it, and containing
 - the abstract (held in a separate file),
 - a full copy of the report,
 - the program listings of your implementation.

Remember: you should also submit your log book with your hard copy reports.

2 The electronic submission

The electronic submission should comply with the following requirements:

1. Your title page must include your FULL NAME (family name followed by first name), registration number, login, and degree scheme:

<i>Name:</i>	BOND, James
<i>Registration Number:</i>	1953007
<i>Login:</i>	bondj
<i>Scheme:</i>	BSc Computer Science (Artificial Intelligence)

2. Your project report must be collated into **ONE** single file, **INCLUDING** the title page.
3. The filename of the final year report must include the module code CC301, your login and registration number, separated by hyphens, for example:

cc301project-bondj-1953007

4. The following formats can be used for the electronic submission: Portable Document Format (PDF), Adobe Postscript (PS), HTML, plain text, Corel WordPerfect, Microsoft Word (DOC and DOCX) and Microsoft Rich Text Format (RTF).

These file-type restrictions are imposed by the JISC *Turnitin* system. In the event that you prepare your document with a system that has a different default file format (such as OpenOffice.org, L^AT_EX, Abiword etc.), then you should ensure that a version of the document is saved or exported to one of the above formats.

Please note:

- There is a 20 megabyte limit for files being submitted to the University's Online Coursework Submission system (and text-only files should not exceed 2 megabytes).
- It can assist in the process of uploading to the Newcastle JISC *Turnitin* system if the file sizes are kept to a minimum.
- We only need text—not images—for this purpose.
- PDF files must contain the actual text, not scanned images of pages.

In order to meet the 20 megabyte file restriction, do check the sizes of the files in your electronic submission. If your documents contain large bit-mapped images, considering use a more aggressive compression setting for the larger images, or even removing the images if necessary.

Alternatively, if the original document exceeds 20 megabytes, you can consider creating a plain-text version of your report by cutting and pasting the content of a document into a text editor, such as Emacs, Gedit, Kate, Microsoft Notepad, Apple TextEdit or similar. The resultant file size for a plain text document should be less than 2 megabytes.