Software Engineering Work-term-report Checklist

Work-term reports are first checked against the following list by a checklist marker. When your report passes this checklist, then your report will be forwarded for technical-communication and content marking.

Title Page
- t1) University and program name
- t2) Title of report
- t3) Name and location of employer
- t4) Student's name, id number, and userid
- t5) Student's previous academic term
- t6) Completion date of report
- t7) SE-confidential, if appropriate

Letter of Submittal
- l1) Business-letter format
- l2) Addressed to the Director of Software Engineering
- l3) SE-confidential, if appropriate
- l4) Report number and title
- l5) Student's previous academic term
- l6) Name of employer; department(s) worked for
- l7) Description of co-op job
- l8) Description of how report topic relates to co-op job
- l9) Acknowledgment of assistance
- l10) Declaration statement
- l11) Student's name, student id, and signature

Table of Contents
- c1) Table of Contents starts on a new page
- c2) Entries for the report's sections and subsections
- c3) Entries for Executive Summary, List of Figures, List of Tables, and References.
- c4) Entries for Acknowledgments, Glossary, and Appendices, as appropriate
- c5) All entries property indented, and dot-filled to the page number.

List of Figures, List of Tables
- c6) List of Figures, if applicable, on a separate page, with an entry for every figure.
- c7) List of Tables, if applicable, on a separate page, with an entry for every table.
- c8) Entries are left justified and dot-filled to the page number

References
- r1) At least three references
- r2) References ordered by author or citation
- r3) All references in IEEE format (electronic references include URL and date of last access)
- r4) Each reference appears in the main body of the report
- r5) No references as footnotes or endnotes
- r6) No references are cited in front matter.
- r7) References that are cited within an appendix are listed in a separate References section at the end of that appendix.

Appendices
- a1) Each appendix starts on a separate page.
- a2) Appendices restart the section numbering, using capital letters as section labels and Arabic numerals as subsection labels (i.e., A.1, A.2,).
- a3) Each appendix is cited (referred to by letter) in the report body text.

Figures and Tables
- p1) Each figure has a number and a caption below the figure
- p2) Each table has a number and a title above the table
- p3) Each figure and table is cited (referred by number) in the report – either on the same page as the figure/table or on the preceding page.
- p4) Figures and tables are legible.
- p5) Figure and table numbering restarts at the beginning of each appendix, using a combination of the appendix label and figure/table number within the appendix (e.g., A-1, A-2).

General Formatting
- f1) The report is bound, with a clear plastic front cover and an opaque black back cover.
- f2) Pages are of size 8 1/2 x 11 inches, with 1-inch margins, except for the bound edge, which has a 1.5 inch margin.
- f3) Text is in 12-point Times New Roman, with 18 point spacing (i.e., 1.5 spaced).
- f4) Sections and subsection headings are numbered, and are in decreasing sized fonts (e.g., 16-pt section headings, 14-pt subsection headings, 12-pt sub subsection headings).
- f5) If a section is divided into subsections, there are at least two subsections. Similarly for subsections divided into sub subsections, and so on.
- f6) The front matter, Conclusions, Recommendations, Glossary, Acknowledgements, and References sections are not divided into subsections.
- f7) Paragraphs are indented, with no additional spacing between paragraphs.
- f8) Front-matter pages are numbered using lower-case roman numerals, with the title page as page one. No page numbers on the title page or letter of submittal.
- f9) Page numbering restarts at the beginning of the main body, using Arabic numerals.
- f10) Page numbers are centred at the bottom of the page.
- f11) Paper sections are correctly ordered.
- f12) The report body is 10-20 pages