

# **Some key features of academic reports**

**Please note!** This handout describes and models general features of academic reports. It is very likely that in your specific discipline only some of these features will apply – and there may be other requirements not included here. Departmental requirements for reports especially vary widely, so **please do check your course or unit handbook**, or ask a subject tutor or lecturer.

Reports, along with essays, are one of the most common types of written assignment on university courses. (For more on the differences between reports and essays please see the handout *Reports and essays: key differences*.)

There is no absolutely right way to structure a report – the structure depends on the purpose. In general, however, academic reports feature some of the following sections:

## **1 Title page**

## **2 Author declaration**

This is a simple form, usually available from your department or faculty office, which you have to sign and include with any report (or indeed essay) written for your course. It confirms formally that the assignment submitted is entirely your own work.

## **3 Abstract (sometimes called Executive Summary)**

An abstract is a **short (often around 150 words in length) summary of the whole report**. It should therefore be written last. Unlike a conclusion, the abstract needs to include a brief overview of **all** the stages of the report, not just the results. (One purpose of an abstract is to give just enough information to enable a prospective reader to judge whether they need to read the full report.)

**Hint:** If you are new to writing abstracts, one approach is to write, in order, one or two sentences to represent each of the sections of your report. Have a look at abstracts or executive summaries in reports in the Library or on the Internet to get an idea of the style in which they are generally written.

## **4 Acknowledgements**

This is a separate page acknowledging the support of those people who have contributed to the assignment. **An acknowledgements page is normally necessary only in major reports.**

# Format For A Academic Report

**RJ Alexander**



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## **Table of Contents Format For A Academic Report**

1. Understanding the eBook Format For A Academic Report
  - The Rise of Digital Reading Format For A Academic Report
  - Advantages of eBooks Over Traditional Books
2. Identifying Format For A Academic Report
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Format For A Academic Report
  - User-Friendly Interface
4. Exploring eBook Recommendations from Format For A Academic Report
  - Personalized Recommendations
  - Format For A Academic Report User Reviews and Ratings
  - Format For A Academic Report and Bestseller Lists
5. Accessing Format For A Academic Report Free and Paid eBooks
  - Format For A Academic Report Public Domain eBooks
  - Format For A Academic Report eBook Subscription Services

- Format For A Academic Report Budget-Friendly Options
- 6. Navigating Format For A Academic Report eBook Formats
  - ePub, PDF, MOBI, and More
  - Format For A Academic Report Compatibility with Devices
  - Format For A Academic Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Format For A Academic Report
  - Highlighting and Note-Taking Format For A Academic Report
  - Interactive Elements Format For A Academic Report
- 8. Staying Engaged with Format For A Academic Report
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Format For A Academic Report
- 9. Balancing eBooks and Physical Books Format For A Academic Report
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Format For A Academic Report
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Format For A Academic Report
  - Setting Reading Goals Format For A Academic Report
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Format For A Academic Report
  - Fact-Checking eBook Content of Format For A Academic Report
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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