

Formatering av exjobbssrapporter inom huvudområdet Programmering

Författare A

Författare B

RAPPORTFORMATERING

Nedan följer ett antal stycken som (på engelska) beskriver hur exjobbssrapporten ska formateras i detalj och visar exempel på hur figurer och tabeller ska hanteras.

Var särskilt uppmärksam på hur referenser ska hanteras och formateras.

Notera att denna text är formaterad precis så som en exjobbssrapport ska formateras, så ett tips är att helt enkelt utgå från denna mall och bara ta bort befintlig text och fylla på med ny (för dig som läser en PDF-variant av denna text så kan det vara värt att veta att det även finns en Word-version).

PAGE FORMAT AND COLUMNS

Right margins should be justified, not ragged (except for the references section). Beware, especially when using this template on a Macintosh, Word can change these dimensions in unexpected ways.

TYPESET TEXT

Prepare your report using Microsoft Word on a PC or Mac. Please note that page layout may change slightly depending upon the printer you have specified.

Title and Authors

Your report's title and author names should run across the full width of the page in a single column 17.8 cm (7 in.) wide. The title should be in Helvetica 18-point bold; use Arial if Helvetica is not available. Authors' names should be in Times Roman 12-point bold.

Adding & Removing Authors in Microsoft Word

To position author names, use a single-row table with invisible borders, as in this document.

If you need remove an author block, click in the unwanted cell, right click, drag down to "Delete Cell," then click "Delete entire column," then click OK. Repeat if necessary.

Normal or Body Text

Please use a 10-point Times Roman font or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times Roman 10-point. The Press 10-point font available to users of Script is a good substitute for Times Roman. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings or source code text.

Subsequent Pages

On pages beyond the first, start at the top of the page and continue in double-column format. The two columns on the last page should be of equal length.

References and Citations

Use a numbered list of references at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [2, 4, 5, 7]. Make the text of this section ragged-right, so that the increasing number of references/citations with web addresses/urls do not have large word and letter spacing. For papers from conference proceedings, include the title of the paper and an abbreviated name of the conference (e.g., for Interact 2003 proceedings, use *Proc. Interact 2003*). Do not include the location of the conference or the exact date; do include the page numbers if available. See the examples of citations at the end of this document.



Figure 1. For images, be sure to have a good resolution image (see item D within the preparation instructions).

Your references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced (e.g., "[Robertson, personal communication]").

SECTIONS

The heading of a section should be in Helvetica 9-point bold, all in capitals (*Heading 1 Style* in this template file). Use Arial if Helvetica is not available. Sections should not be numbered.

Subsections

Headings of subsections should be in Helvetica 9-point bold with initial letters capitalized (*Heading 2*). (Note: For sub-

sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Helvetica 9-point italic with initial letters capitalized (Heading 3).

Objects	Caption – pre-2002	Caption – 2003 and afterwards
Tables	Above	Below
Figures	Below	Below

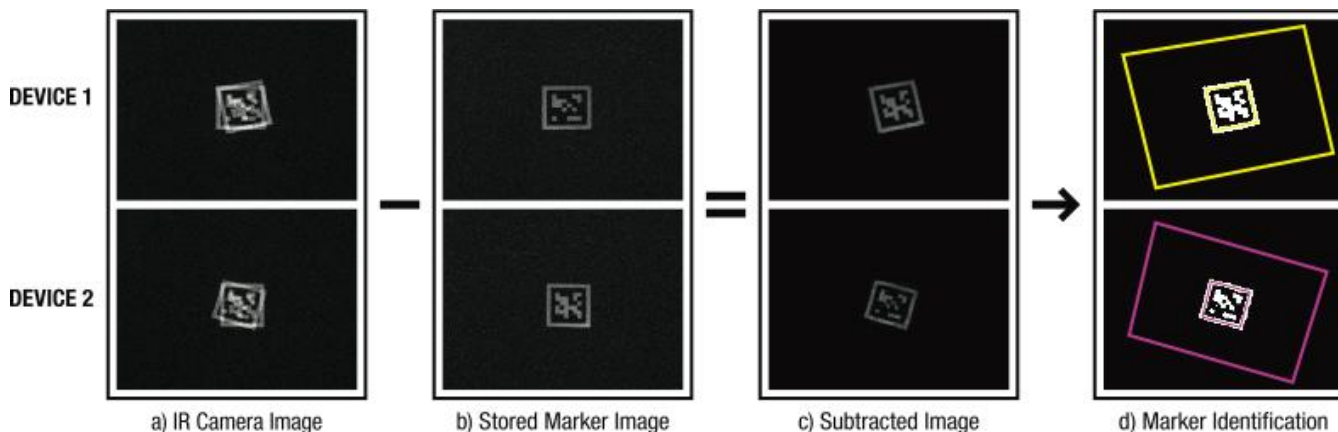


Figure 2: Sample of a wide figure. Be sure to place at the top of the page or bottom of the page.

FIGURES/CAPTIONS

Place figures and tables at the top or bottom of the appropriate column or columns, on the same page as the relevant text (see Figure 1, Table 1, Table 2, Figure 2).

A figure or table may extend across both columns to a maximum width of 17.78 cm (7 in.), see Figure 2.

Captions should be Times New Roman 9-point bold (Caption Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

Figures and images may use color, but make sure that that the information is understandable also when printed in black and white.

Inserting Images

Occasionally Microsoft Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

Table 1. Table captions should be placed below the table.

With Share	Anyone	SN	Specific	No one
Future plans				
Flight	32%	35%	28%	5%
City	29%	37%	28%	6%
Past travels				
Flight	45%	34%	18%	3%
City	47%	35%	14%	3%

Table 2: Sharing travel plans

Table Style

The text of tables will format better if you use the special Table Text style (in this template file). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. (In Word, use Format | Paragraph... and then the Line and Page Breaks tab. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.)

REFERENCES

1. Adobe Acrobat Reader 7, Be sure that the references sections text is Ragged Right, Not Justified.
<http://www.adobe.com/products/acrobat/>.
2. Anderson, R.E. Social impacts of computing: Codes of professional ethics. *Social Science Computing Review* 10, 2 (1992), 453-469.
3. How to Classify Works Using ACM’s Computing Classification System.
http://www.acm.org/class/how_to_use.html.
4. Klemmer, R.S., Thomsen, M., Phelps-Goodman, E., Lee, R. and Landay, J.A. Where do web sites come from? Capturing and interacting with design history. In *Proc. CHI 2002*, ACM Press (2002), 1-8.
5. Mather, B.D. Making up titles for conference papers. *Ext. Abstracts CHI 2000*, ACM Press (2000), 1-2.

6. Schwartz, M. *Guidelines for Bias-Free Writing*. Indiana University Press, Bloomington, IN, USA, 1995.
7. Zellweger, P.T., Bouvin, N.O., Jehøj, H., and Mackinlay, J.D. Fluid Annotations in an Open World. *Proc. Hypertext 2001*, ACM Press (2001), 9-18.

The columns on the last page should be of approximately equal length.
Remove these two lines from your final version.