

Final Technical Report Format

The ability to write a clear and accurate technical report is essential for success in a technical career. The following is a pretty good format for a report on technical work, and will help to guide you in writing one.

Number
of Page

- | | |
|-------|---|
| 1 | Title Page <ul style="list-style-type: none">- Title/Author/Organization/Date |
| 1 | Abstract <ul style="list-style-type: none">- An abstract is a brief, 200 word description of project objectives; investigative methods used and research conclusions or applications.- A list of key words that describe the project and identify the major research concept should be submitted with the report. |
| 1 | Acknowledgments (optional) <ul style="list-style-type: none">- Acknowledgments precede the contents and should be no longer than two paragraphs. |
| 1/2-1 | Table of Contents and Lists of Figures and Tables <ul style="list-style-type: none">- The Table of Contents should list section numbers, titles, second-level headings and their page numbers.- Third-level headings also may be listed.- If the report contains five or more figures or tables, they should be listed using the style of the Table of Contents. |
| 1/2-1 | Introduction <ul style="list-style-type: none">- What was done/when- Who/for whom- Value of results (use) |
| 1/2-4 | Background <ul style="list-style-type: none">- More detail on why, what else going on affects what you will show- Define context, set the stage and get them interested! |
| 1/2-2 | Statement of Problem <ul style="list-style-type: none">- Succinct definition of problem- Obviously follows from material in the background section- Specifically defines and limits the “scope” of the effort. |
| 1-10 | Approach <ul style="list-style-type: none">- Clear & repeatable description of how you tackled the problem. |

- Enough information for a knowledgeable person to reproduce the results you are about to present.

2-10 **Results**

- Actual findings, significant output of tests & analysis
- Must be readable, not pages of computer output
- Include problems encountered, believability of results, accuracy estimates.
- Picture = 1,000 words!

1/2-2 **Summary & Conclusions**

- Restate problem, approach & results
- Conclusions you drew (& why)
- Utility of results
- Subject for further study
- Emphasize what you want them to remember in 6 months

REFERENCES

Bibliographic entries should be listed alphabetically by author, as follows:

Hawkins, R.R. Scientific, Medical, and Technical Books Published in the United States of America. 2nd ed. New York: Bowker, 1958.

APPENDICES

- Rest of the tables/graphs
- Computer Listings

PAGE FORMAT

- Margins should be 1.25 inches left and right; 1 inch top and bottom.
- Text should be in a 12 point serif font (i.e., Times Roman, Bookman, etc.); captions, tables and figures should be in a sans-serif font (i.e., Helvetica, Arial, etc.).
- Spacing should be 1.5 lines, printed on one side of the paper.
- Block-style paragraphs should be used, with no indentation (except for fifth-level headings, which should be blocked on the left; see Heading Styles, below).
- There should be two returns between a paragraph and the next heading.

- Material borrowed or adapted from external sources must be identified and quoted (i.e., document, source, date and page).
- Avoid half-page and one-sentence paragraphs.
- Do not use contractions.
- When referring to a specific figure or table, spell out and capitalize the words “Figure” and “Table”.
- Indented lists of material should be set off with bullets:
 - One blank line should precede and follow a list.
 - Bulleted items should be indented left and right.
- Percentages should be written as follows: 1%, 76%, etc.
- Acronyms must be spelled out the first time used, followed by the acronym in parentheses.

TABLES AND FIGURES

- Tables and figures must be numbered sequentially and titled individually.
- Place tables and figures as close as possible to the text in which they are mentioned.
- Distinguish tabular material from the text.
- Cite a source if the tabular material or figure content has not been generated by the researcher.
- Figure captions should be complete sentences when appropriate.
- Use “Figure 1,” not “Fig. 1,” or “Table 1.” in the text, as well as for captions.
- Unless generated by the researcher, a source should always be cited. The figure source should appear after the caption (e.g., Source: Lawrence Berkeley Laboratory).

REPEAT REQUIREMENTS

Three (3) hard copies of bounded (hard cover) final report must be submitted to UNIC.



EXAMPLE FORMAT OF ABSTRACT

STUDY ON WELLBORE INSTABILITY AND SAND PRODUCTION PROBLEM IN MALAYSIAN OIL DAN GAS WELL

(Keywords: Wellbore stability, sand production, shot density, perforation pattern)

Wellbore instability analysis based on an intact wellbore walls can be too conservative because failed or fractured zones around the wellbore relief stress and gives support. Wellbore breakout analysis indicates that most drilled well experience deformation beyond the rapture stage which is acceptable for drilling process. Riversibly, production process could be critical under this circumstances which fracture and failure of the rock could caused wellbore collapse due to overloading sand production. Sand production is a common problem encountered while wells are being produced in unconsolidated or poorly consolidated formations. It happened when in –situ rock strength is reduced by poor completion and production practices. Many studied have been carried out on sand production but very few have been published on sand production with regard to wellbore instability.

Therefore, this research, has put a core situation in studying the wellbore instability and its relationship with sand production. The basic mechanical properties for sandstone used in wellbore model has been determined. Then a scaled down wellbore models with different borehole angle, shot density, perforation pattern, geometry, size, height and diameter prepared for stability test. Sandstone wellbore models were then tested under Servo Controller Compression machine. Block, 6” cylindrical and 2” cylindrical wellbore model tested triaxially. The borehole angle has been varied from 0°, 10°, 20° and 30°, and the shot density varied from 6 SPF, 8 SPF and 16 SPF. All models then perforated with spiral, inplane and inline pattern.

In general it was found that all wellbore model may fail and sand particles were produced. The wellbore stability decrease as the borehole angle increase, shot density increases and perforation pattern changing from spiral to inplane and inline. Higher h/D ratio gives higher stability and the geometry/shape has no effects on wellbore instability studies whereas the size has small effect on the wellbore instability. Sand particles produced increases with the wellbore stability decreases.

Key Researchers:

Assoc. Prof. Goh Ong Sing (Head)
Assoc. Prof. Dr. Shahrin Sahib
Hjh. Faridah Mohd. Amin
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i) **Contoh format bagi halaman judul (kulit hadapan) bagi Laporan Akhir Penyelidikan**

Maklumat yang perlu ada:

- a) Judul lengkap penyelidikan disertakan judul dalam bahasa kedua dalam kurungan (huruf besar)
- b) Nama penuh penyelidik seperti dalam kad pengenalan atau pasport antarabangsa (huruf besar)
- c) Nombor vot
- d) Nama Fakulti/Institut/Pusat/Jabatan tempat berdaftar (Awalan abjad pada setiap perkataan adalah besar)
- e) Nama Universiti (Awalan abjad pada setiap perkataan adalah besar)
- f) Tahun diserahkan

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| PJP/2003/FTMK(1) | Judul Lengkap Penyelidikan | PJP/2003/FTMK(1) |
| | Nama Penuh Penyelidik | A GLOBAL INTERNET-BASED CRISIS COMMUNICATION: A CASE STUDY ON SARS USING INTELLIGENT AGENT |
| | Nama Fakulti / Institut / Pusat / Jabatan | PROF. MADYA GOH ONG SING |
| | Tahun diserahkan | 2004 |
| 2004 | | 2004 |

ii) **Contoh format bagi halaman judul (hadapan) bagi Laporan Akhir Penyelidikan**

Maklumat yang perlu ada:

- a) Judul lengkap penyelidikan disertakan judul dalam bahasa kedua dalam kurungan (huruf besar)
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| Nama Fakulti / Institut / Pusat / Jabatan | PROF. MADYA GOH ONG SING |
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| | 2004 |