

Writing Scientific Reports: Guidelines

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Form

FORM I

- ▶ Word processor:
 - ▶ LaTeX
 - ▶ Word
 - ▶ Anything similarly applicable is Ok, of course
- ▶ Simple, clear layout
 - ▶ The content is important
 - ▶ Layout should support understanding it
- ▶ Clear structure
 - ▶ Use sections, subsections, and so on

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FORM II

- ▶ Consistent layout of text elements
 - ▶ For example, same style for definitions throughout
 - ▶ No unmotivated switching of style or fonts
- ▶ Support understandability
 - ▶ Keep sentences short (this is not a writing contest in general)
 - ▶ Be clear, avoid ambiguous or vague descriptions
 - ▶ Avoid unstructured, long paragraphs
 - ▶ Do not make too many words if other means are available
 - ▶ Use examples
 - ▶ Use figures (likely re-used from presentation)
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Structure

STRUCTURE I

- ▶ *Title page*

- ▶ Title
- ▶ Name of the author
- ▶ Name of seminar
- ▶ Appropriate date and time

- ▶ *Introduction*

- ▶ Motivate the contents (“Why”)
- ▶ Outline related work that matters: the scientific foundation of the “Why”
- ▶ Tell what will be discussed in the following (“What”)
- ▶ Brief description of sections in the following (optional)

Content

CONTENT

- ▶ Logical coherence
 - ▶ Content provided optimally builds on contents previously provided (but not on contents to be provided later)
 - ▶ Mention things that matter as closely as possible to where they are needed
 - ▶ Again: Introduction, Contents, Summary
- ▶ Work out and stress a main message
 - ▶ Provide main message in the Introduction
 - ▶ Keep particular focus on it in all that follows
- ▶ Keep things consistent and as simple as possible
 - ▶ Write only what you understand
 - ▶ "Lying" or "hiding" no longer allowed though; all necessary details to be provided

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