

Centre for Pavement Engineering Education (CPEE)

GL009: CPEE Guidelines for the Presentation of Research Project Publications

CPEE630 Industry Research and KNE520 Work Based Project

Approved by	HEO
Responsible officer/area	HEO, Academic Board
Audience	Administrative Staff, Students
Related policy, procedures, supporting guidelines & forms	<ul style="list-style-type: none"> • PO004: CPEE Policy on Student Assessment
Relevant external documents and relevant legislation	<ul style="list-style-type: none"> • Australian Qualification Framework (AQF) • Higher Education Standards Framework
Date approved:	Version 3.0 - 21/02/2017 Version 1.0 - 28/04/2016
Date of review	28/04/2021

1. Introduction

These Guidelines have been prepared to ensure a high quality and consistency of the structure and format of project reports submitted for partial fulfillment of CPEE630 and KNE520. The components, assessment tasks and structure of both Units have been detailed elsewhere in the Unit Study Guides. The following Guidelines are a concise summary of the required structure of the Final Research Report.

2. Word Length

Students should note that there is no word limit for the Research Thesis Report. However, a guide of **4000 to 6000** word equivalents, excluding figures and diagrams, may be adopted as an initial guideline.

If candidates anticipate a significant deviation from this, they should contact their Unit Chair and obtain advice prior to submitting their Report.

3. Structure of the Report

The sequential structure of the Report should be as follows, noting that some sections may be omitted and others added in specialist areas.

Title page

Acknowledgements (of support and assistance provided by a person or organisation)

Abstract (maximum of 500 words)
Tables of Content
Introduction
Literature Survey (Note that the literature may also be embedded throughout the Report)
Research Methodology/Experimental Design
Experimental Results
Discussion of Results
Conclusions and Recommendations for Further Work
Appendices

4. Presentation – Font, Line Spacing and Footers

The Report must be Word Processed.
The recommended Body Font is Arial 10, as in this Guideline.
The recommended Heading 1 is Arial 14 and Heading 2 Arial 11 as in this Guideline. (Chapter titles are Heading 1).
The recommended Line Spacing is 1.15 to provide ease of perusal by readers.
All pages must have a footer with page numbers and the Report title.

5. Referencing

The Report should use the Harvard System of Referencing as provided by CPEE. All material used in the preparation of the report should be referenced in the report and listed in the **References** or the Bibliography. Further Information about the Harvard System of Referencing can be found on the CPEE website where you will also find further reading on how to properly reference material used.

6. Appendices

Appendices must be used to provide supplementary information for the reader. These are referred to in the main body of the report and should be sequentially referenced by letters such as Appendix A, B Z

7. Submission

The Report must be submitted as a single PDF or Word Document via the CPEELMS. If the size of the final document is overly large and exceeds the LMS maximum submission limits CPEE should be contacted to organise submission by other means.

8. Title Page

The Title Page should be set out as follows, with reference to the attached **Example Title Page**.

- Title of Research Project
- Unit Title and Number
- Name of Unit Chair
- Name of Work Based Supervisor

9. Declarations Page

The Declarations Page, completed by the Candidate and Work Based Supervisor is important in that it allows the candidate to verify authenticity of the research undertaken. It must include the following wording. Please refer to the attached **Example Declaration Page**.

10. Candidate's Declaration

By submitting this Report for assessment I certify that:

- this report is submitted in accordance with the [PO004: CPEE Policy on Student Assessment](#)
- I understand the term plagiarism, as defined in the [CPEE Student Study Guide](#) and declare that the attached work is entirely my own (no part of this assignment has been written by any other person), except where quoted, cited or referenced work is duly acknowledged in the text
 - this report has not been submitted for assessment previously in any other unit or course

I also understand that the original report must be retained by me and that I may be asked to provide that original report to the Unit Chair as required. I also acknowledge that CPEE will retain digital or hard copies of my Report. I give CPEE the permission to:

- Reproduce this report and provide a copy to other staff or examiners as required
- Make a PDF copy of the report freely available on its website
- Take steps to authenticate the report, including communicating a copy of this report to a checking service, which may retain a copy of the report on its database for future plagiarism checking

Signed: _____

Name: _____

Date: _____

11. Declaration by Work Supervisor

I hereby certify to the best of my knowledge that:

- the research and writing embodied in the report are those of the candidate except where due reference is made in the text
- any significant assistance provided during the research phase has been appropriately described and acknowledged
- any significant editorial assistance in the writing of the report has been appropriately described and acknowledged

Signed: _____

Name: _____

Date: _____

12. Summary

These Guidelines have been produced to assist Candidates in the presentation of their Final Research Report. If candidates require clarification on any aspects they should contact the CPEE Office immediately.

Example Title Page

A Parametric Study into Creep Performance of Stone Mastic Asphalt

CPEE 630 Industry Research

Candidate: Peter Jacobs 007391

Unit Chair: Professor Fred Fox

Work Based Supervisor: Dr Peter Hector

Example Declaration Page

Declarations

Declaration by the Candidate

By submitting this Report for assessment I certify that:

- this report is submitted in accordance with the CPEE Assessment Policy [PO004: CPEE Policy on Student Assessment](#)
- I understand the term plagiarism, as defined in the CPEE student handbook [CPEE Student Study Guide](#), and declare that the attached work is entirely my own (no part of this assignment has been written by any other person), except where quoted, cited or referenced work is duly acknowledged in the text
- this report has not been submitted for assessment previously in any other unit or course

I also understand that the original report must be retained by me and that I may be asked to provide that original report to the Unit Chair as required. I also acknowledge that CPEE will retain digital or hard copies of my Report. I give CPEE the permission to:

- Reproduce this Report and provide a copy to other staff or examiners as required
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- Take steps to authenticate the Report, including communicating a copy of this Report to a checking service, which may retain a copy of the report on its database for future plagiarism checking

Signed: _____

Name: _____

Date: _____

Declaration by the Work Supervisor

I hereby certify to the best of my knowledge that:

- the research and writing embodied in the report are those of the candidate except where due reference is made in the text
- any significant assistance provided during the research phase has been appropriately described and acknowledged
- any significant editorial assistance in the writing of the report has been appropriately described and acknowledged

Signed: _____

Name: _____

Date: _____