

Project Documentation

Draft as of September 19, 2005

1. Required Documentation

The following documentation are required at the end of the semester:

a softbound hard copy of a formal written report on the project

a CD containing the following:

- a soft copy of the formal written report

- a website for the project

- a copy of the approved proposal

- copies of the progress reports of all group members

- other forms of documentation as may be appropriate for the particular project

The third person shall be used in the formal written report. The passive voice is recommended in the abstract, and in discussions of the methodology and implementation. These rules do not apply to user's manuals and user's guides included in the documentation, nor to comments in the source code of software developed.

2. Softbound Documentation

DEFINITION: *Project blue* shall be defined as the shade of blue used for the covers of the majority of project documentation for CE 160 in the first semester of school year 2003-2004.

The project documentation hardcopy shall be printed on good quality white short bond paper (8.5" x 11") and shall be softbound with a project blue cover. The spine shall either be black, the same shade of blue as the cover, or a darker shade of blue than the cover.

The cover shall have printed on it the title of the project in large black type followed by a list of the project proponents in smaller type. The names of the proponents shall be listed one name per line in alphabetical order of the surnames, with each name being of the form

Firstname MiddleInitial Surname

or

Firstname Surname

Inclusion of middle names or middle initials is optional.

The title shall have a font size comparable to that of 24 pt Times New Roman or larger. The names of the proponents shall have a font size comparable to that of 12 pt Times New Roman or larger.

Both the title and the list of proponents shall be centered on the cover. The title may span several lines.

The main body of the documentation shall be preceded by

a title page, followed by
an abstract page, followed by
(an optional acknowledgment page), followed by
the Table of Contents

Lists of tables, figures, code listings, definitions, and other such lists if relevant and/or desired may follow the Table of Contents.

Chapters, sections, subsections and sub-subsections (and so on) shall be numbered using Hindu-Arabic numerals in the following manner:

- 1.
- 1.1.
- 1.1.1.
- 1.1.1.1.
- 1.1.1.2.
- 1.1.1.3.
- 1.1.2.
- 1.1.3.
- 1.2.
- 1.3.
- 2.
- 3.

Normal text in the documentation shall be comparable to 12 pt Times New Roman or larger. Line spacing shall be 1.5.

Each chapter shall start on a new page.

The main body of the documentation may be followed by appendices, as needed. Each appendix shall start on a new page.

If there are appendices, the Bibliography shall follow the appendices.

The title page shall be considered page 1, the abstract page shall be page 2, and so on. Page numbers shall not be displayed on the title and abstract pages of the hardcopy. Page numbers shall be displayed centered on the footer starting with the Table of Contents.

Refer to the project documentation template for formatting.

Sample Cover

See next page.

Implementation of an MP3 to XMCS Converter

Beverley Joy G. Ang
Karen L. Arquiza
Renee Gayle M. Chua
Arland S. Mariano
Michael Stephen A. Tonido

Sample Title Page

See next page.

Implementation of an MP3 to XMCS Converter

A Project by

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In Partial Fulfillment of the Requirements for the Course
CE 101: Techniques in Signal Processing

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Abstract Page Format

See next page.

ABSTRACT

Body of abstract...

3. CD:

The CD containing documentation for the project shall be submitted in an individual transparent CD case. The CD shall have a sticker-label on which are clearly printed the project title, the names of the proponents, and the month and year the project was completed (e.g. February 2004). No date shall be specified, only the month and year. The project title shall be the same title that appears on the cover of the hard copy.

The CD shall contain the following:

- a soft copy of the formal written report
- a website for the project
- a copy of the approved proposal
- copies of the progress reports
- other forms of documentation as may be appropriate for the particular project

3.1. Minimum File and Directory Organization

Shown here is the minimum file and directory organization of the documentation CD for a project with both software and hardware components:

```
doc
    proposal
        proposal.sxw
    progress_reports
        documentation.sxw
        documentation.pdf
html
    index.html
hardware
software
    index.html
```

Names in bold are directory names; names in normal type are filenames. For projects with no hardware component, the hardware directory shall be omitted. For projects with no software component, the software directory shall be omitted.

The four directories shown at the root level are the only ones allowed at the root level. The index.html file at the root directory shall contain only HTML code equivalent to the following:

```
<HTML><HEAD><TITLE> Redirector </TITLE>
<SCRIPT type="text/javascript">
function redirect()
{ window.location = 'html/index.html' }
window.onload = redirect()
</SCRIPT></HEAD></HTML>
```

The only purpose of the index.html file at the root directory is to redirect a browser to the index.html file in the html directory. The index.html file in the html directory is the home page for the html documentation of the project.

documentation.sxw is the soft copy of the formal written report on the project. This document shall be in OpenOffice format. documentation.pdf is a pdf version of documentation.sxw, obtained by exporting the OpenOffice document to pdf.

proposal.sxw is a copy of the project proposal in OpenOffice format. The progress_reports directory shall contain copies of all submitted progress reports in OpenOffice format.

All directories other than the root directory may contain files named readme.txt describing the contents of a directory and its subdirectories.

All directories other than the root directory may have additional subdirectories not shown in the figure.

Students are expected to use the flexibility of the project website, to present the details of their work in the best way possible.

The CD shall have a CD label on which are printed the project title, the names of the proponents, and the month and year the project was completed. The CD shall be submitted in a CD case similar to the CD cases used for a majority of project CD's for CE 160 in the first semester of school year 2003-2004.

The names of proponents appearing on the CD label shall be in the same format as those appearing on the written documentation.

3.2. File Naming Convention

All filenames and directory names shall use only lowercase letters, numbers, underscores and dots. Filenames and directory names shall not have consecutive dots, nor have consecutive underscores.

All HTML files on the CD shall have the extension “.html”. No other variation of this extension shall be allowed.

3.3. Prohibited Files

Files generated by Microsoft Office are prohibited on the CD. Files with the extensions “.doc”, “.ppt” and “.xls” are prohibited on the CD.

3.3. html Directory

All html files under the html directory shall use relative addressing for files under the html directory. No links shall be provided to other files on CD that are not under the html directory. Copies may be made of files outside the html directory so that these copies may be placed under the html directory and linked to. The links in the project website must work properly when the contents of the whole html directory are copied to another location.

Format of CD Label:



4. Some Elements of Style

The following elements of style shall be adhered to by project documentation.

4.1. Technical Correctness over Standard Capitalization

Whenever there is a conflict between technical correctness and rules of capitalization, technical correctness shall have precedence.

Example:

From section 3.1 of this document (The naming convention requires that the filename be proposal.sxw and not Proposal.sxw):

CORRECT:

proposal.sxw is a copy of the project proposal in OpenOffice format. The progress_reports directory shall contain copies of all submitted progress reports in OpenOffice format.

WRONG:

Proposal.sxw is a copy of the project proposal in OpenOffice format. The progress_reports directory shall contain copies of all submitted progress reports in OpenOffice format.

4.1. Technical Correctness over Standard Punctuation

Whenever there is a conflict between technical correctness and rules of punctuation, technical correctness shall have precedence.

CORRECT:

The string, “correct”, has 7 characters.

WRONG (but conventional, requiring commas to come before quotation marks):

The string, “correct,” has 7 characters.

5. Penalties for Deficiencies in Form

Bound and CD documentation containing deficiencies in their form shall be returned to the project group. Except where the project fails in terms of completeness of implementation (in which case the documentation is irrelevant), no final grade for the course shall be issued if deficiencies in form have not been fully addressed. A one-point penalty shall be imposed on the final project evaluation grade every time project documentation has to be returned for deficiencies in the form.

Possible deficiencies in form include, but are not limited to, the following:

- * wrong cover color or cover text color of the bound documentation
- * wrong spine color of the bound documentation
- * wrong page numbering
- * wrong ordering of the bibliography and appendices
- * wrong numbering style for chapters, sections, subsections or sub-subsections
- * misspelled and/or wrongly punctuated titles, names and words on the cover and title page
- * inconsistencies in the titles appearing on the bound and CD documentation
- * inconsistencies in the names appearing on the bound and CD documentation
- * use of inappropriate CD labels
- * wrong directory and file organization on the CD
- * violation of file naming conventions on the CD documentation
- * inclusion of prohibited files on the CD
- * inconsistency between the bound documentation and the soft copy on CD
- * inconsistency between the table of contents and actual page numbering
- * failure to adhere to technical elements of style in section 4 of this document
- * at least one page in the bound documentation having at least 10 errors in grammar and/or style
- * at least 10 pages in the bound documentation each having at least one deficiency in grammar and/or style