**Title of the Report in Title Case and Bold**

Student Name

Name of School, Eastern Institute of Technology

|  |
| --- |
| Course Code: Course Name |

Tutor Name

Due date in the format Month dd, yyyy

**Abstract**

If an abstract is required for your report, write up to 250 words to give an overview of the report content. An abstract is usually presented as one paragraph, and includes the objective, method, results, and conclusions of the report. Sometimes, your tutor will request a list of keywords beneath the abstract. Although the first line of an abstract is not indented, indent the italicised word *Keywords*, followed by a colon, then list the keywords and separate them with commas. Do not indent listed keywords that word-wrap to a second line.

*Keywords:* list keywords and separate them with commas

**Title of the Report in Title Case and Bold**

Introduce the topic by providing background to your topic and identifying the position of your report within the context of the current literature on the topic. It is not necessary to provide a heading to the introduction section of your report.

Set the alignment of your document to left alignment, so that the text at the left margin is aligned while the text at the right margin remains ragged. Begin each paragraph on a new line and indent the first line by pressing the tab key once. Use double line spacing and do not add an extra line space between paragraphs. Enter just one space after a full stop.

Use one of the following fonts: Calibri, Arial, or Georgia size 11; Lucida Sans Unicode size 10; or Times New Roman size 12. For figures, use the Times New Roman or Georgia font and select an appropriate size from 8 to 14. Unless your tutor has requested otherwise, use the 2.54 cm default margin settings for all margins.

Although a heading is not required for the introduction, use the APA level 1 heading styles for other sections of your report such as the Method, Results, Discussion, and Conclusion sections. Subheadings should follow the APA Heading styles as follows:

**Level 1 Headings: Centred, Title Case, Bold**

Begin your text here

**Level 2 Headings: Left Aligned, Title Case, Bold**

Begin your text here

***Level 3 Headings: Left Aligned, Title Case, Bold, Italics***

Begin your text here

**Level 4 Headings: Indented, Title Case, Bold, Full Stop.** Begin your text here

***Level 5 Headings: Indented, Title Case, Bold, Italics, Full Stop.*** Begin your text here

**References**

Enter your references in the APA 7th edition format. References should be in alphabetical order, and in hanging indent format with double line spacing throughout. Do not add additional line spaces between reference list entries.

Refer to the EIT Referencing guides and examples to see how to correctly format your references, and ask for help from the library if needed.

**Appendix**

Appendices may be complete documents, tables, or figures that support the text in your assignment. Not all reports will have appendices. When including an appendix, use the level 1 heading style and the word **Appendix** at the top of the page. When including multiple appendices, identify each appendix with a level 1 heading as **Appendix A, Appendix B,** and so on, according to the order they are referred to in the assignment.

When referring to a table or figure located amid text in an appendix, identify the table or figure with the appendix identifier and a number. For example, Figure A1 is the first figure amid the text in Appendix A, and Table B3 is the third table amid the text in appendix B. Ensure these figures and tables are labelled with the corresponding number used in your text. If there is one appendix and the labelling of A, B, C, and so on is unnecessary, include the letter A within your text when referring to a table or figure located amid text in the appendix.

Each appendix is to start on a new page, and continue the page numbering of your assignment throughout the appendices. Always refer to your appendices within the assignment.