HONR4001 Honours Project
Guidelines Governing the Format of Abstract, Poster & Honours Report

A. Abstract Submission

1. Requirement

1.1 Each student should complete the **HONR4001 Honours Project - Abstract Submission Form** and submit it to the HC General Office according to the announced deadline.

1.2 The Abstract Submission Form should be typed; handwritten form is **NOT** acceptable.

1.3 Each student should submit *both paper and digital copy in Word* format to the HC General Office on or before the announced deadline.

1.4 The digital copy should be submitted via UMMoodle. Please name your document as **"HONR4001 Abstract Submission Form from** *your name***"**.

2. Format and Content

2.1 The abstract must be typed in *one* paragraph, *single-line spacing.*

2.2 The abstract should be limited to *200 words*.

2.3 *12-point, Times New Roman* should be used for abstract written in English or Portuguese, and *12-point,* 新細明體 for abstract written in Chinese.

2.4 For student who writes abstract and report in Chinese or Portuguese, he/she is also required to submit another abstract in English version.

2.5 The abstract should be concise, comprehensive, and intelligible to a wide audience.

2.6 The abstract should indicate the objective and the hypothesis (if applicable) of the project.

2.7 The abstract should consist of the method(s), importance and what you learned from the project.

2.8 The abstract should be general. Do not insert any graphs, illustrations or references.

B. Poster Submission

1. Requirement

1.1 Each student should submit *both paper and digital copy in PDF format* to the HC General Office on or before the announced deadline.

1.2 The digital copy should be submitted via UMMoodle. Please name document as **"HONR4001 Poster Submission from** *your name***"**

2. Format and Content

2.1 The poster must be printed in International Standard of *A2 size* (420 x 594 mm).

2.2 The content in the poster should follow the structure of your report, to address at least the following elements:

  i)   Title of the Honours Project

  ii)   Name of student

  iii) Student number

  iv)   Name of advisor

  v)   Name of co-advisor (if applicable)

  vi)   Purpose of the project

  vii) Methodology of the project

  viii) Finding(s) of the project

  etc.

  The Element of i) to v) should be in *large text* on top of the poster

C. Honours Project Report

1. Submission

1.1 Paper and Digital Manuscripts

  1.1.1 Students should finalize their Honours Project report after the oral presentation at the Honours Project Symposium. A paper manuscript produced in accordance to the required format with double-sided printing, should be submitted to the HC General Office according to the announced deadline.

  1.1.2 Digital manuscripts must be submitted in *Adobe PDF* via UMMoodle according to the announced deadline. Embedded multimedia files or hyperlinks to external files may be included.

Guidelines Governing the Format of Abstract, Poster & Honours Report

2. Format

2.1 Report Cover (single-sided)

The report cover should contain the following information:

i)   Honours Project title

ii)   Name of student

iii) Student number

iv)   Name of advisor

v)   Name of co-advisor (if applicable)

vi)   Year of completion

For format requirement, please refer to "Project Report Cover" on the webpage of HONR4001 Honours Project. (The English version is for reports written in English or Portuguese while the Chinese version is for reports written in Chinese)

2.2 Declaration (single-sided)

For format requirement, please refer "**Project Report Declaration Page**" on **the webpage of HONR4001 Honours Project**. (The English version is for reports written in English or Portuguese while the Chinese version is for reports written in Chinese.)

2.3 Main Text

2.3.1   The paper must be of International Standard of *A4 size* (297mm X 210mm).

2.3.2   Left *margin* should be *4 cm*; the remaining margins should be *2.5 cm*.

2.3.3   *1.5 line* spacing must be used throughout the manuscript; *single-line* spacing is acceptable for footnotes, bibliographic entries, long quoted passages and items in lists, tables and appendices.

2.3.4   *12-point, Times New Roman* should be used for report written in English or Portuguese, and *12-point,* 新細明體 for report written in Chinese.