

Format for First Year Report

When you prepare your first year report, follow these guidelines:

- The maximum number of pages allowed is 25 (including all figures, tables, references and vitae). Pages must be numbered.
- The first page of the report must be a title page, on which is presented ONLY the following information
 - The title of the report
 - Your and your supervisor's name
 - The names of the members of your Advisory Committee clearly identified (Department Examiners)
 - The degree you are seeking i.e. MSc. or Ph.D.
 - The date you started your graduate studies at UWO
 - The date, time and location of the first year report presentation
- Print must be in black ink and of letter quality.
- Minimum 1.5 line spacing for the text
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller.
- Figures must be large enough so that the text/scales in the figure are readable
- Include a page for abbreviations (not counted in the 25 page limit)

- Use white paper, 8 1/2 x 11 inches (21.5 cm x 28 cm), portrait format.
- Set margins at 3/4 of an inch (1.9 cm) (minimum) all around.
- Print on one side of the page only.
- An experimental section must be contained within the 25 page limit of the report that describes key experiments and/or representative procedures, and characterization of new compounds. Occasionally, especially in the area of synthetic chemistry, summarizing the characterization data for the new compounds described within the report will be quite lengthy and can not fit within the 25 page limit. In these special cases, an appendix may accompany the report in which is summarized the characterization data not presented in the main report. The report must be a self contained document independent of the appendix. That is, someone reading the report must not be required to look at the appendix for additional information, graphs, figures, etc. The purpose of the appendix is to provide interested examiners with more details for them to critically evaluate the completeness of the work being presented. *Whether an examiner chooses to read the appendix is entirely optional. Therefore, the evaluation of your progress in graduate program is only based on the report itself without appendix.* The function of the appendix is similar to the supporting information provided with many journal articles.

Note several key points when choosing to include an appendix (next page)

The report that does not conform to these standards may be rejected.

Several key points when choosing to include an appendix

1. The appendix may only contain supporting experimental details and characterization information. There can be no additional discussion of results. Typical information found in the appendix may include some of the following: experimental details, melting points, R_f value, summaries of IR and NMR (^1H NMR, ^{13}C NMR, COSY, NOE, etc) data, combustion analysis, HRMS. It may also include computer programs or other lengthy information.
2. Raw data, such as NMR spectra, may be included where warranted.
3. The appendix is not intended to make it look as if someone did more work, and it can not be used to expand the report beyond the standard 25 page limit except for the purposes described above. Including an appendix does not give one student an advantage over another.