

Software Security

415.725SC

Lecture 29: Report Writing #4 (Writers' Workshop)

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11-Oct-00

Report Writing

415.725sc-1.1

Where Are You “Stuck”?

Please raise your hand. Keep your hand raised until we reach a step that is causing you difficulty.

1. What is the right time to publish?
2. What question has been asked, and what are the conclusions?
3. What is the most suitable journal?
4. How are the findings related to the existing body of knowledge?
5. Write the title and synopsis.
6. Reread the “Purpose and Scope” in the chosen journal.

11-Oct-00

Report Writing

415.725sc-1.2

Woodford's Steps 7 to 12

7. Read the Instructions for Authors.
8. Decide on the basic form of the article.
9. Stock the section reservoirs.
10. Construct the tables and figures.
11. Construct the topic outline.
12. Construct the sentence outline.

Woodford's Steps 13 to 18

13. Think of the article as a unit; write the first draft continuously from beginning to end.
14. The Introduction: keep it short.
15. Construct the list of references as you go along.
16. Materials and Methods section(s): include the right amount of detail.
17. Results section: allow the data to speak for themselves.
18. Discussion section: watch for symptoms of megalomania.

Woodford's Steps 19 to 25 (to be discussed tomorrow)

19. Are major alterations necessary?
20. Polishing the style.
21. Give drawings to Illustration Department.
22. Write title and abstract in final form.
23. Reread the journal's instructions to authors before having the manuscript typed.
24. Departmental review. (Ask a friend to read and comment.)
25. Shelve the manuscript for a while.

In-class Exercise

1. (10 minutes, individually) Design a PowerPoint slide containing the title and synopsis (or abstract) of your term paper.
2. (15 minutes, in groups of three) Collect feedback, mostly in the form of questions rather than suggestions, from the other members of your group. Don't try to answer their questions, but write them down carefully. Consider these questions occasionally, when you are writing and revising your paper.

Next Week

- By midnight Wednesday 18th September, send email to me containing the title and abstract of your term paper, on a single PowerPoint slide.
- Sometime next week, we may have a guest lecturer from the Government Communications Security Bureau.
- Course Evaluation forms will be handed out near the end of class on Monday.
- The remainder of the class time next week will be devoted to discussing your responses to the questions on the “sample final exam”.