

Tips - Tricks - Do's - Don'ts

Submission check list

- Final report (two printed copies)
- Powerpoint presentation
- A digital back up of your input data, processing results, final report and powerpoint presentation (very important!).

Report

- The cover page of the report should have the exact title of your work, your name, name and title of the course (GEOS 422: Geoscience Applications of Remote Sensing), name of the Department/s with which you are affiliated, names of the staff/faculty associate with your work, month and year of submission. Preferably, insert the appropriate logos the University and Department/s.
- The report should contain a table of contents, list of figures, acknowledgements, abstract, main contents and figures, references cited.
- All maps and remote sensing images presented should have a north arrow, scale and coordinates.
- Below is a suggested break-up of the contents of your report. You may choose to include more sub sections than what are given below. You may also choose to ignore one or the other of these sections if there is a considerable overlap in content. E.g. you may prefer not to make a separate section on advantages/contributions of your study, if you think the same points are already included in the section on conclusions. The sections in the report could include:
 - introduction/problem definition
 - objectives
 - study area
 - data input
 - method (preferably with a flow chart)
 - processing results
 - interpretation and discussion of results
 - advantages of the study/ what the study contributes
 - limitations of the study
 - recommendations/ future directions
 - conclusions
- The pages should be all numbered
- Text font size should be 12
- Do not make excessive use of acronyms and abbreviations. Use an acronym only if it will appear in the text at least three times. In such a case, define the acronym when it appears the first time in the report.
- Avoid using slang and 'casual' language
- All figures should be numbered and should have a caption which is self explanatory. This means that the reader should not feel the need to turn around pages to read and understand what the image intends to depict.

Digital Backup

- Your digital back up is very important for your own records and also for our records. You will be awarded your final grade **after** you have submitted your digital back up.
- Structure your data in separate folders before making your back up. Include a small text file clarifying where the files are located and what the files and folders contain. Use file names that are self explanatory and not names such as AB1, temp2, try5, final7 etc. As an example you can arrange your files in these folders:
 - Readme.txt
 - Original data
 - Landsat data
 - DEM data
 - Maps and other data
 - Original data in img/envi format
 - Landsat data
 - DEM data
 - Maps and other data
 - Processing results
 - FCCs
 - Classified images
 - Other results
 - Report
 - Powerpoint presentation
- Should you have a CD burner on your system, you can take blank CD's from me or from Bill Witte for making your digital back-ups. If you have problems in burning the CD yourself, you can put all your data in a structured manner in the geology computer lab, on the Nugget server space allotted to you and request Bill Witte to help you burn this information on CDs.
- Label your CD's with your name, and name of your study area. Keep a copy for yourself and hand me over a copy.