

Instructions for writing Bachelor's project report

Bachelor's project reports must be written in either Danish or English depending on the agreement with the supervisor and must consist of a maximum of 20 pages for a theoretical project and 25 pages for an experimental project. You should strive to be as precise as possible in this matter. The number of pages includes diagrams and tables but excludes the appendix. For theoretical projects, the focus of the contents should be an examination of the original literature with a corresponding reference list as well as a summary in English. Experimental projects should rather describe the experiments performed (methods and results), which must then be discussed and put into perspective. The project report must end with a conclusion.

The project report must be structured like a scientific article with preface, acknowledgements, table of contents, list of abbreviations, abstract, introduction, results, discussion, conclusion, future perspectives, materials and methods, references and appendices. Also, following the introduction, include a precise description of the purpose of the project (aims) including a working hypothesis and strategy. The project must be understandable to a peer with no specialist knowledge of your field of work – you are, in fact, the expert and most people (including the censor) require a thorough introduction to the background information to understand your project. It is therefore important, every time a new experiment is introduced, to provide information on why a described experiment is conducted (results).

More specifically on the project's individual sections:

Preface: This may include information on when and where the study was conducted, the name of your supervisor, associates, a short description of the topic and perhaps how you have chosen to approach it. One can also describe the purpose of the project and its experimental focus.

Table of contents: as the name suggests.

Acknowledgements: Here you thank those who have contributed to the project with guidance and material support.

List of abbreviations: With all relevant abbreviations, excluding those commonly known – e.g. ATP, DNA and RNA. Gene names can also be included here (remember to use *italics*)

Abstract: This should, precisely and concise (150 – 200 words), describe the background of the project, the purpose of the study, the experimental strategy and conclusions.

Introduction: Here you describe the background necessary for the reader to understand what is presented in the results section. Some things can be written in general with reference to reviews. This applies to things that are considered basic knowledge. The use of reviews should be minimised. Other things, more closely related to the project, should be described in more detail with an indication of key references (original literature). Be sure to periodically delve deep into the subject so that the project does not seem superficial. Divide the introduction into general sections with headings. The headings should be descriptive so that one has an idea of what one is about to read from the headline alone. Feel free to use diagrams and tables to elucidate the text. Diagram references in the text are important and the diagram text must explain all the symbols and other details in the diagram so that the diagram and associated text can be read independently of the main text. Remember to specify sources for diagrams and tables – if you have modified a diagram, or if you have produced it yourself. The introduction should be terminated with a short description of the purpose of the Bachelor's project (Aims).

Results: Here you describe the various results that have been achieved. Every section has its own heading that should be descriptive of what is being explained. A result section can begin with the formulation; 'In order to investigate...', where you explain what you have investigated. Next, one describes how one has designed and carried out the experiment. The achieved results are presented in diagrams and tables. Be careful with graphics. Everything must be intelligible and legible. The individual result sections can end with; 'In conclusion, the obtained results demonstrate that...'. Diagram texts must have a heading that describes the conclusion. Diagram texts must clearly describe what the diagram shows in enough detail so that one does not have to read the main text to understand them. Due to the limited number of pages allowed in the project, if you have many results, you may present them in the appendix.

Discussion: The discussion is often prefaced with a short summary of the obtained results. Subsequently one lists and discusses each result as to whether they confirm one's hypothesis or expectations and in relation to previously published studies within the field of research. You can also include sections where you discuss why something deviates from expectations or goes wrong. Here, you can propose as to what could be the cause of the data obtained and how you can alter things and move on.

Conclusion: Here you describe the most important conclusions of the project and put them in perspective. This section will therefore be a short summary of the most important results and how they fit into a larger perspective e.g., what is the project's relevance to society? Remember that there is no expectation that you have carried out sufficient experiments to draw a clear conclusion. It is therefore important to evaluate your results with regard to statistical uncertainty and, not least, to describe which experiments you wish you had time to extend them.

Future plans for the project: You can describe which experiments and methods you consider as relevant, and which you would like to work on in the future in order to proceed with the project.

Materials and Methodology: Here you describe your experiment(s) in such detail that a peer in another laboratory could repeat the experiment. The details should be presented as precisely as possible, remember to specify all concentrations and/or amounts or precise references, if such exist. You can also use the appendix to present detailed descriptions, e.g. media recipes, PCR programmes, primers etc. the appendix is not included in the 25 page maximum limit.

The reference list must include all the sources that you have referred to in your project. Reviews may also be included, but try to limit their use, and, as much as possible, use original literature – it is easier to keep track of references by using software such as Endnote.