



كلية الصيدلة
Faculty of Pharmacy

Writing an Ideal Report & Referencing

Dr. Elzahra Buzariba

By the end of this session you will be able to:

- Outline the structure of an ideal report.
- Describe the ideal way to write the report.
- Explain the importance of referencing.
- Explain the referencing style (Harvard style)
- State different examples of report.



**Why you have to
write a report?**

Layout of an ideal report

Cover page/ title page

- Contains general information.
- يحتوي على المعلومات العامة على التقرير.

Table of contents/ figures/ tables

- Contains a list of all headings and subheadings in the report.
- يحتوي على قائمة تضم كل العناوين الموجودة في التقرير.

Abstract

- Contains a summary about the report.
- يحتوي على ملخص البحث بالكامل.

Introduction

- Contains an opening statement for the report.
- يحتوي على مقدمة للتقرير.

Layout of an ideal report

Main body

- Contains the solution or the main objectives.

• يحتوي على حل المعضلة و الاهداف المرجوة.

Conclusion

- Contains a short paragraph of what you have concluded.

• يحتوي على ما تم استنتاجه من هذا التقرير.

References

- Contains a list of references that you used in the report.

• يحتوي على قائمة المراجع التي قمت باستخدامها في التقرير.

Cover page/ title page

- What the general information might be in the cover page?
- The ideal format is on Moodle

حدود الصفحة

Margins

- It can be 2.5 cm or 1 inch.

الصفحة مراجع مراسلات مراجعة عرض

تباعد مسافة بادئة

تجميع محاذاة التفاف النص

إعدادات الصفحة

أعمدة

فواصل

أرقام الأسطر

الواصلة

1

إعدادات الصفحة

هوامش الورق تخطيط

الهوامش

أعلى: 1"

أسفل: 1"

أيسر: 1"

أيمن: 1"

هامش التوثيق: 0"

موقع هامش التوثيق: اليمين

الاتجاه

أفقي عمودي

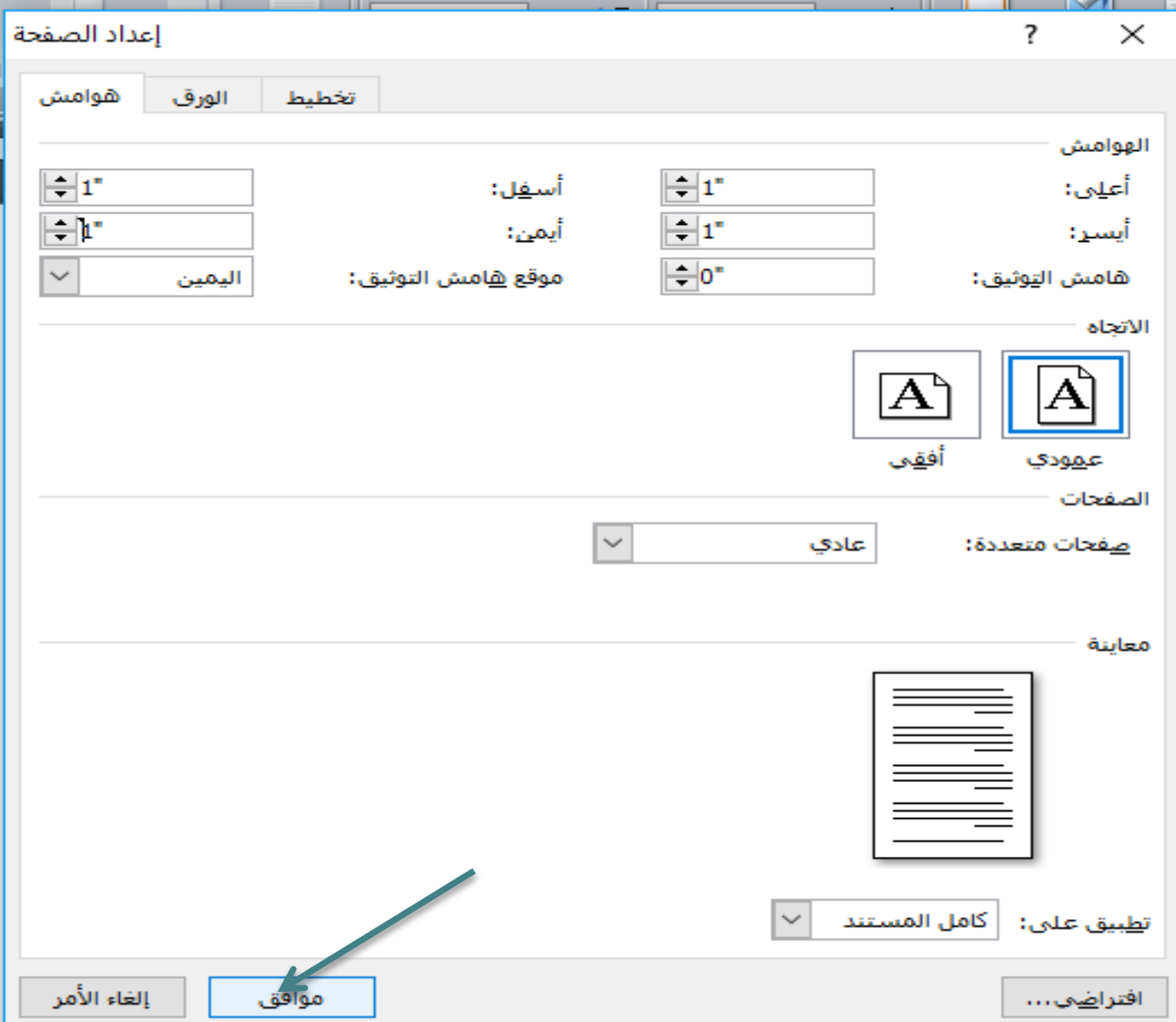
الصفحات

صفحات متعددة: عادي

معاينة

تطبيق على: كامل المستند

إلغاء الأمر موافق افتراضي...



Page number

رقم الصفحة

Microsoft Word - example

The image shows the Microsoft Word interface with the ribbon and a task pane. The ribbon is in Arabic and includes the following groups: **إدراج** (Insert), **تخطيط الصفحة** (Page Layout), **مراجع** (References), **مراسلات** (Mailings), **مراجعة** (Review), and **عرض** (View). The **إدراج** group is active, showing options like **رأس وتذييل** (Header and Footer), **الترابط** (Links), **إسناد** (Bibliography), **إشارة مرجعية** (Cross-reference), **ارتباطات** (Links), **مخطط SmartArt** (SmartArt), **أشكال** (Shapes), **قصاصه فنية** (Technical drawing), **صورة** (Image), **جدول** (Table), **فاصل صفحات** (Page separator), **صفحة فارغة** (Blank page), and **صفحة لاف** (Page break).

The task pane on the left is titled **بسيط** (Simple) and shows page numbering options for the current page (رقم عادي 1). The options are: **رقم عادي 1**, **رقم عادي 2**, **رقم عادي 3** (highlighted), **الصفحة X**, and **رقم الصفحة 1**. The **رقم عادي 3** option is selected, and the page number '1' is visible in the document area. The task pane also includes a **حفظ التحديد كرقم صفحة (أسفل)** (Save selection as page number (bottom)) button.

The document content shows the word "ments" and a vertical dashed line.

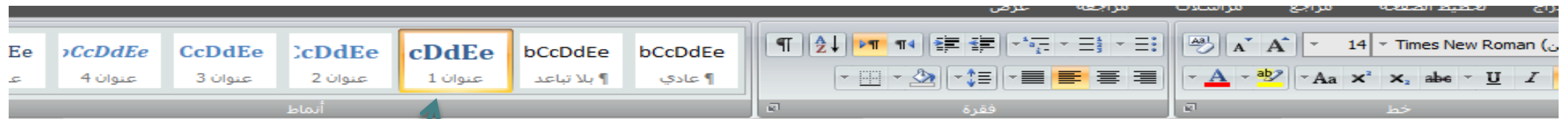
Font type and size

نوع و حجم الخط

- **(Times New Roman)** as a standard font .
- Type size should be 12-point for body text, 14-point for subtitles, 16-point for titles and 18-point for section headings.

Titles and subtitle

عناوين



1-Introduction

Hypertension , referred to as high blood pressure (HTN), is a medical condition in which the blood pressure is chronically elevated. Hypertension is a common disorder that , if not effectively treated , results in greatly increasing probability of coronary thrombosis ,strokes , and renal failures (Rang H.B., 2007).

Hypertension (HTN) is one of the most important cardiovascular risk factor but its control is still a challenge for physicians all around the world. The world Health Organization (WHO) report which examined the major risk factors for global disease identified hypertension as a one of the most important causes of the disease burden of developed and developing countries (Ezzati M, 2002).

قائمة التنسيقات:

- CcDdEe: عنوان 5
- CcDdEe: عنوان 4
- CcDdEe: عنوان 3
- CcDdEe: عنوان 2 (محدد)
- cDdEe: عنوان 1
- bCcDdEe: بلا تباعد
- bCcDdEe: عادي

أدوات تنسيق:

- خط: Times New Roman (ناون), حجم 14
- خط: Aa, x², x₂, abe, U, I, B

أدوات أخرى:

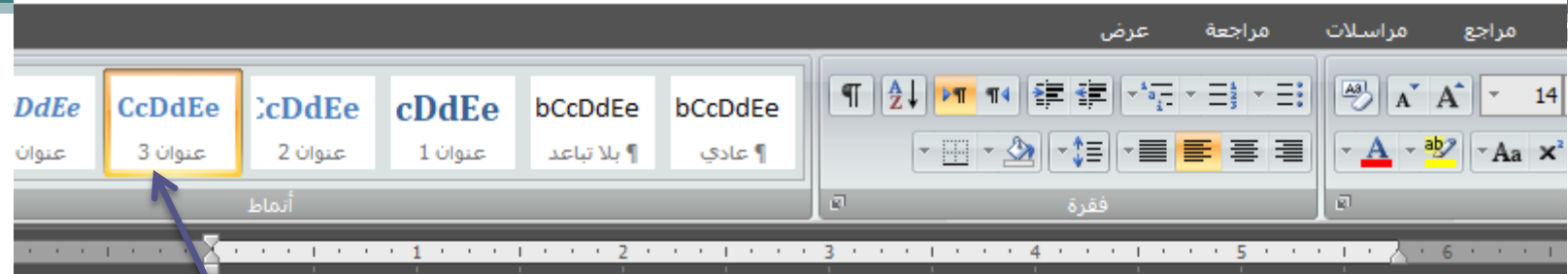
- إدراج: الصفحة الرئيسية, قص, نسخ, لصق, الحافظة

5. Review the current understanding of hyperkalemia associated with use of angiotensin-converting enzyme inhibitors and angiotensin receptor blockers .

2.1 Blood Pressure

Blood pressure is one of the vital signs, along with respiratory rate, heart rate, oxygen saturation, and temperature. It is also defined as pressure of circulating blood on the walls of blood vessels (Booth, 1977)

Blood pressure is most commonly measured via a sphygmomanometer, which is historically uses the height of a column of mercury to reflect the circulating pressure (Booth, 1977) .



amphetamines), corticosteroid (prednisolone, methylprednisolone, dexamethasone, hydrocortisone), non-steroidal anti-inflammatory drugs (Ibuprofen, naproxen), Immunosuppressive agents, as cyclosporine A .

The medical condition which may cause hypertension is case of alcoholic patient, suprarenal tumor and renal disease . The most common causes of secondary hypertension is associated with kidney impairment such as chronic kidney disease or Renovascular disease . (saseen JJ, 2014) .

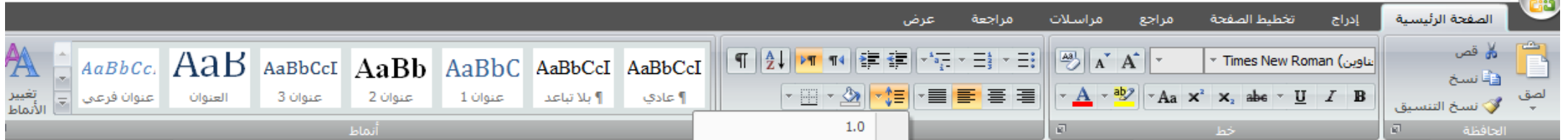
2.2.2 Symptoms of hypertension

Hypertension is known as "silent killer", it is commonly without symptoms, and a lot of people do not know that they have it. Often when blood pressure levels are seriously high, a lot of people do not have any symptoms, a small number of patients show symptoms such as dull headaches, vomiting, dizzy spells and more frequent nose bleed .

Spaces

مسافات

Microsoft Word - example



1. Introduction:
In this report, there will be three objectives.

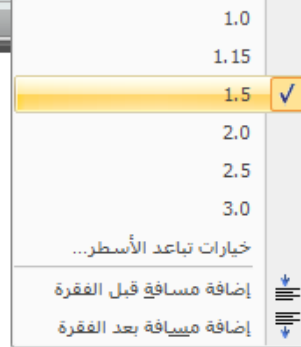
2. Objectives
2.1. First objective. (Define PBL)

PBL is a new strategy of learning for the student, its process depends on the fact that discovering the information is more effective than receiving it from a lecturer.

2.2. Second objective. (Describe the PBL and traditional learning cycle)

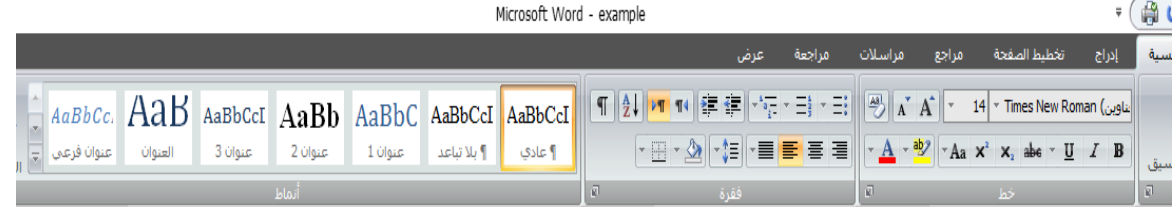
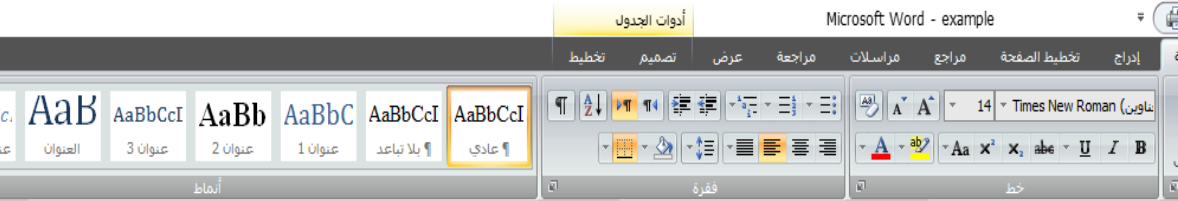
2.2.1. Point No. 1. (PBL cycle)

PBL cycle consist of several components as shown in graph 1.



المسافة
بين الكلام
تكون 1

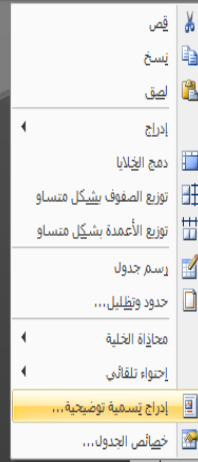
انتبه المسافة بين العناوين تكون 2



2.2.2. Point No. 2. (Traditional cycle)

2.3. Third objectives. (compare between PBL and Traditional learning)

4



2.2.2. Point No. 2. (Traditional cycle)

2.3. Third objectives. (compare between PBL and Traditional learning)

4

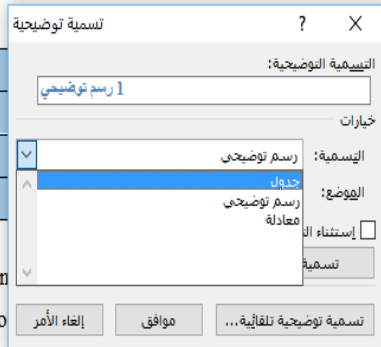
The differences between PBL and traditional learning are mentioned in Table 1.

	PBL	Traditional
Cost		
Objectives		
Approach		

3. Conclusion

In this repo

4. References:



The differences between PBL and traditional learning are mentioned in Table 1.

	PBL	Traditional
Cost		
Objectives		
Approach		

3. Conclusion

In this report, three objectives were covered.

4. References:

Table of contents

- At the end, insert the content table.

Table of Contents

The image shows the Microsoft Word 2010 interface. The 'References' ribbon is active, displaying various tools for managing references. The 'Table of Contents' task pane is open on the right side of the window, showing a preview of the document's structure. The main document area displays a 'List of Contents' section with the following entries:

List of Contents	
Abstract.....	
List of Contents	
List of Figures	
List of Tablets	V
1-Introduction.....	6

The 'Table of Contents' task pane on the right shows the following structure:

- Introduction:
 - 1. Introduction:
- Objectives
 - 1. Objectives
- مضمن
 - الجدول التلقائي 1
- المحتويات
 - عنوان 1..... 1
 - عنوان 2..... 2
 - عنوان 3..... 3

At the bottom of the task pane, there are three buttons: 'إدراج جدول محتويات...' (Insert Table of Contents...), 'إزالة جدول المحتويات' (Remove Table of Contents), and 'حفظ التجدد إلى معرض جداول المحتويات...' (Save the update to the Table of Contents gallery...).

Referencing

- If you used someone's else ideas or words, it is important to show it.

Otherwise, you are cheating !!

- There are several referencing style. One of them is

Harvard referencing style

There is a specific why to write the reference, whether from books, article or website.

How ???

Reference citation in the text

ذكر المراجع

when quote from a source with one author :

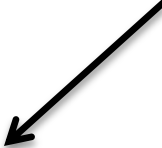
When organizing our time 'the centerpiece will tend to be goals and objectives' (Adair, 1988).

اسم الكاتب
Name of
author

Date تاريخ الاصدار

Two to three author:

Some thoughts are best left unsaid' when emotional issues cloud negotiation (Fisher, Ury and Patton, 1991).



اسماء الكتاب

Name of authors

When more than three authors :

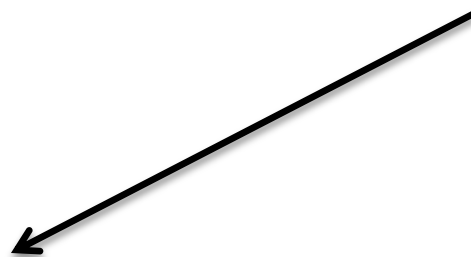
‘the debate of these particular issues should be left to representative committees’ (Morris et al. 2000)



تعني وجود اكثر من 3 كتاب للمصدر

When the author is unknown:

The Guardian reported that twenty-nine inmates were participating in the programme ('Serving time', 1996).



Title
عنوان (الكتاب او المقالة)

Writing the reference list كتابة قائمة المراجع

- A book with one author:

The author last name
اسم الكاتب الاخير

The author initials
حروف اسم الكاتب الاولى

اسم الكتاب بخط مائل
Name of the book in italic

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Date

التاريخ الاصدار

Publisher Name


اسم المطبعة

- Book with two authors:

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

- Book with three or more authors:

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, **2nd edition**, London: Century Business.



Edition number
رقم الطبعة

- Book with an editor: كتاب باسم المحرر و ليس الكاتب

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*,
Rockhampton: CQU Press.

Name of editor

اسم المحرر

- Books with an anonymous or unknown author : اسم الكاتب
غير معروف

Name of the book

اسم الكتاب

The University Encyclopedia (1985) London: Roydon.

- Journal article : مقالات علمية

Name of the article
عنوان المقالة

Name of journal
اسم المجلة

Spek, A.L., 2003. Single-crystal structure validation with the program PLATON. *Journal of Applied Crystallography*, 36(1), pp.7-13.

Page number
رقم الصفحات

Volume number
رقم العدد

- Website موقع الكتروني

كإشارة انه من موقع الكتروني

Wells, D. (2001) *Harvard referencing*, [Online], Available:
<http://lisweb.curtin.edu.au/guides/handouts/harvard.html>
[14 Aug 2001].

Date of access
تاريخ الدخول

العنوان الالكتروني
Website

- After you finish the list, organize the references alphabetically.
• بعد الانتهاء من كتابة قائمة المراجع قم بترتيبها ابجديا.
- Remember !! Abstract and conclusion do not need references citation.
• تذكر ان الملخص و الاستنتاج لا يحتويان على مراجع.

Thank you

