

Write-up Guidelines for MIA Proseminars and Seminars

Essential Requirements

- Hand in your write-up before the deadline specified on the webpage. Otherwise you cannot obtain the certificate for the seminar.
- Your write-up has to consist of up to **5 pages** (including references). This limit is strict and we don't want you to hand in more than 5 pages. It is up to you to choose between a single- or double-column layout.
- Submit your write-up electronically by sending your final document via e-mail to the address on the webpage. Use the PDF file format. Other formats like .doc or .docx are **not** acceptable.

General Remarks

- Overall, the write-up should summarise your talk.
- Your write-up should be as close to a scientific publication as possible. This means that we want you to obey the scientific standards and avoid plagiarism! (see details about references below)
There are different templates which you could refer to, e.g.
 - IEEE Transactions journals
 - Springer Computer Science Proceedings .
- Usually a write-up consists of the following parts:
 - Abstract
 - Introduction
 - Main Part
 - Summary / Conclusions
 - References .
- After being finished please read your write-up again and check for correct grammar, spelling, and punctuation.
 - A dictionary provides good support, see e.g. The Free Dictionary.
 - Ask another person to proofread your text (if possible a native speaker).

Quotation / References

- Verbatim quotes “...”[1] have to be done word-by-word, i.e. **never** change the original text.
Verbatim quotes should not make up the major part of your write-up. In the end we need to judge the work done by you and not the cited author’s ability to discuss the topic. Furthermore, too many verbatim quotes may create an impression of uncertainty and that you used them to hide that some idea remained unclear to you.
- For indirect quotes put the reference to the external source directly after your statement or not later than at the end of the sentence. A single reference at the end of a whole paragraph is **not** sufficient.
 - To emphasise a quote you can e.g. use formulations like “According to Goodfellow et al. [3]”, “As Poggio et al. [5] stated”, ...
- Images / Figures / Tables / Algorithms / ...
 - need a reference to an external source if you are not the creator, and
 - need to be referred to in your text: If there is no reference within your text they are meaningless for the reader and should be removed.
- **In general:** It has to be clear to the reader which parts of your document are based on external sources (e.g. papers or books) and which content reflects your own ideas or represents your own work. If copied material is not marked as such, this is plagiarism and the seminar counts as failed.
- Ensure completeness of your references.
E.g. when citing a book chapter do not only include the chapter title and the authors, but also the book title, the publisher, the editors and the publication date.