

Format for Detailed Report

1. The Abstract

The length of the Abstract should be between 7 and 15 lines of text. Do not include bulleted lists in the abstract.

2. Introduction

First, mention the research topics on which the professor worked on in the past, what the professor is working on currently, and any plans he has mentioned for the future.

Next, mention the practical relevance of the research work. You may search the web to find potential applications for the research.

Next, provide an outline of the rest of your document. For example, you might write something along the following lines. In Section 2, we summarize the research of Prof. XYZ's on MPI. In Section 3, we summarize important accomplishments.

The introduction should be between half a page to one page in length. Note that single blank lines separate paragraphs. Each paragraph should address one issue. You should avoid very short paragraphs. A paragraph should normally be at least five lines of text. If a paragraph starts on one page and then continues on another, then you should make sure that at least two lines of the paragraph occur on the first page. If only one line of a paragraph can fit on the first page, then you should move the entire paragraph to the next page. This will cause the bottom margin to be a little more than one inch. However, this is OK. You should also move a section title to the next page, if no text under the section title will fit on the page were you would normally want it to go. Under all other circumstances, the margin should be exactly one inch.

3. Research Topic

Replace the section title 'Research Topic' with the actual topic about which you write. (Note how the section title is capitalized.) If you plan to write on multiple topics, then you should have a separate section for each topic.

You should read a few papers by the professor on the research topic and summarize their contents in your own words. You may not find any paper on current or future topics. In that case, you can talk to the professor about the topic, and also search the web for information. References to papers should have the citation number in square parentheses, as follows [1].

This section may have figures. However, they should not occupy too much space. When you do have a figure, make sure that it is clear, and give a figure number and caption to the figure.

4. Research Recognition

You should include only the following information that has been sought.

Most cited journal papers

- Full reference the most cited paper, including the number of citations in Google Scholar.
- Full reference second most cited paper, including the number of citations.

Most cited conference papers

- Full reference the most cited conference paper and the number of citations in Google scholar. You can figure out if a paper appears in a conference by the fact that the citation will mention it as appearing in a *Proceedings* of some conference or workshop (blue box in DBLP).
- Full reference the second most cited conference paper and the number of citations.

Recent research funding

- Give the title of the project, the dollar amount, information on whether the professor is a PI or co-PI, the project duration – from which year to which year), and source (for example, NSF, DOE, DoD, etc). You should list the projects in reverse chronological order (starting from the most recent start date for a project).

References

1. Authors, *Title*, journal, volume, year, page number.
 2. Authors, *Title*, conference, page number – if available, year.
- (You should include at least two journal papers and two conference papers.)