Recommendation Report Requirements

Formatting the report

* Report format (title/cover page, single-spaced document, double-spaced between paragraphs)
* Length = 6-7 pages, single-spaced, double-spaced between paragraphs, documented in APA 6 style (or IEEE)
* Effective use of topic headings to organize content, white space, visuals, and other design elements
* The audience for this report is the decision maker you interviewed.
* Note: If you choose IEEE for your style, your report must also be in IEEE format.

The report will contain the following sections:

Title Page

* Use a topic-related title near top of page.
* Use APA 6 (or IEEE) style to format your title page. Include the date completed, your name (prepared by), and the name of the company and client for whom it was prepared.

Executive Summary

* In one paragraph, outline the entire report for a secondary audience (e.g., an executive or manager) who does not have time to read the entire report. Mention the problem, the work done, and the recommendation you're making. The rest of the report will intentionally repeat this information in more depth.
* Length = Approximately 1 paragraph

Introduction

* Briefly remind the client of the background of the problem(s) or situation(s) the two of you identified in the interview, introduce the context of your work so far including relevant research, key topics you’ve identified, and a roadmap of what you plan to discuss in the document.
* Length = Approximately ½ page single-spaced

Analysis

* Cover the most relevant secondary research you’ve done and how it applies to the client’s situation. Include relevant research throughout the report where it is necessary, not only in this section. You may need to include research in all sections. Use your grid to help you do this.
* Use relevant topic headings; discuss each topic one at a time in the body.
* Relate the sources to one another, to the key points, and to your recommendations. In other words, synthesize the information you found in under topic-related headings.
* Organize by topics or themes you found in all the articles and relate that information to your recommendation.
* Length = Approximately 3-4 pages single-spaced (double-spaced between between paragraphs)

Recommendation

* Explain your solution(s) to the client's problem and give a thorough explanation of why and how it will aid their organization.
* Be persuasive and back up your claims with solid evidence (including citations) and logical reasoning. Do not include your unsupported opinions; instead base your recommendation on the evidence you have found and the logical bridge between that evidence and your client’s problem.
* Length = Approximately ½ page single-spaced

Conclusion

* Summarize briefly what the literature says about your topic.
* Remind your reader why this information is relevant and important to the topic.
* Summarize your recommendation for a course of action for the readers/clients based on what you learned in the literature.
* Wrap up your discussion with a brief summary and suggest concrete next steps the client can take to move forward.
* Length = Approximately ½ page single-spaced

References

* Refer to "List 5 Sources Using APA 6 or IEEE" assignment for the criteria that your references must meet.
* Cite all references appropriately in APA6 format (or IEEE if you are in Electrical Engineering) in the paper and in a final references section. The in-text citations are brief, but the references page includes all information needed to find the article again. See the APA 6 or IEEE style Include all the sources you cite in your paper on a References page using APA 6 style (or IEEE).
* You must have a minimum of 5-7 credible sources. Alphabetize sources and use hanging indents if using APA 6.
* List numbered sources in the order they appear if using IEEE.
* Be sure the title of this page is “References” and not “Bibliography.”

Appendix

* Include supplemental information to support the content of the review if needed. Include extra visuals, attachments, etc., that will help your client to make decisions about your recommendation

5 Sources website

not old than 5 years

[. OneSearch BasicSearch](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=http://ulib.iupui.edu/basic_search)

. [ABI/INFORM Collection (ProQuest)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.proquest.com/abicomplete?accountid=7398)

. [Applied Science & Technology Source (EBSCO)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.ebscohost.com/login.asp?profile=web&defaultdb=aci)

. [Engineering Village](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://www.engineeringvillage.com/)

. [ProQuest Central (ProQuest)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.proquest.com/pqcentral?accountid=7398)

. [Google Scholar](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://scholar.google.com)

. [Business Source Complete (EBSCO)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.ebscohost.com/login.asp?profile=web&defaultdb=bth)

. [IEEE Xplore](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://ieeexplore.ieee.org/Xplore/DynWel.jsp)

. [ASME Digital Collection](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://asmedigitalcollection.asme.org/index.aspx)

. [SAE MOBILUS](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://saemobilus.sae.org/search/)

. [American Society of Civil Engineers Library](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://www.ascelibrary.org/)

. [ACM Digital Library](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://portal.acm.org/dl.cfm?coll=portal&dl=ACM&CFID=43604774&CFTOKEN=53995898)

. [Academic Search Premier (EBSCO)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.ebscohost.com/login.asp?profile=web&defaultdb=aph)

. [DAAI: Design and Applied Arts Index (ProQuest)](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=https://search.proquest.com/daai?accountid=7398)

. [Nexis Uni](https://ulib.iupui.edu/cgi-bin/proxy.pl?url=http://www.nexisuni.com)

. [Individual IEEE Magazines, SCROLL DOWN to browse](http://ulib.iupui.edu/cgi-bin/proxy.pl?url=http://ieeexplore.ieee.org/browse/periodicals/title//?queryText=magazine)

**note**

the client problem is in the corrosion in oil pipeline. Finding the solution for that via research the problem and presenting a solution.