

**MALAYSIAN ANTARCTIC RESEARCH PROGRAM  
TECHNICAL REPORT FORMAT**

- A. Title Page  
(Include a title page setting out the title of the technical report, the name(s) and the professional designation(s) of the authors and the effective date of the technical report.)
- B. Table of Contents  
(Provide a table of contents listing the contents of the technical report, including figures and tables.)
- C. Abstract  
(Should be presented in such a way, as to permit rapid reference by reader in one page, at most, it should present the content of the report and the conclusions reached, with a concise mention on how the work was carried out.) )
- D. Methodology  
(Description of sampling methods and details of location, number, type, nature and spacing or density of samples collected, and the size of the area covered a discussion of the sample quality and whether the samples are representative and of any factors that may have resulted in sample biases)
- E. Data Analysis  
(Describe sample preparation methods and quality control measures employed prior to dispatch of samples to an analytical or testing laboratory.)
- F. Interpretation and Conclusions  
(Include the results and reasonable interpretations of all field surveys, analytical and testing data and other relevant information. Discuss the adequacy of data density and the data reliability as well as any areas of uncertainty. It shall also include the conclusions of the author. The author must discuss whether the completed project met its original objectives.)
- G. Recommendations  
(Based on the conclusions made, author(s) must provide recommendations, either for addition of work to be undertaken on the project or for appropriate utilization of the project findings.)
- H. Bibliography  
(Include a detailed list of all references cited in the technical report)
- I. Appendixes  
(Supplemental information and information that is too detailed or voluminous to fit into the body of the technical report.)