Independent Study Option (ISO)

Finishing Your ISO

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Dates and Deliverables
## ISO Deliverables

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<th>Written Report (20 to 30 Pages)</th>
<th>Tuesday 29 April 2020 (23:59)</th>
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<tr>
<td>Oral Presentation (25 minutes)</td>
<td>Usually scheduled between Monday 4 and Thursday 7 May 2020</td>
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<td>Viva Component (20 minutes)</td>
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<td>Presentation Slides</td>
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The end result should reflect **80 hours of effort**  
[https://teaching.doc.ic.ac.uk/iso/](https://teaching.doc.ic.ac.uk/iso/)
## ISO Assessment
(bullet points from ISO website)

| (Literature) **Survey** (40%) | • Thoroughness of coverage  
|                            | • Level of understanding  
|                            | • Explanation of key published work  
| **Technical Achievement** (30%) | (e.g.)  
|                            | • Experimentation  
|                            | • Implementation of theories and methods from survey  
| **Report Quality** (30%) | • Organisation and presentation of material  
|                            | • Quality and writing style of prose  
|                            | • Choice of examples and diagrams (etc)  

A **distinguished** ISO has to be more than a literature survey
Written Report

The ISO Report is the permanent record of what you were able to accomplish.

The presentation may inform the final mark, but it is also there to check how well you understand (and can explain) the material.
Reminder – From Your Orientation

Academic Writing

- You will be writing many things
- Coursework answers, reports, exams, dissertation
- These all have a common purpose: …?
- Demonstrating your understanding
- Do not lose sight of this

Welcome to the library

What you need to know

Ann Brew, Computing Librarian
A very quick overview

Some of this may be obvious to you, but it’s included for completeness.
ISO Report
ISO Report Length

• 20 to 30 pages, including cover page, references etc
• There is **no advantage** to writing more than this
• There should be no need for appendices (readers hate having to navigate to different sections of a document unnecessarily)
Individual – Example Structures

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ISO Content

Base this on (the best) published and verifiable information:

• Articles in academic journals
• Conference papers
• Industry white papers
• Refereed book chapters
• Advanced textbooks
• PhD theses

etc
A good ISO report will **add value** to the original texts.
Can synthesise information and add new examples.
Referencing

Acknowledging and giving credit to sources of information

Where possible, read and credit the original source. You can’t read a paper and steal their references.

There are many referencing formats. The most common one used in the Department of Computing is Vancouver Referencing (number style)
Two Parts To A Reference

1. Citation

A short form code integrated in the text to indicate where a source has been used

2. Reference List

A detailed description of where to find each source that has been cited

Usually at the end of a document

Sorted in some form
In Text Citation:
Jordan and Mitchell (1) stated that machine learning aids “evidence-based decision-making across many walks of life”.

or

More effective decisions are being made in many fields as machine learning is providing better evidence. (1)

Reference List
Vancouver Reference Notes

• The reference list is sorted alphabetically
• If you refer to the same source multiple times, each citation keeps the same number and the source only appears in the reference list once
• The way in which each item in the reference list is presented varies depending on the type of the source
• Quotations should be placed in quotation marks, otherwise the information can be paraphrased or summarised (still with a citation)
• See the Library site for a full guide
Plagiarism

Make it **very clear** in your ISO report which information is from other sources and which information is yours.

We use software to check for plagiarism.
Some Quick Rules

- Don’t copy and paste from other sources
- Don’t copy and paste from your own assignments
- Reference as you write
- Only cite sources you have read yourself
Figures (Images)

- Figures can be a good way to break up your text
- Figures **still need to be referenced**
- It is often better to generate/produce your own figures rather than *take* these from other sources
- Number and caption the figures and refer to them from the text
Tables

• Tables can be a good way to summarise and compare information
• Occasionally, you may want to reuse tables from other sources, but often including a full table is overkill
• Number and caption the tables and refer to them from the text
Maths and Formulae

• Necessary in many ISOs
• Make it clear if it is an example you have added, or one that is based on an existing source
• If all you are doing is repeating existing information, you are probably not adding much
Writing Style (my preference)

• Planned and structured. Don’t assume.
• Short sentences and paragraphs. One idea per paragraph.
• Precise and concise language.
• Keep quotes short and use them sparingly.
• Objective language, not first person.
Academic Phrasebank

The Academic Phrasebank is a general resource for academic writers. It aims to provide you with examples of some of the phraseological "nuts and bolts" of writing organised according to the main sections of a research paper or dissertation (see the top menu). Other phrases are listed under the more general communicative functions of academic writing (see the menu on the left). The resource should be particularly useful for writers who need to report their research work. The phrases, and the headings under which they are listed, can be used simply to assist you in thinking about the content and organisation of your own writing, or the phrases can be incorporated into your writing where this is appropriate. In most cases, a certain amount of creativity and adaptation will be necessary when a phrase is used. The items in the Academic Phrasebank are mostly content neutral and generic in nature; in using them, therefore, you are not stealing other people's ideas and this does not constitute plagiarism. For some of the entries, specific content words have been included for illustrative purposes, and these should be substituted when the phrases are used. The resource was designed primarily for academic and scientific writers who are non-native speakers of English. However, native speaker writers may still find much of the material helpful. In fact, recent data suggest that the majority of users are native speakers of English. More about Academic Phrasebank.

This site was created by John Morley. If you could spare just two or three minutes of your time, I would be extremely grateful for any feedback on Academic Phrasebank: Please click here to access a very short questionnaire. Thank you.

http://www.phrasebank.manchester.ac.uk/
Check and proofread your report before submission
ISO Presentation

- Maximum 25 minutes for presentation.
- Plus around 20 minutes for questions.

Attended by supervisor, second marker and moderator.
Preparation

Check the room you’re presenting in. Have any cables you need and make sure you know how to use the equipment.

You can use your laptop or your slides on a USB drive.
Practice!

- **Practice** the presentation, including the timings
- **Don’t read** the presentation – speak clearly and confidently
- You may have notes, but avoid lit phones
- Aim for **under** 25 minutes
Preparing Your Slides

- Design needs to be **readable** (even from a distance)
- Avoid having too much information on one slide
- Use a professional layout and clear colours
- Have a flow/tell a story
Referencing is just as essential on slides as in your report for:

- Academic sources
- Images
- Tables
- Videos etc

Recommendation – put the source in the footer of the appropriate slide
Presentation Audience and Engagement

• Your audience may not have read your ISO report
• Try and engage them with examples
• Start and finish strong
• You don’t need to include everything in your report in your slides
Getting Ready To Present

- Be there early
- **Look professional** (dressed for business, no coats, no gum)
- Consider your body language
- Take deep breaths
- Have water available if you need it

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Make your slides much better than these ones!
Biggest Single Mistake

Running out of time!
On That Note…
Any Questions?