

# [Computer forensic style guide report examples](https://assignbuster.com/computer-forensic-style-guide-report-examples/)

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This document provides information on the proposed style guide for writing a Computer Forensic Report. In particular, this document provides guidelines on the report contents, the report structure, the referencing format, and the sentence structure.

It is proposed that a Computer Forensic Report include the following sections (“ A Template for Computer Forensics Report,” n. d.):   
- Executive summary – This section provides a summary of the most important points that are made in the report, so that the reader can get a quick and comprehensive overview of what is contained in the report.   
- Background to the case – This section provides an overview of the case being investigated.   
- Objectives – This section provides information on the objectives that the forensic investigation aims to achieve.   
- Computer Evidence Analyzed – This section provides information on the various computer forensic evidences that have been gathered and analyzed. In particular, this section can include subsections for the following:   
- Initial Examination   
- Registry Information   
- Image Scan Results   
- Virus Scan Results   
- Password-protected or encrypted files   
- Scripts   
- Searches   
(Computer Forensics Report Template, 2009)   
- Relevant findings – This section provides information on the results of the various data and computer analyses that were performed.   
- Supporting details – This section provides further information that would support the findings that were obtained from the analyses.   
- Investigative leads – This section provides information that can be used for the successful resolution of the investigation. These may have been obtained from the analyses that were previously conducted.   
- Other subsections – Other subsections that can be added to the report include subsections on the Internet Activity, User Applications, Attacker Methodology, and Recommendations.

## Report Structure

The following structure should be followed for the Computer Forensic Report:   
- First Level Heading – This heading should be numbered with a Roman numeral. It should not be indented and should be in bold.

## Example:

- Background to the Case   
- Objectives   
- Computer Evidence   
- Second Level Heading – This heading should be numbered with an Arabic numeral and indented below the First Level Heading. It should also be in bold.

## Example:

- Computer Evidence   
- Initial Examination   
- Registry Information   
- Image Scan Results   
- Third Level Heading – This heading should be numbered with lowercase letters and indented below the Second Level Heading. They should not be in bold.

## Example:

- Computer Evidence   
- Initial Examination   
- Registry Information   
- Image Scan Results   
- Result 1   
- Result 2   
- Result 3

## Referencing

For any information needs to be referenced, in-text citations and a References page should be added. The format should conform to the APA referencing style (Purdue Online Writing Lab, 2013).

## Sentence Structure

– Use the active voice. This is more easily understood than the passive voice.   
– Use the present tense. This enhances the readability of the paper.   
– Refrain from using the first or second person. Use only the third person to denote the objectivity of the information being presented by the report.   
– Refrain from writing long sentences. Break them down into smaller sentences.   
– Write short paragraphs to ensure that a paragraph talks about only one topic. This enhances the reader’s comprehension of the text.

## References

A template for computer forensic reports. (n. d.). Retrieved from   
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