

## Report Format

Quality technical writing involves defining and communicating **function** (i.e., purpose, audience, focus, substance) and **form** (i.e., format). As with a competitive grant application, if you have your *function* well defined but you have neglected your *format*, your grant request most likely will be denied. Correct format is half the equation in good technical writing.

Know that each company or technical group has its own format for each product, and your job is to identify that format and follow it. *So, always ask!* For this class, your format for your testing, analysis, and project review reports will follow the same format we will use for the final report next term, although with not as many components as required for the final. (Using the same format will give you practice and save you time.)

### Title Page

Your testing, analysis, and project review reports will include a title page with the following information:

- A report title that clearly describes the experiment. Center this title near the top of the 1-inch margin, use 16-point bold, and New Times Roman font.
- Centered approximately 2 inches below the title, use 14-point New Times Roman to spell out the date the analysis was finalized.
- Centered approximately 2 inches below the date, use 14-point New Times Roman to list the names of those involved in the experiment in alphabetical order
- Centered approximately one inch below this list, type “Principal Author:” and follow this with the typed name of this author and a signature.
- Centered directly below this, type “Reviewer” and follow this with the typed name of the author and a signature.

### Report Format

Page number the report with numbers centered at the bottom of the page. Use one tab indent for each new paragraph. Use 12-point New Times Roman font and 1.5 spacing within each paragraph. *Follow the guidance on the next page for headings and text spacing.*

## **Level 1 Heading**

A *Level 1 Heading* is 16 point font, bold, centered, and initial capped (i.e., the first letter of each word is capitalized). The paragraph text, which is 12-point font New Times Roman in 1.5 spacing, follows on the next line (and the first line of each paragraph is indented five spaces).

Note that *Level 1 Headings* are your major headings, such as for the testing report: description, results, references, data, and equipment. The possible headings under each of these are formatted as shown below.

## **Level 2 Heading**

A *Level 2 Heading* is 14 point font, bold, left flush, and initial capped. The paragraph text follows on the next line (and the first line of each paragraph is indented five spaces).

## **Level 3 Heading**

A *Level 3 Heading* is 12 point font, bold, indented five spaces, and initial capped. The paragraph text follows on the next line (and the first line of each paragraph is indented five spaces).

**Level 4 Heading.** A *Level 4 Heading* is 12 point font, bold, indented 5 spaces, initial capped, and followed by a period. The paragraph text begins on the same line as this heading.

*Level 5 Heading.* A *Level 5 Heading* is 12 point font, italic, indented 5 spaced, initial capped, and followed by a period. The paragraph text begins on the same line as this heading.