Final Report Guidelines

The format guidelines presented in this document have been developed to provide a common framework for all Illinois Sustainable Technology Center final reports and to give authors and editors direction in completing reports submitted to the Center. Because authors of Center-sponsored reports come from diverse fields and have different editorial styles, these guidelines do not present rigid requirements for style in writing, punctuation, or usage. We do, however, require that authors adhere to standard grammar and punctuation rules and that reports be consistent throughout with the style chosen by authors or their editors.

Report Order

Sections of the report should appear in the order listed below. Descriptions of section contents are provided on page 2.

1. Acknowledgments
2. Table of Contents
3. List of Tables
4. List of Figures
5. List of Abbreviations (if needed)
6. Abstract (required or in some instances executive summary may be substituted)
7. Executive Summary (optional)
8. Body of Report
9. References
10. Glossary (if needed)
11. Appendices (if relevant)

The Illinois Sustainable Technology Center will prepare the following:

- Report Cover
- Title Page (Please submit one which we will edit if needed)
- Disclaimer Statement(s)
- Project Numbers (if relevant)

Page Format

Type
- Type should be 12 point Calibri.
- Type size for graphs, tables, or figures should be between 6 and 10 points.

Page Margins
- All margins must be at least one inch; best to left justify text rather than center on page.

Line Spacing
- All drafts and final versions submitted for internal or external peer review should be single-spaced.

Paragraphs
- Double space between paragraphs.
- Left justification is preferred.

Pagination
Place numbers at the bottom center of the page. All pages must be numbered, including the appendices.

Front-matter pages (material before page 1 of report body) must be numbered with small Roman numerals. Begin with page "iii" for the acknowledgements. (ISTC will add title page and reverse: pages "i" and "ii".) Leave page "iv" blank and have page v be Table of Contents. The pages of the report should be numbered with Arabic numerals. The number "1" should be at the bottom of the first page of Chapter 1 and subsequent pages should be numbered consecutively throughout the entire report. Begin each chapter on an odd-numbered page, inserting a blank page as needed.

Chapter Format
For subdivisions within chapters, the headings and degree of subordination should be easily identifiable and standardized within the report.

Tables and Figures
Tables and figures should follow the first reference to each in the text. If tables or figures are a half page or less, place them at the top or bottom of the page leaving three spaces between the table/figure and the text. Number tables and figures consecutively.

Digital Files for Submission of Final Report
All drafts and the final report should be provided to ISTC in the following format - electronic via Microsoft Word files - so that it can be easily converted for use in printing and made available on ISTC's internet site. Microsoft Word is the preferred format.

Authors (principal investigators for project reports) are responsible for submitting electronic copies of all drafts and final version of the report. ISTC will prepare the cover, title page, disclaimer, and project number and will assign a report number. Authors are responsible for the following detailed sections.

Report Sections in Detail

1. Acknowledgments
The acknowledgments should mention significant contributions such as funding, guidance, research, donations of equipment, etc., from other individuals and organizations. Individuals' names and affiliations should be included. Copyright permission should be included here if not mentioned in the preface.

Acknowledgment statement for funding support:
This research was funded (or "funded in part" if that is the case) by the Illinois Sustainable Technology Center, a part of the Prairie Research Institute at the University of Illinois at Urbana-Champaign.

2. Table of Contents
Titles of all entries (including chapter subdivisions) in the table of contents must be exactly the same as the titles that appear in the text. Title and entry style must be consistent. List each Appendix with title, letter, and beginning page number.

3. Tables and Figures
The list of tables precedes the list of figures. The lists should include the title and page number of each table and figure in the report, including those in the appendices. Titles must be exactly the same as the titles that appear in the text. You do not need to include in the list of figures and titles any of the additional information (annotations) which you may have in the text after the main title.

Tables should include the following elements, in order: table number, descriptive title and body of table. Tables are to be numbered consecutively throughout the report. The table number should begin at the top left-hand margin of the table body. Titles may be followed by annotation, additional information not considered part of the title. The table title is the first sentence. Any additional information is the annotation. Table titles should have a period at the end.

Tables should be placed so they can be viewed without having to turn the page sideways. If a table must be placed sideways on a page, orient it so the top of the table is at the left side of the page. If a table continues on a following page, add the word "continued" at the top left-hand margin of the following page.

Drawings, illustrations, charts, graphs, and photographs should be labeled as figures. Figures should be prepared so that details, labels, and legends are large enough for clear reproduction. Figures should include the following elements, in order: figure body, figure number, and descriptive title. Figure titles should always be concluded with a period. Figures are to be numbered consecutively throughout the report.

4. Numbers and Abbreviations
Use numbers for specific measurements, time, dates, and percentages. For general use, use numerals for 11 and above but write out the first ten numbers. Spell out a number at the beginning of a sentence or rewrite the sentence so it does not begin with a number. Use a zero before the decimal point (0.5 inch) in text and tables. Use full numbers in a span (1997-1998, pp. 620-668).

A list of abbreviations is required if the report includes uncommon abbreviations. Names and terms should be spelled out in the first reference in the text with the abbreviation immediately following in parentheses. For uncommon abbreviations the author may wish to spell it out when it is first mentioned in subsequent chapters.

5. Abstract (required)
An abstract should summarize the study's scope and findings including the purpose, results, conclusions, and recommendations. It should be no longer than a half page (or 200 words), if possible.

6. Executive Summary (optional)
The executive summary should contain the study's purpose, methodology, results, conclusions, and recommendations. Authors should include information that would be essential to the reader who does not have access to the full report. The executive summary should be no more than five (5) pages in length.

7. Body of Report
The body of the report should include the following elements, preferably in the following order:

- Introductory Material (as Chapter 1)
- Methodology
- Results
- Discussion
- Conclusions
- Recommendations

8. References
Use scientific format. Please check for consistency in format for all citations. References should be arranged

alphabetically by authors' surnames and appear at the end of the report preceding the appendices. References include all published material cited in the text, tables, figures, and appendices. Two or more works by the same author are listed chronologically by date of publication with the most recent publication first. Two or more works by the same author published in the same year are identified as "1985a, 1985b, etc."

Rules to adhere to:
1. Use periods after authors, date, title, and at the end of the citation.
2. List with first author's name reversed and then subsequent authors listed with initials first then their surname. Use a comma after each author's name; also use a comma before "and".
3. Italicize names of journals, book titles, and report titles.
4. References should be complete and accurate. The reader should be able to locate the source cited with the information provided.
5. Cite a personal communication (private files, letters, or conversation) in the text by full name and year with words "personal communication" after the name or organization. Place this information in parentheses. Do not list this in the References because it is not generally available to others. Example for in text – (R.P. Jones , U.S. Geological Survey, personal communication, 1996)

Examples of format to use for publications:
Journal:
Stinson, S.C. 1985. Chemical Processes. Engineering News 63(25): 29-50.

Book:
Stinson, S.C., and M.H. Brown. 1991. Chemistry for Today. 3rd ed. University of Chicago Press, Chicago, Illinois.

Chapter in a Book or Proceedings:
King, B.B., and M.M. Smith. 1987. Field Methods for Measurements of Fluvial Sediment. In Techniques of Water Resources Investigations, ed. G. Stein, 300-310. U.S. Government Printing Office, Washington, D.C.

Report:
Westcott, N.E. 1999. Continued Operation of a Rain Gauge network for Collection, Reduction, and Analysis of Precipitation Data for Lake Michigan Diversion Accounting: Water Year 1988. Illinois State Water Survey Contract Report No. 647. Champaign, Illinois.

Online citation:
Horton, M., and R. Adams. 1987. Standard for interchange of USNET messages, Request for Comments 1036, Network Working Group. http://www.demon.co.uk/pub/doc/rfc/rfc1036.txt. Dec. 1987 (Accessed 19 June 1995).

9. Glossary (optional)
If there are special terms that require definition, they should be placed in alphabetical order in a glossary. The terms should be defined in the text on first reference. Many ISTC reports are distributed outside the academic/scientific community to non-technical audiences, including government officials, legislators, primary and secondary school educators, and the general public. New terms or terms used in highly specialized fields may require a glossary even for technical audiences.

10. Appendices
Each appendix should be given a letter and should be preceded by a title page that includes the appendix letter and title. The title of each appendix should describe its contents.

All tables or figures included in an appendix should be numbered with the appendix letter and a number (Table A-1). Table and figure numbers should begin with the number 1 for each appendix. If there is only one appendix, use the letter A (Figure A-1... Figure A-2, etc.). Tables and figures in appendices should also be included in the Lists of Tables and Figures.

Questions?
If you have questions about the format of your report, contact Elizabeth Meschewski, Sponsored Research Coordinator, at 217/333-7403 or elm2@illinois.edu. Report guidelines are also listed on our website www.istc.illinois.edu.