# FORMATTING GUIDELINES FOR RESEARCH REPORTS (for 2011submissions)

The following guidelines apply to research reports that are produced for the Great Lakes Maritime Research Institute (GLMRI). Following these guidelines will help ensure quality and consistency in the presentation of research results.

## General Information:

If this is a final project completion report, you will need to ensure that you have provided sufficient documentation to depict your procedures and processes along with crediting your references and other supporting material to support your findings and recommendations. NOTE: If you have graphics, pictures, or video which showcase your project or results that we could use on our website, please briefly describe them in a separate attachment.

If this is the end of the first year (or part) of a multi-year project, you will need to provide a detailed report on your progress-to-date along with a summary of the work that you are planning for the coming year. NOTE: If you have not received a notice from GLMRI that your project has been approved for the continuation, you need to prepare a full project completion report.

## Formatting:

### Font

Use the typeface Times, or a variation of Times, as the report font; select at least 11-point type for body copy, with 12-point as the recommended size.

### Report pages

• Allow one-inch margins on all sides

• Single-space the report body

• Begin each chapter on its own page; include the chapter's title at the top of the page

• Start page numbering with the introduction; leave the acknowledgements, table of contents, list of tables, list of figures, and executive summary unnumbered

• Center page numbers at the bottom of the page

• To ensure that the table of contents, executive summary, and introduction begin on a right-hand page when printed, leave a blank page after the acknowledgments page and leave a blank page after the table of contents and executive summary if they end on an odd page

• Add blank pages as necessary to ensure that the References and each Appendix begin on a right-hand page when printed

*Graphics*
• Place graphics either immediately after they appear in the text, at the end of the applicable chapter, or in the appendix section

• Embed graphics in the page on which you intend them to appear in the report; do not use object links to other files

• When using color, keep in mind that users may be printing the report in black and white; if you choose color in graphs or photos, check to make sure the photos and graphics are legible when printed in black and white

• Check to make sure that your colors convert properly after saving the file as a PDF document

• Include brief captions to describe the graphic

• Keep the type size to 10-points or larger to ensure legibility of the figure or table description

• Number tables and figures separately and consecutively as they appear and use a two-number format to indicate the chapter number (for example, Figure 1.1 is the first figure in Chapter One)

*Abbreviations*
Define abbreviations, acronyms, and symbols the first time they appear, and then use the abbreviation in additional uses.

## Contents:
*Title Page*
Use the sample title page as provided and type over the appropriate information. For consistency, the sample includes the logo, grant number and disclaimer statements.

## *Table of contents*
List titles of chapters in the table of contents as they appear in the report body. If your research report is less than 20 pages, you need not include a table of contents.

## *List of tables and list of figures, if the report includes tables and figures*
Sequentially list each table/figure number and title, as well as the page number on which the table/figure appears. The list of tables and/or list of figures follow the table of contents on a separate page. If there are only a few figures and/or tables, you may list them on the last page of the table of contents.

## *Executive summary*
The executive summary provides a concise synopsis of the research issue, the main findings or results, conclusions, the significance of the research, and recommendations. Limit the length of the executive summary to no more than four pages. As we did last year, the executive summary will be used as a stand-alone summary of the research project in our published annual report that will be widely distributed to GLMRI stakeholders and interested parties. This section should be set up with a brief description of the problem that was addressed, the objectives of the project, a description of the effort and a summary of the outcome and findings with an emphasis on the research impact.

## *Introduction*
The introduction serves as the report's first chapter and should be no more than one page. The introduction addresses the research issue, the historical background of the research problem, research goals, the basic approach to the project, and the report organization. Unlike the executive summary, it does not include research results, conclusions, or recommendations.

## *Report body*
The report body's organization and content vary depending on the nature of the research project, but usually follow the direction that the work plan outlines. Most reports include the background of the research problem, the research approach and methods, an analysis of research results, conclusions, and recommendations for implementation and further testing. Organize the report body in chapters; each chapter starts on its own page, with the introduction as the report's first chapter.

## *Potential Economic Impacts of the Research Results*
Include a separate section in the report body explaining the potential economic benefits that could be achieved through the implementation of the research results.

*Dissemination of Study Results*
Include a separate section that provides the following information:
1. All publications related to or referencing this funded research
2. All presentations related to or referencing this funded research
3. Use of material in classroom or in graduate student work, such as thesis, related to this funded research

Include the Author(s), Title, Date and location of publication, presentation, or other dissemination.

*References*
• Include only those references in the reference section that you cite in the report; include other references as part of a bibliography

• Attribute unpublished material, telephone conversations, and other personal communication in the body of the report and not in the reference section

• You may use any acceptable style recommended by your discipline, as long as it is followed consistently throughout the report

*Acknowledgments (optional)*
The acknowledgment page recognizes the individuals who and organizations that significantly contributed to the research project. Keep acknowledgments to one page. The acknowledgment page comes before the table of contents and the executive summary.

*Appendices (if needed)*
• Appendices consist of material that supports the report but isn't critical in understanding project results. Appendices follow the report body.

• When writing original material for an appendix, use the typeface Times, or a variation of Times, as the font; select at least 11-point type for body copy, with 12-point as the recommended size

• Label appendices by letter (Appendix A, Appendix B, Appendix C. etc.)

• Include a title page for each appendix, which includes the Appendix letter (for example, Appendix A) and the appendix title

• Begin numbering each appendix after the title page

• Use the following page numbering system for each appendix: letter of appendix followed by a dash and page number (i.e., A-1, A-2, A-3, etc., for Appendix A, and B-1, B-2, B-3, etc., for Appendix B, and so on.)