

GENERAL INFORMATION

- ✓ Use the example report provided on Moodle.
- ✓ Use the *Research Report template* available on Moodle to help with formatting.

TITLE PAGE

- ✓ Balance the following lines:
 - *Name of the report in all caps*
 - *Receiver's name, title, and organization*
 - *Author's name, title, and organization*
 - *Date submitted*

LETTER OF TRANSMITTAL

- ✓ Type in block business letter format.
- ✓ Briefly detail who authorized the report and its purpose.
- ✓ Briefly summarize the conclusions and recommendations.
- ✓ Close by expressing appreciation for the assignment and suggesting follow-up actions/research.

TABLE OF CONTENTS

- ✓ Show the beginning page number where each report heading appears in the report (include subheadings with corresponding page numbers).
- ✓ Connect headings and page numbers with dot leaders.

LIST OF ILLUSTRATIONS

- ✓ Include a separate list of tables, illustrations, and/or figures.

EXECUTIVE SUMMARY

- ✓ Summarize the report purpose, findings, conclusions, and recommendations.
- ✓ The Executive Summary should be no more than one page.

INTRODUCTION

- ✓ Explain the problem motivating the report and describe the problem's background and significance.
- ✓ Clearly state the purpose of the report.
- ✓ Clarify the scope and limitations of the report.
- ✓ Use subheadings for each of these: *Problem, Purpose, and Scope and Limitations*.

BODY

- ✓ Use clear and descriptive headings.
- ✓ There should be 3-5 main headings.
 - *Main headings—centered and typed in initial caps.*
- ✓ There should be 2-5 subheadings for each main heading.
 - *Subheadings—typed at the left margin, underlined, and in initial caps.*
- ✓ Headings and content should be in a logical order and flow from one section to the next.
- ✓ Body information should be directly related to the purpose of your report.

- ✓ Review, summarize, and present relevant literature.
- ✓ Present information in an unbiased manner.
 - *The body information is not about your opinions but rather about the research findings.*

CITATIONS

- ✓ Use in-text citations (Author, Date) to cite sources for all research information.
 - *Cite all information that is not common knowledge or your own primary research.*
- ✓ For each source you cite, a reference on the *Reference* page should be included.
- ✓ Use *APA References and Citations* handout.

CONCLUSIONS

- ✓ Review main points/findings presented in the body.
- ✓ Discuss, analyze, and interpret the research findings or proposed solution to the problem.
- ✓ Don't include new material in the conclusion section.
- ✓ Present this information in an objective manner.
- ✓ Explain what the findings mean in relation to the problem and purpose.

RECOMMENDATIONS

- ✓ This section is for your opinion based upon the research.
- ✓ Make recommendations and suggest actions based upon the findings and conclusions.
- ✓ You may enumerate or use bullets to emphasize your recommendations.

APPENDIX

- ✓ Include items of interest, such as questionnaires, surveys, and/or large tables of information.

REFERENCES

- ✓ Minimum of five references (books, journals, Web sites, and newspaper or news magazine articles).
- ✓ List all references in a section called "*References*."
- ✓ List references in alphabetical order and use APA format.
- ✓ Each reference included on the *Reference* page should be cited in the body of the report.

GENERAL REPORT FORMAT

- ✓ Use business APA format.
 - *Single space entire report with DS (two Enters) after headings and paragraphs.*
 - *All paragraphs should begin at the left margin, don't tab or indent (except for long quotation).*
 - *Use consistent size and font (11 or 12 pt.).*
 - *Use Roman numerals (i, ii, iii, iv, etc.) for preliminary pages.*
 - *Use Arabic numbers (1, 2, 3, etc.) beginning with the first page of the report (Introduction).*
 - *Page numbers should be centered in the footer.*
 - *No page number on the title page.*