

# DWS Book Template -- Report: [Title]<sup>1</sup>

## Your Very Long Keyword-rich Subtitle

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### ABSTRACT [HEADING 1 FM]

[Body Text] After creating LibreOffice templates for both technical books and novels, I realized that there was a need for one for modern looking reports. I looked at The Chicago Manual of Style, Turabian, APA, MLA, and others. They looked like they had been designed when I was in prep-school in the 60's and used a typewriter. They are often double-spaced, ragged-right, a single-typeface, not designed for modern publication methods and are often ugly. In the 21<sup>st</sup> century, when everyone is using a computer and word-processing software we should be able to do better. This template is me trying to do just a little better.

### Keywords

LibreOffice Writer, template, technical, report

### DWS HOW TO USE THIS TEMPLATE

The report template (**DWS-BookTempReport**) is similar to my technical book template (**DWS-BookTempTech**), except:

1. It is designed to 8.5x11" US Letter paper. If you live in an A4-paper area of the world, you will want to change the page size and margins. [DWS Numbered List], [List Entry]
2. It doesn't include most of the front and back matter sections that a book might include.
3. Designed to be printed on single-sided, equal margined paper rather than being bound and having recto and verso pages with an inside gutter for binding.
4. [Heading 1 \*]s don't force a page-break to a recto page. If you need a new page, you will have to manually add a page-break.
5. Books are always single-column works. This report template is designed so that it can be single-column, double-column or a mix.
  - (a) You will have to select the text that you to change the column-count of and **Format | Column**. You may have to add a column-break or two to balance the columns in any two-column sections.
  - (b) You will have to ensure that any images, tables and charts are narrow enough to fit in double-column mode.
6. You may want to alter the headers and footers to match how you are publishing your report. Both use a three-column table to make this easier. Use fields whenever possible.
7. While reports don't often have appendices, this one has three. You should delete them AFTER you have written the text of your report,
  - (a) "New Chapters, Headings, & Scenes" tells you how to start new sections.
  - (b) "Common Styles" includes a small sample of the most common named styles. This will allow you to set the "Styles" section of the side bar to "Applied Styles." This means that you will only see those styles in the report. This will make it easier to select the correct styles.
  - (c) The "Table of Content" section has TOC, LOF, LOT, & LOA's that you can cut-and-paste IF you need them.

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<sup>1</sup> The Title comes from **File | Properties | Title**. The Subtitle comes from **File | Properties | Subject**.

## DWS Book Template -- Report

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[Body Text]<sup>2</sup> The best way to use the template is to look at this sample and see which styles are used and use the example template as a starting point. If you start your work at *Your First Major Heading [Heading 1]*, leaving the remainder of the template in place you will have samples available. Also in the Styles Pane you can use “Applied Styles” and eliminate unused styles from view. When your content is largely complete, you can delete all sample content.

[Body Text First Indent] This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection, and other settings.

### Instructions [Heading 2FBM]

The instructions for installing this template are included in my GitHub repository ([tinyurl.com/y9ah3t5f](https://tinyurl.com/y9ah3t5f)) as file *DWS-BookTemp-Instructions.pdf*. You should be fine if:

- When you read “Book”, “Paperback”, or “eBook”; think “report.” If “Jutoh” is mentioned, ignore this section. **Note:** “Jotoh” is the tool I use to convert LibreOffice Writer files into EPUB3 files for eBooks.
- When you read “Chapter”; think “Major Body Section” i.e. [Heading 1].
- Most of the paragraph and character styles in the technical template can be used in the report template. However, the type-size and other attributes *may* need to be adjusted if they aren’t used in this example.

## WORD PROCESSING

If you don’t know how to use LibreOffice Writer, I suggest you investigate:

1. The latest *LibreOffice 7.\* Writer Guide* (*LibreOffice Documentation Team 2021*)
2. You listen to Dr. Chinmaya S. Rathore’s five-video YouTube series (Rathore, Chinmaya S. 2020)
3. If you need more information or any of LibreOffice’s apps (Writer, Calc, Draw, Base, or Impress) see the LibreOffice Documentation at [wiki.documentfoundation.org/Documentation/Publications#LibreOffice\\_Writer\\_Guide](http://wiki.documentfoundation.org/Documentation/Publications#LibreOffice_Writer_Guide). [www.thefrugalcomputerguy.com](http://www.thefrugalcomputerguy.com) has well over 100 videos with examples. These are using version 5 of LibreOffice, but still mostly apply with version 7.

## CITATIONS

I recommend that you use a citation manager such as Zotero or Mendeley to manage your research data and citations. Both have plugins for LibreOffice Writer. These easily allow you to change the citation style if required. I like the (Author Date) style of in-text citations rather than the ones using footnotes. If you look at the citations in the first two items above, you can see what Zotero’s citations look like. There is a References section near the back of this document, it was done with Zotero. **Note:** Zotero requires that you have Java installed.

## MAJOR SECTIONS

The report template, just like my technical template has three major sections; Front Matter, Body, and Back Matter. In order to make the automatic numbering work correctly, there are multiple [Heading 1] styles. [Heading 1 FM] is used in the front matter, [Heading 1] in the body and [Heading 1 BM] in the back matter. [Heading 2-4] are used for subheadings in the body section. [Heading 2 FBM] is used for second-level subheading in both the front matter and back matter. It is assumed that in the front and back matter you will not require more subheading levels. If you do, then you need to add them.

## PAGE STYLES & PAGE BREAKS

Unlike my technical template that uses eight page styles, the report template only uses one page style. The [Heading 1\*] page styles DO NOT force a page break to a new page of a specific style. If you need a page break you must insert one.

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2 In order to better separate the next paragraph from the last item in a list, I manually force the paragraph to [Body Text]. I also do this after, images, tables, equations, etc.

### EXTRA SECTIONS

Most reports often don't need sections such as "Table of Contents", "List of Figures", "List of Tables", "Appendices", etc. However, longer reports might include some or even all of these. This template includes samples of these at the end. You can cut-and-paste them into the front matter and adjust the heading-style to [Heading 1-2 FM].

**Note:** This ends the "Front Matter" section of the template. In the "Body" section that follows the headings are numbered. I added the **Insert | Page Break** here.

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## 1 - YOUR FIRST MAJOR HEADING [HEADING 1]

Your report starts here.

## 2 - DWS SAMPLE MAJOR HEADING [HEADING 1]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. **The first paragraph after a [Heading 1] is always [Body Text].** It may need to be manually set after lists, images, tables, and charts—but be consistent.

[Body Text First Indent] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. **The rest of the paragraphs are [Body Text First Indent] unless you manually select something else!**

*[Quote Body] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.*

—[Quote Attribution]

### 2<sup>nd</sup> Level Heading [Heading 2]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.

### 3<sup>rd</sup> Level Heading [Heading 3]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. **Note:** You should rarely use this level and never use the fourth level in a report.

### 4<sup>th</sup> Level Heading [Heading 4]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings

## 3 - IMAGES, TABLES, ETC.

The images, tables, charts, and equations in this section have been made narrow so that they could work in a two-column report.



Figure 1: Eagle eating a duck on my dock

It can be inserted via **Insert | Image**. See the images section of DWS-BookTempTech for more details about images. You want to make sure that the paragraph that the image is inserted is not indented.

### Tables

Tables can be inserted via **Table | Insert Table**

Table 1: LibreOffice Writer Table

Dep.	Atlanta	Chicago	NY	Total
Acc.	88,000	126,000	216,000	617000
IT	126,000	146,000	89,000	361000
Mfg.	40,000	61,000	27,000	128000
Mkt.	68,000		35,000	103000
Sec.	68,000		35,000	103000

### Equations

Equations can be inserted via **Files | New | Formula**

$$f(x) = \sum_{i=0}^{\infty} \frac{f^{(i)}(0)}{i!} x^i$$

Equation 1: Sample Equation

### Charts

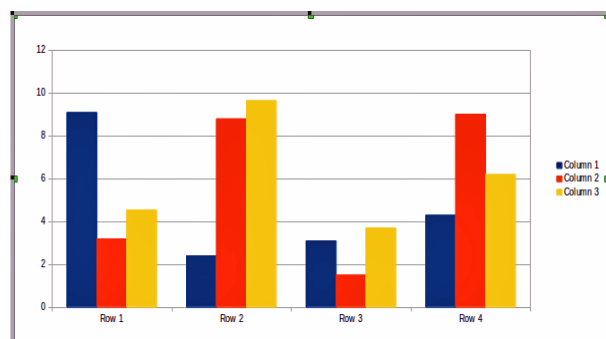


Figure 2: Simple chart

**Note:** This ends the “Body” section of the template. In the “Back Matter” section that follows the headings are not automatically numbered. I added the **Insert | Page Break** here.

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## REFERENCES [HEADING 1BM]

LibreOffice Documentation Team. 2021. “LibreOffice 7.1 Writer Guide,” 446.

<https://documentation.libreoffice.org/assets/Uploads/Documentation/en/GS7.1/GS71-GettingStarted.pdf>

Rathore, Chinmaya S. 2020. *LibreOffice Writer 7.0 Core Word Processing Tasks*. YouTube Video. <https://www.youtube.com/watch?v=0l62UUT7Yxo>

Smart, Julian, Julian. 2021. “Master Digital Publishing With Jutoh 3,” 362. <http://www.jutoh.com/bookv3/JutohBook.pdf>

Turabian, Kate L. 2018. *A Manual for Writers of Research Papers, Thesis, and Dissertations*. 9th ed. Chicago, IL 60637: University of Chicago Press.

**Note:** The above bibliography was created using Zotero.

### APPENDICES

#### A) NEW CHAPTERS, HEADINGS, SCENES, ETC.

**L**ibreOffice Writer templates don't have an easy way to include complete documentation. The complete template package is available on GitHub at ([tinyurl.com/y9ah3t5f](https://tinyurl.com/y9ah3t5f)). Included is a full set of [instructions](#), PDF files and EPUB3 files to see what the template looks like as a paperback or an eBook. Be sure to read these instructions if you need additional help. If you don't know how to use LibreOffice Writer, I suggest you investigate:

1. The latest *LibreOffice Writer Guide* (*LibreOffice Documentation Team 2021*)
2. You listen to Dr. Chinmaya S. Rathore's five-video YouTube series (Rathore, Chinmaya S. 2020)
3. If you need more information or any of LibreOffice's apps (Writer, Calc, Draw, Base or Impress) see the LibreOffice Documentation at <https://documentation.libreoffice.org/en/english-documentation>.

**L**ibreOffice Writer has an automatic chapter-numbering feature. For the Table of Contents to look correct the chapter **MUST** have some title text. This feature allows for the author to use the Navigator Pane to reorder, move, select or delete chapters, subheadings and scenes without have to renumber them. However, there **MUST** be some text as the title text for the Table of Contents to look correct. This means that in novels, where you want titles like "Chapter Twenty-Two" you must put a "Narrow No-break Space" formatting mark as the text. Use: **Insert | Formatting Mark | Narrow No-break Space**.

**Warning:** If your TOC has missing chapter numbers, then you are likely missing that Narrow No-Break Space.

#### Starting A New Chapter

Place the cursor at end of the last paragraph of the **previous** chapter. Start a new paragraph with the title of the next chapter—or **Insert | Formatting Mark | Narrow No-Break Space**. With that text selected, double-click on [Heading 1] in the Styles Pane or the Styles Drop-down. This should start a new recto page **with** the start of the new chapter.

**Note:** Use [Heading 1] for chapters in the main body. Use [Heading 1 FM] for sections in the front matter. Use [Heading 1 BM] for sections in the back matter.

Optionally, you can add a [Chapter Subtitle] for any subtitle that you want. **Warning:** You will want to manually set the first paragraph style after the optional subtitle to [Body Text].

In this template, I manually apply the character style [Largest Text] to the first letter of the first paragraph of each chapter. You may make other choices, but be consistent.

Automatic chapter numbering can be set by using **Tools | Heading Numbering** and adjusting the options on the pop-up. In this template the numbers apply to [Heading 1-4] styles. This is one of the reasons that the Front and Back Matter sections use different heading styles and page numbering.

#### Starting A New Subheading

This works just like a new chapter, and you should use [Heading 2-4] as the style, depending on the depth. In front and back matter sections you can use [Heading 2FBM].

### Reordering Chapters, Subheadings And Scenes.

The Navigator Pane lists all of your [Heading 1-9]s. You can *Promote*—move earlier. You can *Demote*—move later. You can also *Select*—so you can copy/cut-and-paste. You can also *Delete* as well. This makes it easy to reorganize your work when you realize that the order is incorrect. I always have an **OutTakes.odt** file. This is where I store text that I have written, but don't know yet where to place it. This project includes a template for OutTakes.odt.

### B) COMMON STYLES

#### [Chapter Subtitle] Optional

**Note:** I use the § to mark items that are normally only used in technical documents. I use ‡ to indicate items that are normally only used in novels.

#### Abstract §

*This chapter contains samples of common paragraph styles, character styles, and list styles. The style names are shown inside of square brackets [Abstract Text]. You should not delete this chapter until you have written enough text to have used the most common styles. Some styles are only used in novels, while other styles are typically used in technical/academic writing. Novel-only styles and sections are marked with a ‡. Technical-only styles and sections are marked with a §. If necessary dummy text is shown to illustrate the spacing. [Abstract Text]*

#### Headings

- **[Heading 1]** Chapter Name or **Insert | Formatting Mark | Narrow No-break Space** for new chapters in the body of the book.
- **[Heading 1FM]** is used for new front-matter section titles.
- **[Heading 1 BM]** is used for back-matter section titles.
- **[Heading 8]** ‡ is used in novels to format the scene-break characters \* \* \* with the correct vertical spacing for a scene break, in a novel.
- **[Heading 2FBM]** is used for any necessary subsections in both the front-matter and back-matter. You should not need deeper subheadings in front and back matter sections.
- **[Heading-Appendices-2]** § is used in the back-matter section called Appendices. This makes the TOC work correctly.

Chapter titles in the body of the book are formatted as [Heading 1]. Section titles in the front-matter are [Heading 1FM] and in the back-matter [Heading 1BM]. This is so that the page numbers and the TOC will be correct.

#### Body Text Styles

8. [Body Text] is used for the first paragraph after a [heading 1-4], a scene-break in a novel, or some other major break in a chapter.
9. [Body Text First Indent] is used for most of the rest of the paragraphs in the chapter. Typing the enter/return to start the next paragraph in either the these two styles will force [Body Text First Indent].
10. [List Entry] is used for the text inside a list to keep the indents at the same level and turn off hyphenation.

#### Heading Levels 2-4 §

**These are normally only used in technical documents.** In the front matter and back matter of a book there is a [Heading 1FM], [Heading 1 BM], for chapter headings and a [Heading 2 FBM] with similar functionality.

### Block Quote

[Quote Body] --- This is sample text to check the paragraph indent, inter-paragraph spacing, hyphenation, justification, font selection and other settings. This is sample text to check the paragraph indent, inter-paragraph spacing, hyphenation, justification, font selection and other settings.

—[Quote Attribution]

### Abstract §

This is the world's shortest [Abstract Text].

### Boxed §

This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. [Boxed] Using multiple [Boxed] paragraphs together causes interesting results. Don't do it!

### Footnotes

Footnotes are placed at the bottom of the current page<sup>3</sup>.

### Character Styles & List Styles

- **C**<sup>4</sup>haracter styles apply to only a small section of a paragraph, while paragraph styles apply to the whole paragraph. [Emphasis], [Strong], [Strong Emphasis], [SMALL CAPS], [Underline], [Internet Link] and [Menu-Shortcut] are all named character styles. It is much better to use these than the **Bold** and *Italic* direct formatting icons on the standard toolbar.
- This list is [DWS Bullet List] The items must be set to paragraph style [List Entry] to look good.
  11. This list is [DWS Numbered List].
    - (a) I also style the entries as [List Entry] to keep the indent the same.
  12. End of List.

### Images, Tables §, Formulas §, & Appendices §

See *DWS-BookTemp-Master* for instructions for inserting images, charts, formulas, and tables. There are example images and an appendix already in the document.

Table 2: Example Table

Name	Age
Dave	79

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<sup>3</sup> This is a footnote.

<sup>4</sup> The first character in the body text of each chapter is manually set to [Largest Text] to get this effect.



### **LibreOffice Writer Math Formulas**

$$f(x) = \sum_{i=0}^{\infty} \frac{f^{(i)}(0)}{i!} x^i$$

Equation 2: Sample Equation

If you are making an eBook, use a tool like LibreOffice Math to create them, then take a screen capture and insert the image.

### **Citations & References**

I use Zotero ([www.zotero.org](http://www.zotero.org)) as a citation manager instead of LibreOffice's limited built-in citation tool. I normally use the *Chicago Manual of Style* (name, year, page) style for inline citations, but Zotero can produce many styles, and easily switch between them.

#### **References:**

LibreOffice Documentation Team. 2021. "LibreOffice 7.1 Writer Guide," 446.

<https://documentation.libreoffice.org/assets/Uploads/Documentation/en/GS7.1/GS71-GettingStarted.pdf>.

Rathore, Chinmaya S., dir. 2020. *LibreOffice Writer 7.0 Core Word Processing Tasks*. YouTube Video.

<https://www.youtube.com/watch?v=0l62UUT7Yxo>.

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## Metadata Block

<p><b>Title:</b> DWS Book Template – Report <b>Author:</b> David Snow  <b>File:</b> DWS-BookTempReport.odt <b>Created:</b> 2020-03-29 07:45:35 AM  <b>Last Modified:</b> 2025-02-24 08:19 AM (Rev#1260) by David Snow  <b>Copyright</b> © 2020 David Snow  <b>Length:</b> 11 pages, 3322 words, 267 paragraphs, 20100 chars, 6 tables, 2 images, 2 objects.</p>
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