DWS Report Template [Title]

A template for reports [Subtitle]

Edition: 1.2.0 [Author]

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Abstract [Abstract Title]

The Abstract is a short summary of the report. Journals often also require it as a separate document for their indexing system. Some institutions also require Keywords. [Abstract Text]
Keywords: LibreOffice, Writer, Report, Template

TEMPLATE INSTRUCTIONS [HEADING 1FM]

This template is a subset of *DWS-BookTempTech* modified for a report. Any of the styles documented in chapters *DWS Paragraph Styles* and *DWS Character Styles* can be used in this template. Since reports are never exported into eBook format (EPUB 3), more styles can be used in report than in the book templates. I suggest that get and install the kit from GitHub.com/DavidWSnow/DWS-BookTemp. Read the instructions, install LibreOffice, read the DWS-BookTempTech template then try creating a report with this template. This template contains the common named styles and short examples. While styles have the same names, often the styling has been changed to reflect what is correct for a report. [Body Text]

Conventions Used

- Named styles are show in square brackets—[List Entry][1].
- I style LibreOffice Writer menu commands like `File | Save`. If a command brings up a pop-up window that has tabs, I *may* also include the name of the tab in the command.
- `Notes`, `Tips` and `Warnings` as shown like this.

1   INTRODUCTION [HEADING 1]

Reports are short, usually under 10-page, technical documents. They don't rate a copyright page, multiple front matter sections, table of content etc. Often they are formatted to be part of journals. *Named styles* in the template are the same as those in my DWS-BookTempTech template, but have been adjusted for a report rather than an eBook or paperback. For example, the type size may be smaller.

If you don't know how to use LibreOffice Writer, I suggest that you listen to Dr. Chinmaya S. Rathore's five-video YouTube series (tinyurl.com/y9svoy9z) on the *Core Word Processing Tasks* using LibreOffice Writer. If you need more information or any of LibreOffice's apps (Writer, Calc, Draw, Base or Impress) see www.TheFrugalComputerGuy.com. He has well over 100 videos with examples. They are using version 5 of LibreOffice, but still apply in 2021 with version 7.

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[1]   Style all list entries as [List Entry]. This allows for better spacing between entries.

2   PARAGRAPH STYLES [HEADING 1]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.[2]

[Body Text First Indent] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings.[3]

You can adjust these settings as required by your institution. See the section [*Body Text] & [Body Text First Indent] Styles* in *DWS-BookTempTech.*

I have `Tools | Chapter Numbering` enabled. This means that [Heading 1-4] will get automatically numbered. For non-numbered sections, such as the Abstract use [Heading 1 FM]. FM is for font matter. For any sections after the last numbered section use [Heading 1 BM]. There is also [Heading 2 FBM] for any required Heading 2's in those sections.

2.1.   [Heading 2]

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

2.1.1. [Heading 3]

[Body Text] --- This is sample text to check the paragraph indent, inter-paragraph spacings, hyphenation, justification, font selection and other settings. `Tip:` Normally you should not use three levels of headings!

2.2.   Block Quote

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

> *[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]*

[Body Text] --- `Tip:` I usually set the paragraph after a [Body Quote] to [Body Text] by hand by double-clicking on "Body Text" in the Styles Pane. If you use [Quote Attribution], the next styles is [Body Text]. `Tip:` The dash before the name of the author is an *em dash* not a hyphen.

3   CHARACTER STYLES

Character styles apply to only a small section of a paragraph, while paragraph styles apply to the whole paragraph. *[Emphasis]*, **[Strong]**, ***[Strong Emphasis]***, [SMALL CAPS], <u>Underline</u>, [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. You should NEVER use the font-family and font-size drop-downs to style a paragraph—use or create a named style. Watch this YouTube video

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2   Sentences like these are used to check the paragraph indentation spacing, justification, et.
3   In this template both [Body Text] and [Body Text First Indent] have the same paragraph indentation and spacing after.

(tinyurl.com/y9hmxcje) about the issues with direct formatting. This video uses MS Word, but the issues are the same for any word processor

3.1.   Formatting Marks—Special Spaces & Hyphens

There are several formatting marks that you should consider. They are available under `Insert | Formatting Mark`.

- **Non-breaking Space**—This is used when you want to insure two words are always on the same line, like the space between Dr. and the doctor's name. "Dr. Tom Smith."
- **Non-breaking Hyphen**—Used went you want to ensure that a hyphenated name isn't split at the end of line. "Ms. Mary Smith-Jones."
- **Soft-Hyphen**—This is a hint to the typesetting software to tell it where it could hyphenate a word when it needs to. These look like very short hyphens on LibreOffice Writer's screen. When printed, they don't show, or look like a hyphen when needed. `Note:` The word typesetting here has a soft-hyphen here.

In LibreOffice Writer these marks show in gray to distinguish them from regular spaces and hyphens. LibreOffice Writer has keyboard shortcuts for formatting marks.

3.2.   Typographic Characters—Dashes, Ellipses, Etc.

There are several special characters that are used in typesetting. I will only list the most common:

- **Figure Dash**—This is a dash the same width as the monospaced numbers 0–9. It is the correct width for a minus sign. It is –6 degrees outside.
- **En Dash**—This is a dash the width of the letter "N". It is used for a range of numbers. He drew 2–4 cards each hand.
- **Em Dash**—This dash has the width of the letter "M". It is used to separate two parts of a sentence. I used an em dash to at the beginning of each item in this list.
- **Ellipses**—It is used when something is missing from a sentence...don't use three periods.
- **Prime**—Prime is for feet or minutes ʹ
- **Double Prime**—Double Prime is for inches or seconds ʺ
- **Degree**—The degree sign –5° C

`Tip:` You are not supposed to have a space before or after En dash, Em dash or Ellipses.

These and many more symbols are available via `Insert | Special Character` or the Symbols-Icon on the icon bar. If you use these a lot, you can assign `Tools | Autocorrect` sequences to them. As an example, you might assign :***: to the Asterism ⁂ character.

4   AVOID THESE

- **Tabs or Multiple Spaces for Horizontal Alignment** - Today it is bad form to use two spaces after a period—like old people were taught in school. [List Entry]
- **Multiple Enter/Returns for Vertical Spacing** - If you really need to control the vertical spacing, set the "above paragraph" or "below paragraph" spacing in the paragraph style. If you really must have a blank line, use a blank line containing a "Non-Breaking Space" formatting mark.

- **Direct Formatting** - Use named styles instead, except for bolding or italicizing a word or short phrase. Watch this YouTube video (tinyurl.com/y9hmxcje) about the issues with direct formatting. The video uses MS Word, but the issues are the same for any word processor. Keep the informational content of a document separate from the details of how to display it. This allows you to change the display style for all content of a named semantic element in one place.

5   TABLES, CHARTS, FORMULAS & GRAPHS

Report often have tables, charts and graphs. I recommend that you do these in a LibreOffice Calc worksheet and copy-and-paste them into your report. Doing this will make for better looking, and more functional tables, charts and graphs. Color charts and graphs will look very different when printed in black-and-white. Be sure to check this if you are going to print you report in black-and-white!

LibreOffice Writer's `Insert | Object | Formula` command allows you to inset formulas.

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

5.1.   Code

The code below is of [Code] style.

```
#include <stdio.h>
// This section formatted as "Code"
int main() {
// printf() displays the string inside quotation
printf("Hello, World!");
return 0;
}
```

5.2.   Tables

Tables can be inserted via `Table | Insert Table`

Table 1: LibreOffice Writer Table

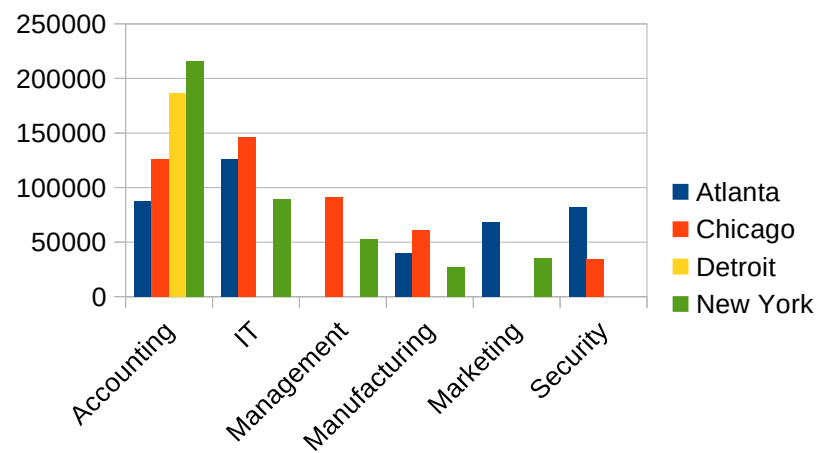| Department	Atlanta	Chicago	Detroit	New York	Dept. Total
Accounting	88,000	126,000	187,000	216,000	**617000**
IT	126,000	146,000		89,000	**361000**
Management		91,000		53,000	**144000**
Manufacturing	40,000	61,000		27,000	**128000**
Marketing	68,000			35,000	**103000**
Security	68,000			35,000	**103000**

5.3.   Charts

Figure 1: Chart from LibreOffice Calc

5.4.   Images

Figure 2: An eagle eating a duck on my dock

See the images section of DWS-BookTempTech for more details about images.

6 REFERENCES

LibreOffice Writer's bibliography tools are OK for very small tasks. I recommend that you consider using Zotero (www.zotero.org) for larger tasks. There is a LibreOffice extension that integrates to Zotero. It automatically captures internet sources, and it also allows you to use several citation formats. Also it allows you to switch between 7000 different citation styles easily.

7 TABLE OF CONTENTS ET AL

Normally report don't have Table of Contents, List of Figures, List of Tables etc. However, if you have a need for them LibreOffice Writer's tools for creating them for books will do the job.

8 TWO-COLUMN REPORTS

Reports can be one-column, two-column or mixed. To change: select the text to change, `Format | Columns` and set the number and spacing. You may need to inset a column break to make the two columns the same length on the last page, The spacing between columns should be .3″.

Warning: You will have to make sure that your tables, charts and figures are narrow enough to fit into a single column if you choose to use a two-column format

APPENDICES [HEADING 1 BM]

Note: Any numbering (1-9 or A-Z) for items in the back matter will have to be done by hand.

A) Metadata [Heading Appendices]

Title: *DWS Report Template* **Author:** David Snow — **2001 words 8 pages.**
File: DWS-BookTempReport.odt **Created:** 04/29/2021 **Last Modified:** 2021-06-25 08:57 AM **(41)** by David Snow
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Note: This metadata is an aid for the author. Much of it should be deleted before publishing.

B) Example TOC, LOF Etc.

Normally reports don't have Tables of Contents et al. These are included to make sure that the styles used match the report. Include them only if you need them.

Table of Contents

List of Figures

List of Tables

List of Appendices