

ENport Report Format

This format is the typography of a document. Typography includes the style and size of type for a document. Layout includes the margins, line spacing, paragraphing, and pagination. This web page presents templates for both short report and long report. These formats are based on formats created by professional artists at Sandia National Laboratories and discussed in Appendix D of The Craft of Scientific Writing. Another aspect of typography is the use of initials in titles and headings. One convention, not only the only one, is that capital letters in titles and headings are capitalized only if they are the first letter of the first and last words and matter that the words follow. Then, you have the first letter of the first word included in the text for articles, conjunctions, and prepositions that have fewer than four letters, *in*, *and*, *but*, *for*, *from*, *of*, *on*, *out*, *that*, *the*, *to*, *up*, and *yet*.

Please understand that no universal formats exist in engineering and science. In other words, each company or organization has what it wants to use that suits the needs and desires of that company or organization. However, when formats are specified, these templates will give you professional-looking results. Microsoft Word's default is a weak and simplistic look that makes a professional format a far more attractive alternative. This competition is the attitude for why change. Why change when something is already better for a professional look? Given professional look is a discussion of the principles that underlie these formats for these formats.

Typography

Typography includes the size and style of type for a document. Type sizes are measured in points. In general, twelve point type is used for the text portion of most documents. Larger sizes may be used for headings and titles, and smaller sizes may be used for hand illustration call-outs. As far as the styles of types, two main classifications exist: serif and sans serif. Here, much depends on the situation, but a serif font of 12 points is generally accepted for the text portion of formal documents such as reports. An example of a serif typeface is Times. Why are serif typefaces generally used for the text? The reasons are historical as much as anything. For the headings, illustration call-outs, and online text, professionals often use sans serif typefaces such as Calibri. One reason that professionals use sans serif typefaces for headings and subheadings is that the uniform strokes of letters work well in boldface. Here, much depends on the situation, but a serif font of 12 points is generally accepted for the text portion of formal documents such as reports. An example of a serif

First Subheading Why are serif typefaces generally used for the text? The reasons are historical as much as anything. For the headings, illustration call-outs, and on-line text, professionals often use sans serif typefaces such as Calibri. One reason that professionals use sans serif typefaces for headings and subheadings is that the uniform strokes of letters work well in boldface. Subheadings are 32 or 36 points, flush left, and boldfaced. For all subheadings, skip one line before and one line afterwards. Use initial capitals. Note that you need not have subheadings. Include only if breaking up the section serves the reader. Similar with paragraphs at the heading level, do not skip a line between paragraphs. Skipping a line between paragraphs distorts the hierarchy for vertical spacing given to the headings and subheadings.

> Similar with paragraphs at the heading and subheading level, do not skip a line between paragraphs. Skipping a line between paragraphs distorts the hierarchy of vertical spacing given to the headings, subheadings, and sub-subheadings. Use initial capitals. Note that you need not have subheadings. Include only if breaking up the section serves the reader. Similar with paragraphs at the heading level, do not skip a line between paragraphs. Skipping a line between paragraphs distorts the hierarchy for vertical spacing given to the headings and subheadings.

> Similar with paragraphs at the heading and subheading level, do not skip a line between paragraphs. Skipping a line between paragraphs distorts the hierarchy of vertical spacing given to the headings, subheadings, and sub-subheadings.

> Second Sub-Subheading. If you have one sub-subheading, you must have a second. Otherwise, the first sub-subheading has nothing to be parallel word.