

Expert Report Format

Format is the and 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 reports and long reports. 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 initial capitals in titles and headings. One convention, but not the only one, for using initial capitals is that you capitalize the first letter of the first and last words--no matter what the words. Then, you capitalize the first letter of every included word except for articles, conjunctions, and prepositions that have fewer than four letters: *a, an, and, as, but, for, in, nor, of, on, or, out, the, to, up, and yet*.

Please understand that no universal formats exist in engineering and science. In other words, each company or journal has its own format that suits the needs and desires of that company or journal. However, when formats are not specified, these templates will give you a professional look that rises far above Microsoft Word's weak defaults and above the simplistic look that some companies choose. Having a professional format is important--after all, the competency is the attire for your content. Why choose something ugly when for a bit more effort you could have a professional look? Given below is a discussion of the principles that serve as a basis for these formats.

Layout

Layout includes such as far as the type of paper chosen, the margins, the line spacing, the pagination, and the incorporation of equations, illustrations, and references. Table 1 presents general specifications for the page layouts.

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 .

First Subheading

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Subheadings are 24 or 26 points, flush right, and boldfaced. For all subheadings, skip two lines 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.

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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.

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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.