



RESEARCH REPORT

# Title Here in Title Case

## Subtitle Here in Title Case

*Author 1 Name*  
AUTHOR'S AFFILIATION

*Author 2 Name*  
AUTHOR'S AFFILIATION

*Author 3 Name*  
AUTHOR'S AFFILIATION

*Author 4 Name*  
AUTHOR'S AFFILIATION

*with Author Name and Author Name*

*Month and Year*



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# Acknowledgments

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# Executive Summary

Body Text style or Chapter Intro Para style here (text shown is in Chapter Intro Para). If you do not have an executive summary, remove this section.

## First-Level Heading in Title Case (Heading 2 style)

Body Text style for first paragraph under a heading.

Body Text First Indent style for all subsequent paragraphs. To add an endnote, use the Insert Endnote function. Endnotes will automatically appear in the Notes section after the appendixes.<sup>1</sup>

## Second-Level Heading in Title Case (Heading 3 style)

Body Text style for first paragraph under a heading.

Body Text First Indent style for all subsequent paragraphs.

Third-level heading; all caps is built into style (heading 4 style)

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# Report Title Here in Title Case (Heading 1 style)

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## First-Level Heading in Title Case (Heading 2 style)

Body Text style for first paragraph under a heading.

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- Bulleted List style for bulleted lists.
- Another bullet using Bulleted List style.
  - » Bulleted List 2 style for second-level bulleted items under a numbered or bulleted list item.
  - » Another item using Bulleted List 2 style.
- Another bullet using Bulleted List style.

Indented Text style for ordinary paragraphs under a numbered or bulleted list item.

Body Text First Indent style for all subsequent paragraphs.

1. Numbered List style for numbered lists
  - a. Numbered List 2 style for second-level lettered items under a numbered or bulleted list item.
  - b. Another paragraph using Numbered List 2 style.
2. Another item using Numbered List style.

Indented Text style for ordinary paragraphs under a numbered or bulleted list item.

Body Text First Indent style for all subsequent paragraphs.

## Second-Level Heading in Title Case (Heading 3 style)

Body Text style for first paragraph under a heading.

Third-level heading; all caps is built into style (heading 4 style)

Body Text style for first paragraph under a heading.

***Fourth-level headings are run into the text.*** Select the first clause or sentence of your paragraph, then apply the Heading 5 (D) style.

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Pull Quote style for pull quotes.

—Pull quote attribution in sentence case

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Body Text First Indent style for all subsequent paragraphs.

Block Text style for longer (100+ words) quotes and excerpts.

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### BOX 1 (BOX NUMBER STYLE)

#### Box Title in Title Case (Box Title style)

Box Body Text for first paragraph. Box Body Text First Indent for all subsequent paragraphs.

- Box Bulleted List style for lists within boxes
- Another item using Box Bulleted List style

Box Body Text First Indent for all subsequent paragraphs.

Box Note style for sources and notes. Change "Source:" to bold. If your box doesn't have notes, use Box Body Text Last style to add the gray border.

# Figures and Tables

FIGURE1

**Title in Title Case (Figure/Table Title style)**  
*Subtitle or explainer in sentence case (Figure/Table Subtitle style)*



**Source:** Figure/Table Notes style. Source in sentence case, except proper nouns. Change “Source:” to bold.  
**Notes:** Figure/Table Notes style. Notes in sentences (and sentence case). Change “Notes:” to bold.

TABLE 1

**Title in Title Case (Figure/Table Title style)**  
*Subtitle or explainer in sentence case (Figure/Table Subtitle style)*

	Spanner Heading in Title Case (Table Column Heading Style)		Spanner Heading in Title Case (Table Column Heading Style)	
	Column labels in sentence case (Table Column Heading style)	Column labels in sentence case (Table Column Heading style)	Column labels in sentence case (Table Column Heading style)	Column labels in sentence case (Table Column Heading style)
Table row heading in sentence case (Table Row Heading style)				
Table subheading in sentence case (Table Row Subheading style)				
Table row in sentence case (Table Row style)				

**Source:** Figure/Table Notes style. Source in sentence case, except proper nouns. Change “Source:” to bold.  
**Notes:** Figure/Table Notes style. Notes in sentences (and sentence case). Change “Notes:” to bold.



# Reference Styles

See some examples printed out in the References section.

## Research Articles

- **Single Author:** Bowen (2018)
- **Two Authors:** Bowen and Garfinkel (2021)
- **More than Two Authors:** Barrientos and colleagues (2021)

## Books

- **Single Author Book:** Schwabish (2020)
- **Multiple Authors:** Burman and Slemrod (2020)
- **Urban Published Book:** Cordes and Steuerle (2009)
- **One volume in multi-volume work:** Bowen (2021)

# Appendix Letter. Appendix Title in Title Case

Use the same text styles you used in the main report.

# Notes

- <sup>1</sup> Endnotes should appear automatically under the Notes heading. If they're showing up somewhere else, ask your editor or your center's Word expert for assistance.
- <sup>2</sup> Endnotes inserted in the executive summary, main report, and appendixes will all display here if section breaks are used correctly.

# References

- Barrientos, Andrés F, Aaron R Williams, Joshua Snoke, and Claire McKay Bowen. 2021. "A Feasibility Study of Differentially Private Summary Statistics and Regression Analyses for Administrative Tax Data." *arXiv preprint arXiv:2110.12055*.
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- Burman, Leonard E, and Joel Slemrod. 2020. *Taxes in America: What Everyone Needs to Know*. New York: Oxford University Press.
- Cordes, Joseph J, and C Eugene Steuerle. 2009. *Nonprofits & business*. Washington, DC: The Urban Institute.
- Schwabish, Jonathan A. 2020. *Elevate the debate: A multilayered approach to communicating your research*. John Wiley & Sons.

# About the Authors

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