

Use the following checklist to ensure that the Technology Report meets OACETT basic requirements.

## Report Check List

- Yes**
- PS. 01 ☐ Has a Proposal for a Technology Report been submitted and accepted and a copy of the approved proposal included in the TR?
- PS. 02 ☐ Has the TR been submitted within one year since the proposal was approved?
- PS. 03 ☐ Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)?
- PS. 04 ☒ Is the TR typed, double-spaced and justified left?
- PS. 05 ☒ Has a 12 point Arial, Univers, or similar Sans Serif font been used?
- PS. 06 ☐ Is the body of the report a minimum of 3,000 words?
- PS. 07 ☒ Are the components in the following order: Title Page; Declaration of Authorship; Executive Summary/ Abstract/ Introduction/ Foreword; Table of Contents; Lists of Illustrations/Diagrams; Body of the TR; Conclusions and Recommendations; Bibliography/Technical References; and Appendices ?
- PS. 08 ☐ Is there a signed Declaration of Sole Authorship?
- PS. 09 ☐ Is the report dated?
- PS. 10 ☒ Is the TR current? (The TR should be less than 5 years old.)
- PS. 11 ☒ Is there a Title Page?
- PS. 12 ☒ Is there a Table of Contents?
- PS. 13 ☒ Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices?
- PS. 14 ☐ Are the pages numbered with appropriate page breaks?
- PS. 15 ☒ Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable)
- PS. 16 ☒ Does the body of the report contain Section Headings?
- PS. 17 ☐ Are Conclusions and/or Recommendations provided?
- PS. 18 ☒ Is there a Bibliography with Technical References?