**Math Work Report Format Marking QM**

**Front Materials (FM)**

**Title Page (TP)**

|  |
| --- |
| ~~"University of Waterloo" must be bold~~ |
| ~~"University of Waterloo" must be in all capital letters~~ |
| ~~Faculty must be written out correctly in full (not a plan name)~~ |
| ~~Report title must be bold (italics is acceptable)~~ |
| ~~Employer’s name and location must be included~~ |
| ~~Full name must be included~~ |
| ~~ID number must be included~~ |
| ~~All text must be centred~~ |
| ~~All text must be single-spaced~~ |
| ~~Images, colours or borders must not be included~~ |

**Letter of Submittal (LS)**

|  |
| --- |
| ~~Must contain sender’s address with full province (Ontario)~~ |
| ~~Date must be in written out in full~~ |
| ~~Date must be consistent with date on the Title Page~~ |
| ~~Must include a Statement of Endorsement in the final paragraph~~ |
| ~~Must be left justified~~ |

**Content Lists (CL)**

**Table of Contents (TC)**

|  |
| --- |
| ~~"Table of Contents" must be bold~~ |
| ~~"Table of Contents" must be centred~~ |
| ~~Must include decimal numbers before appropriate headings~~ |
| ~~Major words in headings/subheadings must be capitalized~~ |
| ~~Subheadings must be indented~~ |
| ~~Page numbers must be right aligned~~ |
| ~~Must contain tab leaders~~ |
| ~~Must not include bold, italics, extras~~ |

**List of Tables and Figures (L)**

|  |
| --- |
| ~~List of Tables and Figures must be present if and only if a table or figure appears in the body of the report~~ |
| ~~Title must be bold~~ |
| ~~Title must be centred~~ |
| ~~"List of Figures"/"List of Tables" must be labeled correctly, depending on what the list contains~~ |
| ~~Each figure/table must be titled and numbered~~ |

**Body (B)**

**Spacing and Paragraphs (SP)**

|  |
| --- |
| ~~Report body must be double-spaced~~ |
| ~~Indentation and spacing between paragraphs must be consistent~~ |

**Headings and Section Numbers (H)**

|  |
| --- |
| ~~Headings must be emphasized using bold, not italicized or underlined~~ |
| ~~Headings must be consistent with Table of Contents~~ |

**Format (F)**

**Fonts and Margins (M)**

|  |
| --- |
| ~~Entire report must be written in 12pt font~~ |
| ~~Ensure margins are consistent on all sides in all sections~~ |

**Page Numbers (PN)**

|  |
| --- |
| **~~No page number~~** ~~appears on the Title Page, it is considered page “i”~~ |
| **~~No page number~~** ~~appears on the Letter of Submittal, it is not considered a part of the report itself~~ |
| ~~Table of Contents must have Roman numeral 'ii' centred at the bottom~~ |
| ~~If included, List of Table and Figures must have Roman numeral 'iii' centred at the bottom~~ |
| ~~Summary must have Roman numeral 'iv' (or 'iii' if no List of Tables and Figures included) centred at the bottom~~ |
| ~~The page with the introduction must be numbered '1' and the others must follow in order~~ |
| ~~Arabic numerals (1, 2, 3, etc.) must be right-aligned at the bottom~~ |
| ~~Page numbers in report must match those in the Table of Contents~~ |

**Back Materials (BM)**

**Appendices (A)**

|  |
| --- |
| ~~Appendices are included at the end of the report, after Acknowledgements~~ |

**References (R)**

|  |
| --- |
| ~~Personal communication must be cited in-text only~~ |
| ~~Electronic sources must include the correct retrieval date~~ |
| ~~References include the author and year of publication~~ |