

Rules and Regulations for Report Styling

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1 Text

- Don't use *don't*, *can't* or *wouldn't* in official documents.
- Try to avoid using the word *basically*. Makes the reader feel stupid.

2 Chapters and Sections

Please conform to the following rules concerning the structuring and naming of the chapters and sections

- All chapters should begin with a small introduction describing the contents.
- All titles should be capitalized (i.e. use Capital letters at the start of nouns and verbs).
- All sections should have individual .tex files and corresponding labels. Subsections should be labeled with an extra part. For example: chapter - blDO, section - blDOADCS, subsection - blDOADCSActive.

3 Figures

- When referencing in text do it like this: "... figure 4 ..."
- Captions should clearly indicate what is shown in the figure.
- Labels should be in the form: *fig:blDOname*.
- If the image is taken from a website directly, specify the url in the caption in the form: *source: http://www.bla.com* .
- B/W compatible.

4 Tables

- Captions: see Figures.
- When referencing in text do it like this: "... table 4 ..."
- No outside border.
- Double line under the column titles.
- Column titles in capitals and bold.
- Labels should be in the form: *table:blDOname*.

5 Charts

- Black lines.
- White bg in boxes (only use color when absolutely necessary, and sparingly).
- Do not use color to distinguish things in the captions. Remember that some people print in black/white.
- Text: Arial 8pt.

*AND MOST IMPORTANTLY: READ WHAT YOU WROTE **BEFORE** YOU COMMIT IT!*

Check regularly for updates.