## Front Matter

* **Letter of Transmittal:** One-page letter with full overview.
* **Title Page**: Clear, descriptive report title, prepared for, & prepared by.
* **Table of Contents:** All headings & subheadings plus page numbers.

## Introduction

* Provides an overview of the topic.
* Explains the purpose of the report and its intended audience.
* Indicates the scope or focus.

## Body

* Choose an organizational structure: topical, chronological, cause & effect, comparative, or problem & background.
* Explain all of the following about your topic:
  + What it is.
  + When it was developed and by whom.
  + Where it originated and why.
  + What it involves.
  + How it works.
  + How it addresses social challenges or promotes equity.
  + (optional) Future possibilities for the subject (areas of projected growth, potential for expanding access or impact, etc.).
* **Incorporate at least 4 relevant visuals,** including:
  + 2 data visualizations
  + 2 other visuals (e.g., photos, diagrams, tables)
  + Captions and proper placement after textual reference for all visuals.

## Back Matter

* **References:** 6–10 credible sources, cited consistently
* **Optional Appendices:** Supporting materials or extended data