**MRSD Project I**

**Critical Design Review (CDR) Report Format & Style**

* Number and type of pages
  + The first page should be a separate title page
  + The second page should be an abstract (250 words or fewer) that summarizes your report
  + The third page should be a table of contents with section numbering down to level 3 (e.g., 1.1.1)
  + The subsequent body of the report should contain no more than 30 numbered pages including pictures, tables, flowcharts, etc.
  + Though you may include appendices for the sake of completeness and full documentation, only these 30 pages will be graded
* Margins 1” all around
* Single-spaced paragraphs with one line spacing in between paragraphs
* First line of paragraph indented 0.25”
* Paragraphs justified
* Headings numbered consecutively as 1, 2, 2.1, 2.2, 2.2.1, 2.2.2, 3, etc.
* First-level headings: Arial 14 pt
* Second- and third-level headings: Arial 12 pt
* No fourth-level (or beyond) headings
* Text: Times New Roman 12 pt
* Table header: Arial 12 pt
* Table cells: Times New Roman 10 pt
* Figure captions placed after figure, Times New Roman 10 pt bold
* Table captions placed before table, Times New Roman 10 pt bold
* Figures and tables numbered and cited in text
* References at the end of the text but before appendices
* References in order of appearance and numbered consecutively as [1], [2], [3], etc.
* All references cited in text
* No typographical errors
* No grammatical errors
* Clear prose with clear statements