

CESTiCC Final Report Guidelines

If you do not have an existing report template, please use the reporting guidelines provided below. We strongly urge you to remain consistent throughout your report. CESTiCC requires the use of automatic table of contents/ list of figures/list of tables (do not enter it manually!). Failure to submit a consistent, well-done report will result in the return of your report for revisions and it may negatively affect your future project selection.

General Organization of Report: Pages 1, 2, 4 and 5 are provided on the CESTiCC website

1. CESTiCC Report Cover Page (required, fixed format)
2. Report Documentation Page (required, fixed format)
3. Project Report Cover Page
4. Disclaimer (required)
5. Metric Conversion (required)
6. Acknowledgements
7. Table of Contents
8. List of Figures
9. List of Tables
10. Executive Summary (required)
11. Body of Report (problem, approach, methodology, data and analysis, findings, conclusions and recommendations)

Margins

- Left/Right/Bottom = 1 inch
- Top chapter heading pages = 1.5 inches

Font

- Times New Roman
- Chapter headings – 12pt. bold, all caps, numbering ex) **CHAPTER 1.0.**
- Body text after chapter headings – 12 pt., left justification, double spaced, use "normal" in styles

Page Numbering

- Centered within the footer starting ½ inch from bottom of the page
- Starting with Executive Summary use Arabic numerals (1,2,3...)

Content

- Typeset aligned to the left
- Executive Summary: give a general background, problem statement, key methodology, major findings and their implications;
- Introduction, procedure, results, conclusions, references and appendix
- Use standard indent of .5" and write in "normal" style for text in paragraphs

- Underline Subchapters ex: 1.1 This is my First Subchapter
- We strongly encourage you to create your table of contents/list of figures/list of tables automatically by applying heading styles to the items you want included in the tables and lists. Creating this manually will increase errors and more work down the road.

Example of a table

Table 2.1 The title goes above the table

School	Color
UAF	Gold
MSU	Blue
WSU	Red

Example of a figure



Figure 2.1 The title is placed below for figures

References

Please cite references following formats of *ASCE Journal of Materials in Civil Engineering* or *Transportation Research Record*.