

MPC REPORT FORMAT GUIDELINES



Include the corresponding [MPC project number](#) on your report.

Layout

The layout of the items in this section follows the order they should appear in the report.

- Cover
- Acknowledgements
- Disclaimer (see the following for U.S. DOT required disclaimer):

"The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the information presented. This document is disseminated under the sponsorship of the Department of Transportation, University Transportation Centers Program, in the interest of information exchange. The U.S. Government assumes no liability for the contents or use thereof."

- Abstract (200-word maximum)
- Table of Contents
- List of Tables
- List of Figures
- Executive Summary
- Report Text
- References/Literature Cited
- Appendix

The general format used in the final report should be:

- WordPerfect or Microsoft Word
- Headings will be in the [Antique Olive Roman \(or Arial\) font](#) (see chapter headings below for different levels)
- Body text font: [Times New Roman 11-point](#)
- Single-space
- Full justification
- One-inch margins
- Widow/Orphan turned on

Pagination

- Page numbering - bottom center.
- Preliminary pages (abstract, table of contents, lists of tables and figures) should be numbered in lower case Roman numerals.
- Use Arabic numbers (1,2,3) for the main text.

Chapter Headings

- [1st level heading](#) – Left justification, all caps (18 pt) - [Arial Black font](#)
- [2nd level heading](#) – Left justification, upper/lower case (14 pt) - [Arial Bold](#)
- [3rd level heading](#) – Left justification, upper/lower case (12 pt) - [Arial Bold](#)
- [4th level heading](#) – Left justification, upper/lower case (11 pt) - [Arial Bold](#)

Tables/Figures

- Number all tables/figures to correspond with the chapter (Table 1.1, Table 1.2; Figure 1.1, Figure 1.2, etc.)
- When doing a report, print figures/graphs in black and white. If printed in color, do not use light colors such as yellow. These do not reproduce well on copy machines.

Photos

If you have photos in the report, scan at 300 dpi or send the photo and I will scan them. If you take digital photos they also need to be at 300 dpi for print.

Proofing

An editor proofs the report for grammatical errors and style, [NOT](#) report content. If there are any major questions regarding the report, you will be contacted before changes are made.

Reports will not be placed on the web unless they have been peer reviewed. Be sure to list the persons who have peer reviewed each report on a separate sheet of paper. These will be placed in the report file.

Also, indicate if this report has been published as a thesis, journal article, or other publication.

Submit one hard copy and one electronic copy of the report to the Mountain-Plains Consortium, North Dakota State University, 430 IACC Building, PO Box 5074, Fargo, ND 58105-5074. If you have questions, call Bev at 701.231.7137.