

# Leading Document File Formats for Research Reports

This document provides an overview of popular file formats used for compiling and distributing research reports.

Format	Extension	Description	Typical Usage
Portable Document Format	.pdf	Fixed-layout, widely supported for viewing and printing.	Publishing finalized research documents.
Microsoft Word Document	.docx	Editable, supports rich text, images, and references.	Drafting and collaborative editing.
Rich Text Format	.rtf	Universal, lightweight text files with basic formatting.	Cross-platform text sharing and basic formatting.
LaTeX Source File	.tex	Markup language for scientific documents and typesetting.	Academic papers with complex math or structure.
Plain Text	.txt	No formatting, only raw text data.	Simplest documentation or notes.

## Important Notes

- Always follow institutional or publisher guidelines for preferred formats.
- PDF is most suitable for finalized, non-editable distribution.
- Include all supplementary figures, tables, and references in a compatible format.
- Check for font embedding and layout preservation when converting files.
- Consider accessibility features and file size for digital distribution.