Best Practices for Technical Report Formatting

1. Title Page

- Include the title of the report, author(s), organization, and date.
- Keep layout clear and uncluttered.

2. Table of Contents

- List all sections and headings with page numbers.
- Use a hierarchical structure for clarity.

3. Section Headings

- Use consistent heading styles and numbering.
- Choose logical breaks for different topics and subtopics.

4. Font and Spacing

- Use a legible, simple font (e.g., Arial, Helvetica, or similar sans-serif).
- Line spacing should be 1.5 to improve readability.
- Use consistent font size (e.g., 12pt for body text).

5. Margins and Alignment

- Apply consistent margins on all sides (suggested: 1 inch).
- Align text left for readability; headings may be centered as needed.

6. Figures and Tables

- Label all figures and tables with numbers and descriptive captions.
- Reference all figures/tables in the main text.
- Keep visuals clear and uncluttered.

7. Citations and References

- Consistently use one citation style (e.g., APA, IEEE, or company standard).
- Include all referenced material in a separate references section.

8. Appendix

- Place detailed material, raw data, code, or supplementary information here.

- Reference each appendix item from the main text where applicable.

Important Notes

- Maintain consistency in formatting throughout the document.
- Proofread carefully to avoid typographical and formatting errors.
- Use clear and concise language to enhance technical communication.
- Review organizational or publication guidelines before submission.