

Outline Template for Scientific Technical Report

1. Title Page

- Report Title
- Author(s)
- Affiliation/Organization
- Date
- Contact Information

2. Abstract

- Brief summary of objectives, methods, results, and conclusions
- Typically < 300 words

3. Table of Contents

- Section headings with page numbers
- List of figures and tables (optional)

4. Introduction

- Background and context
- Objectives and scope of the report
- Outline of report structure

5. Methods / Materials and Methods

- Description of materials, equipment, and procedures used
- Experimental design or methodology
- Data collection and analysis techniques

6. Results

- Presentation of findings (text, tables, figures)
- Observations and measured data

7. Discussion

- Interpretation of results
- Comparison with previous work
- Implications and significance
- Limitations

8. Conclusions

- Main findings summarized
- Recommendations (if applicable)

9. References

- Citations of all sources used (use appropriate citation style)

10. Appendices

- Supplementary material (raw data, calculations, detailed methods, etc.)

Important Notes:

- Follow formatting guidelines provided by your institution or publisher.
- Use clear, concise language and standard scientific terminology.
- Ensure all figures and tables are properly labeled and referenced.
- Cite all sources and data appropriately to avoid plagiarism.
- Revise and proofread to ensure logic, clarity, and accuracy.