

RESEARCH TECHNICAL REPORT

Recommended Document Title Formats

1. Format Guidelines

Research Technical Reports should use a clear, standardized title format to ensure ease of reference and professional consistency. The preferred arrangement is as follows:

Element	Example
Type of Report or Project	"Research Technical Report"
Title of Study/Project	"Investigating Machine Learning Algorithms in Forecasting Weather Patterns"
Report Number or Identifier (if applicable)	"Report No. 2024-03"

2. Sample Document Titles

- Research Technical Report: Analysis of Heat Transfer in Urban Environments
- Research Technical Report No. 2024-12: Optimizing Solar Panel Efficiency
- Research Technical Report – A Comparative Study of Data Encryption Methods
- Research Technical Report: AI-Assisted Medical Imaging Interpretation

3. Additional Recommendations

- Use Title Case for all significant words in the document title.
- Always include the year or unique report number where required by your organization or institution.
- Avoid abbreviations or acronyms in the main title unless they are universally understood.
- Ensure the title accurately reflects the primary focus or findings of the report.

Important Notes:

- A consistent title format enhances report discoverability and citation.
- Double-check institutional or publisher guidelines for additional formatting details.
- Include relevant details (date, identifiers) on the cover page for version tracking.
- Keep document titles concise but sufficiently descriptive for clarity.