

Parameters for Written Reports

All written reports must use the following standard format:

1. Introduction: The introduction is normally found in the first paragraph. It contains the topic sentence which informs the readers about the basic purpose of the paper. A good topic sentence states the main idea of the paper in clear and exact terms. The introduction should capture the reader's interest and make him or her want to continue reading the paper. Please do not use personalized statements such as "I am writing about ..." or "My report is about ..."

2. Body: The body of the paper is where you will write the facts and information that support your topic statement (from the Introduction). The body should contain enough paragraphs to clearly and adequately state your thought with each paragraph having specific data that provides the basis of your paper. Each paragraph should gain strength from the previous and be in some kind of sequential or chronological order (especially if the report is historical in nature or seeks to tell a story). Please try to develop the use of transitional statements between paragraphs for better reading.

3. Conclusion: The conclusion, normally one paragraph, sums up the main ideas and finishes the report, by tying your significant thoughts together and associating them with your thesis. The major points of the paper should be reviewed within the conclusion. The main point (topic sentence) should be repeated in such a way that the reader has developed a clear understanding of the purpose of your report. In addition, there should be no question that you, the writer, have provided a source of knowledge to someone else, the reader. Please DO NOT write the following in your conclusion: "This concludes my report." The conclusion is obvious and you do not need to put it in writing. As with anything else, practice makes perfect. Writing reports and research papers requires skill. Be patient and your writing abilities will improve with time. Put your best effort into it and the result will surprise you.

4. Formatting:

- Typed.
- Black ink/toner only (except for illustrations)

- Cover sheet:
 - One-inch margins on all sides
 - Title of Report – 20-point bold Times New Roman (TNR) (center page centered)
 - Student's Name (bottom centered – 12-point TNR)
 - Period (bottom centered – 12-point TNR)
 - Report Due Date (bottom centered – 12-point TNR)
- First page of essay:
 - Body formatting
 - Title (top centered – 12-point TNR Bold)
- Body:
 - 12-point TNR
 - Single-sided
 - One-inch margins on all sides
 - Double-spaced
 - Indent the first line of each paragraph
 - First and Last Name (top right in the header)
 - Page number (bottom centered in the footer)
- Endnotes:
 - Body formatting
 - Endnote typed top center 12-point TNR bold
 - List endnotes numerically and consecutively, both in your essay and in your endnote citation. Place your endnote citations at the end of the essay, beginning on a separate page.
 - MLA style (<http://www.aresearchguide.com/sampleendnote.html>)

Note: To superscript endnote numbers in MS Word, highlight the number you're trying to superscript the follow the menu selection Format | Font then check the superscript box.

Note: Wikipedia is not an acceptable source. You may, however, find pertinent references on the Wikipedia site and research them.

Note: Cite ALL references. If in doubt, cite it.

Note: See the sample essay that follows.

The Best Instructor I Ever Had

Graham Wellington
8th Period
April 24, 2008

Endnotes

¹Robert A. Doss, How to Coach Tee Ball Without Going INSANE (Bullhorn Media Group, 1998) 75.

²James Earl Jones, My Days As Darth Vader (Jedi Press, 1957) 108.

³Ibid. 118-119.

⁴Doss 84