Microsoft Word users change the default setting from 10- to 12-point font (format, font, 12pt, default) and build the title page in a separate file.

TITLE

Title is in all caps and 2” from the top margin

Submitted to

Dr. First and Last Name, Title Here

Full Course Name Here

Located approximately at position 5.5”

By

Your Full Name

Current Date

Located approximately 1” from last line on page
Microsoft Word users should build the next two pages in a separate file (page i and ii)

- Left margin is set at 1.5” for the entire paper
- Page # located at the bottom of the page, font style i or i

First line begins at approximately 2” from the top of the page and is centered.

Audience Description

At least four complete sentences are necessary to describe your audience. Provide specific details about the audience, without generalizing too broadly to a larger group.

(Note. This paragraph starts with a “tab” and is left-aligned.)
For dot leader instructions, refer to the How to & Reference Web site:

http://www.aged.tamu.edu/agjour/pdf/dotleaders.pdf

Approximately 2” from the top margin and centered on the page.

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√ Dot leaders are right-aligned at 6”
√ 2” top margin (approximately)
√ 1.5” left margin
√ All papers will have the same headings under Introduction (i.e., Background, Purpose, and Major Topics)
√ Sub-sections are optional but categorize the paper nicely under specific topics.
√ Remember, you cannot have I without II, A without B, or “a” without “b”

Notice location (placed in the footer sections) and font style of page #’s
Introduction

This paragraph begins the body of your report. The introduction should be about one-half to one full page of text. *(Note. This paragraph has a “tab” and is left-aligned.)*

Background

This section begins the background information. This section may be one-half to one full page of text. **AVOID** writing one paragraph per section or sub-section in your technical report. Also, **one lone sentence does make constitute a complete paragraph.** *(Note. This paragraph has a “tab” and is left-aligned.)*

Purpose

Major Topics

Definitions (optional)

Major Topic 1

Subtopic 1

The primary research…
Begin typing on the first line (approximately 1" from the top margin) on page 2.

The reference page will be treated similar to Introduction page with 2” top margin.