

## **Standardized STAC Report Format**

### **General Requirements**

- Times New Roman; 12 point font
- All documents (draft reports, appendices, etc.) must be in a Microsoft word version.
- Do not indent paragraphs; use multiple line spacing of 1.15, and a return between paragraphs
- Double space after major punctuations (i.e., periods, exclamation points, or colons, except in full references at the end of the report)
- Page number (starting on page 3; bottom of page either center or left justified)
- Referencing presenters, experts, etc.
  - Spell out the person's full name for first instance and add their affiliation in a parenthesis directly after. For any additional reference, use last name throughout.

### **Cover Page (all centered justified; 20-25 point font depending)**

- Activity Title (top)
- Photo
- Type of Activity (STAC [Workshop or Review] Report)
- Date of Activity
- Location of Activity (ex. Annapolis, Maryland)
- STAC Logo (and other co-sponsor if applicable)
- STAC Publication Number

### **Page Two (all justified left)**

- Description of STAC
- Publication Date (Month, Year)
- Publication Number (same as cover page)
- Suggested Citation
- Source of Cover Photo
- STAC report disclosure information
- STAC Administrative Support information

### **Page Three**

- Table of Contents

### **Main Body (Suggested order below but not required)**

- Steering Committee with Affiliations
- Executive Summary
  - Including major findings and recommendations
- Introduction

- Breakout group discussions/sessions
- Findings and Recommendations
- Next Steps
- References (see below for specific requirements)

### **References**

- Alphabetical order
- Complete citation required
- If listed as a reference, it must be referenced in text, and vice-versa.
- Follow example format

### **End of Report**

- Additional documents
- Appendices
  - Activity agenda
  - List of Participants
  - Presentation Summaries
  - Additional resources

### **Tables and Figures**

- All tables and figures require a title and a source
- Consistency is required throughout (if all tables or figures titles are above and bold, all tables and figures throughout the report should be above and bold.
- Figures in text should read (Fig. X). Tables in text should read (Table X)
- Table and Figures should follow in sequence
- Table rows and columns should be evenly distributed throughout, with the exception of titles.
- Times New Roman font

### **Bullets**

- There should be a semi colon after all bullets except the last bullet requires a period.
- Second to last is a (semi colon and)( ; and).