

Guidelines for Report Preparation

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U.S. Department
of Transportation
**Federal Highway
Administration**



Central Federal Lands Highway Division
555 Zang Street
Lakewood, CO 80228

FOREWORD

The Federal Lands Highway (FLH) promotes development and deployment of applied research and technology applicable to solving transportation related issues on Federal Lands. The FLH provides technology delivery, innovative solutions, recommended best practices, and related information and knowledge sharing to Federal agencies, Tribal governments, and other offices within the FHWA.

Often times the FLH seeks outside services for studies where final reports or other documents are required. When a report is to be published these *Guidelines for Report Preparation* contain specific instructions on format and presentation of the documents to establish a uniform standard. Documents prepared in-house are encouraged to adhere to these guidelines also.

Larry C. Smith, Division Engineer

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Technical Report Documentation Page

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METRIC (SI*) CONVERSION FACTORS

APPROXIMATE CONVERSIONS TO SI UNITS					APPROXIMATE CONVERSIONS FROM SI UNITS				
Symbol	When You Know	Multiply By	To Find	Symbol	Symbol	When You Know	Multiply By	To Find	Symbol
<u>LENGTH</u>					<u>LENGTH</u>				
in	Inches	25.4		mm	mm	millimeters	0.039	inches	in
ft	feet	0.3048		m	m	meters	3.28	feet	ft
yd	yards	0.914		m	m	meters	1.09	yards	yd
mi	Miles (statute)	1.61		km	km	kilometers	0.621	Miles (statute)	mi
<u>AREA</u>					<u>AREA</u>				
in ²	square inches	645.2	millimeters squared	cm ²	mm ²	millimeters squared	0.0016	square inches	in ²
ft ²	square feet	0.0929	meters squared	m ²	m ²	meters squared	10.764	square feet	ft ²
yd ²	square yards	0.836	meters squared	m ²	km ²	kilometers squared	0.39	square miles	mi ²
mi ²	square miles	2.59	kilometers squared	km ²	ha	hectares (10,000 m ²)	2.471	acres	ac
ac	acres	0.4046	Hectares	ha					
<u>MASS (weight)</u>					<u>MASS (weight)</u>				
oz	Ounces (avdp)	28.35	Grams	g	g	grams	0.0353	Ounces (avdp)	oz
lb	Pounds (avdp)	0.454	Kilograms	kg	kg	kilograms	2.205	Pounds (avdp)	lb
T	Short tons (2000 lb)	0.907	Megagrams	mg	mg	megagrams (1000 kg)	1.103	short tons	T
<u>VOLUME</u>					<u>VOLUME</u>				
fl oz	fluid ounces (US)	29.57	Milliliters	mL	mL	milliliters	0.034	fluid ounces (US)	fl oz
gal	Gallons (liq)	3.785	Liters	liters	liters	liters	0.264	Gallons (liq)	gal
ft ³	cubic feet	0.0283	meters cubed	m ³	m ³	meters cubed	35.315	cubic feet	ft ³
yd ³	cubic yards	0.765	meters cubed	m ³	m ³	meters cubed	1.308	cubic yards	yd ³
Note: Volumes greater than 1000 L shall be shown in m ³									
<u>TEMPERATURE (exact)</u>					<u>TEMPERATURE (exact)</u>				
°F	Fahrenheit temperature	5/9 (°F-32)	Celsius temperature	°C	°C	Celsius temperature	9/5 °C+32	Fahrenheit temperature	°F
<u>ILLUMINATION</u>					<u>ILLUMINATION</u>				
fc	Foot-candles	10.76	Lux	lx	lx	lux	0.0929	foot-candles	fc
fl	foot-lamberts	3.426	candela/m ²	cd/cm ²	cd/cm ²	candela/m ²	0.2919	foot-lamberts	fl
<u>FORCE and PRESSURE or STRESS</u>					<u>FORCE and PRESSURE or STRESS</u>				
lbf	pound-force	4.45	Newtons	N	N	newtons	0.225	pound-force	lbf
psi	pound-force per square inch	6.89	kilopascals	kPa	kPa	kilopascals	0.145	pound-force per square inch	psi
These factors conform to the requirement of FHWA Order 5190.1A *SI is the symbol for the International System of Measurements									

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REPORTS

Reports are an integral part of the study process. Without reports, it is difficult or impossible to monitor progress or communicate findings and recommendations. This chapter provides guidance on the preparation and review of several common report formats:

- Final Report – A summary of research, findings, and recommendations published at the conclusion of study.
- Executive Summary – A condensation, usually of a final report, intended for management review.
- Interim Report – Written at a significant milestone prior to completion of a study; may be published or used only for technical review.
- Progress Report – Written at regular intervals to permit review of progress during a study.
- Presentation – An oral presentation, often with visual aids, usually to technical reviewers or managers.

For each report type, this chapter provides standard formats to encourage:

- Consistent appearance
- Easier evaluation
- Minimal rework
- Clarity
- Completeness
- Adoption of research results

These formats are not intended to limit creativity.

GENERAL FORMATTING GUIDANCE

All reports should be formatted in a manner that is internally consistent and conducive to convenient desktop publication.

All documents developed under this contract (with the exception of progress reports) shall be prepared in accordance with the following guidelines. Additional guidance is available from the Turner-Fairbank Highway Research Center's Quick Reference Guide (QRG). The latest version of the QRG can be found on the Web site of the Turner-Fairbank Highway Research Center <http://www.tfhrc.gov/qkref/standrd.htm>.

Electronic File Formats

Reports must be in an electronic format that meets the following specifications:

- The report file, with embedded tables and figures, should be in Microsoft Word (6.0 or later version).

- Figures or graphics of any kind should be embedded as images.
- Equations may be created and inserted as part of the text.

General Guidelines on Margins, Spacings, and Subheadings

- Margins must be at least 25 mm (1 in.) on all sides, including on pages with figures and tables.
- Right-hand margins should not be justified. Use hyphenation to achieve a smooth right margin. Type with ragged margins is easier to read and correct.
- Use Times New Roman as the font (typeface), no smaller than 10 points.
- Type reports using single or 1.5 line spacing. Double or triple space between paragraphs.
- Single-spacing is preferred if superscript and subscript do not touch the next line of type.
- Chapter headings should consist of bold type, all capitals, and be centered at the top of the page.
- Subheadings should be flush with the left margin and follow the recommended format:
 - **FIRST-LEVEL SUBHEAD** – all capitals, boldface, on separate line
 - **Second-Level Subhead** – initial capitals, boldface, on separate line
 - *Third-Level Subhead* – initial capitals, italic, on separate line
- Indent first line 12.7 mm (0.5 in.) of bulleted and numbered lists. Do not indent for text runovers.

Pagination

- Use lower case Roman numerals (i, ii, iii) for numbering Front Matter.
- The Technical Report Documentation Page (Form DOT F 1700.7) is always unnumbered page i.
- Include front matter in the page count in block 21 of the form DOT 1700.7.
- Page numbers should be centered 12.7 mm (0.5 in.) up from the bottom edge of the page and should stand alone with no dash on either side of the number.
- Chapters or main sections must begin on the right-hand page. Blank pages may be used to achieve this. Blank pages are counted in the page number sequence, but no number is printed on the page.

References

- The reference list should contain only references that are cited in the text, numbered in the order in which they are first cited. Materials not cited may be listed in a bibliography placed at the end of the volume on the page(s) following the references.
- Denote a reference at the appropriate place in the text with an italicized Arabic numeral in parentheses, e.g., (2).
- Do not cite as a reference unpublished material, personal communications, telephone conversations, or similar material that would not be available to readers electronically or in printed form in a library or from the originating agency. Instead, cite the

unpublished work in the text and enclose the author's name along with the term "unpublished data" in parentheses.

System of Units

All measurements in the text must be expressed in SI (metric) units. English units may be included in parentheses immediately following the associated metric unit. For figures and tables, provide only the units of the original research and show the base unit conversion in a footnote. Alternatively, in figures, equivalent units may be shown in the top and right axes of data plots.

Footnotes

Do not use footnotes to the text. Incorporate the information into the text or delete the notes.

Abbreviations, Acronyms, and Symbols

Abbreviation, acronyms, and symbols must be fully defined the first time they are use in the paper; the definition should be given first, followed by the abbreviated term in parentheses.

DELIVERABLES

Table 4 outlines the deliverables associated with each type of report. Reports are to be delivered electronically on a CD. It is the intent of the CFLHD to publish its study reports primarily by electronic posting on the Internet. Those reports to be posted on the Internet, must be Section 508 compliant.

Section 508 Compliance

All publications to be published on the World Wide Web must meet the same editorial standards as printed publications. The specific requirements for preparing Hyper Text Markup Language documents or other files for publication on the World Wide Web frequently evolve or change as a result of legislation and the dynamic development of electronic communications technologies. Contractors should consult with the TFHRC Web manager for the most up-to-date guidance. The contractor is required to refer to the electronic publishing standards provided on the FHWA and TFHRC Web sites, specifically the Federal Highway Administration World Wide Web Best Practices and Style Guide. The contractor shall prepare files in accordance with guidelines under Section 508 established by the Workforce Investment Act as an amendment to the Rehabilitation Act of 1973. Specific guidelines can be found on the Section 508 website www.section508.gov. Additional information on Section 508 compliance can be found on the following website, www.adobe.com/products/acrobat/acrobat_508.html.

Table 1. Deliverable types.

Report Type	Microsoft Word	Portable Document File (pdf)	Camera Ready Copy	Min. Number of Hard Copies
Final Report	x	x	x	3
Exec. Summary	x	x	x	3
Interim Report	x	x	x	3
Technical Memo	x			3
Progress Report	x			2

FINAL REPORTS

Purpose and Length

At the conclusion of a study, submit a final report to completely describe the project's purpose, activity, findings, conclusions and recommendations. The report should contain complete details unless length prohibits. Report length depends on the topic's complexity and breadth, but usually a length of 20 to 100 pages is appropriate. In general, the organization of a final report should reflect the organization of the study's project statement and request for proposal.

Front Matter

The front matter identifies the report and describes its content and format.

Front Cover

The front cover (Figure 2) should be of light colored, heavy paper. It should identify who sponsored the study and show the study's title, number, and publication date. Preferably, a relevant photograph or illustration may be used to communicate the subject of the study.

Inside Cover

The inside cover (Figure 3) presents the foreword and the Department of Transportation's standard disclaimer notice.

The foreword may contain the following information:

- The objective of the project supporting the document.
- A short summary of the contents.
- A statement identifying the intended audience.
- Whether this publication supersedes another.

- Whether the publication is preliminary, interim, or final.
- Acknowledgements
- How to obtain copies.
- The Division Engineer to sign and title.

Department Disclaimer

A departmental disclaimer under the caption “Notice” must be added to the inside front cover. The disclaimer must include the language contained in Figure 3, verbatim.

Technical Report Documentation Page

All technical publications require a Technical Report Documentation Page, Form DOT F 1700.7. The Technical Report Documentation Page lists key study information in a tabular format used by the Federal Highway Administration and other agencies (Figure 4). This page is unnumbered page (i), which indicates it is the first page of the publication. Certain entries are required:

- 1. Report No. - identifies the number of this report and, if applicable, the volume.
- 4. Title and Subtitle - lists the title and, if applicable, the subtitle of the report exactly as they appear on the front cover.
- 5. Report Date - lists the month and year of the report is published.
- 7. Author(s) - lists the author(s) names.
- 8. Performing Organization Report No. - The performing organization may optionally use Box 8 to list its internal report number.
- 9. Performing Organization Name and Address - lists the name and mailing address of the organization that performed the study.
- 10. Work Unit No. - The performing organization may optionally use Box 10 to list its internal project identification number.
- 11. Contract or Grant No. - identifies the CFLHD contract that funded the work.
- 12. Sponsoring Agency Name and Address - identifies CFLHD as the sponsoring agency.
- 13. Type of Report and Period Covered Final Report - contains the report type (for example, “Final”) and the dates, by month and year, the work was started and finished.

Performance Evaluation of Road Stabilizer Products at Buenos Aires National Wildlife Refuge

PUBLICATION NO. FHWA-CFL-03-001

DECEMBER 2004



U.S. Department
of Transportation
**Federal Highway
Administration**

Central Federal Lands Highway Division
555 Zang Street
Lakewood, CO 80228

Figure 1. Example report cover.

FOREWORD

The Federal Lands Highway Division designs, administers and oversees a considerable amount of aggregate surfacing roadwork for clients in remote locations with limited budgets. Federal Land's clients, such as the National Park Service, Forest Service, and Fish and Wildlife Service, often have limited budgets for construction and maintenance of their low volume roads.

The primary objective of this project was to deploy different soil stabilizers/dust palliatives and to evaluate the products for long-term performance and cost. The project took place at the Buenos Aires National Wildlife Refuge. The evaluation addresses the products' application ease, performance over a 2-year period, and cost effectiveness.

The construction was performed under the supervision of the Central Federal Lands Highway Division construction team, and the monitoring and evaluation carried out by materials and technology deployment engineers.

The contributions and cooperation of the construction contractor, product suppliers, and personnel at the Buenos Aires NWR is gratefully acknowledged.

Larry C. Smith, Division Engineer

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Figure 2. Example inside report cover.

Technical Report Documentation Page

1. Report No. FHWA-CFL-03-001	2. Government Accession No.	3. Recipient's Catalog No.	
5. Title and Subtitle Performance Evaluation of Road Stabilizer Products at Buenos Aires National Wildlife Refuge		5. Report Date December 2004	
		6. Performing Organization Code	
9. Authors Roger Surdahl, Rick Marquez, Heather Woll, Randy Everett, Brian Dabling		10. Performing Organization Report No.	
10. Performing Organization Name and Address Central Federal Lands Highway Division 555 Zang Street, Mailroom 259 Lakewood, CO 80228		11. Work Unit No.	
		12. Contract or Grant No. DTFH68-02-C-00011	
12. Sponsoring Agency Name and Address Central Federal Lands Highway Division 555 Zang Street, Mailroom 259 Lakewood, CO 80228		14. Type of Report and Period Covered Final, August 2002 to August 2004	
		14. Sponsoring Agency Code	
17. Supplementary Notes No separate executive summary or appendices have been published. Draft interim reports were made available to requestors following each 6-month monitoring event. Materials testing reports are on file at the Central Federal Lands Materials Laboratory.			
18. Abstract Six soil stabilizers, at 1-mile intervals, were applied to 6-inch depth and evaluated over 2 years. The six products were visually evaluated for effectiveness against dust, degree of washboarding, and amount of raveling at 6-month intervals. Materials tests and evaluation included Moisture/Density, Gradation, Liquid Limit, Plastic Limit, R-Value, and CBR. Both performance and cost-effectiveness for the Buenos Aires National Wildlife Refuge in south central Arizona are considered in the final evaluation.			
18. Key Words Soil Stabilizer, Dust Palliative		19. Distribution Statement No restriction. This document is available to the public from the sponsoring agency.	
21. Security Classification (of this report) Unclassified	22. Security Classification (of this page) Unclassified	23. No. of Pages 44	24. Price

Form DOT F 1700.7 (8-72)

Reproduction of completed page authorized

Figure 3. Example Technical Report Documentation Page.

- 15. Supplementary Notes - identifies other reports and executive summaries published as part of the study.
- 16. Abstract - lists a briefly summarizes the study's objectives, tasks, findings and recommendations.
- 18. Distribution Statement - describes report availability and any restrictions that may exist. Access is usually unrestricted.
- 19. Security Classification (of this report) - identifies the report's security classification, which is normally "Unclassified".
- 20. Security Classification (of this page) - lists the security classification of the Technical Report Standard Title Page itself, normally "Unclassified".
- 21. No. of Pages - lists the total number of pages in the publication, including front matter.

Metric Conversion Factors Page

Include a Metric Conversion Factors page if measurements are used in the publication. This page provides the reader with information for converting metric measurements to English measurements if necessary. The Metric Conversion Factors Page should be placed as part of the front matter text, before the main part of the text begins.

Table of Contents

The table of contents lists the chapters, sections and subsections of the report with page references. Front matter preceding the table of contents should not be listed. Begin with the introduction or first section, which follows the table of contents.

List of Figures

The list of figures shows figure numbers, captions, and page numbers. The list of figures should begin on a separate page following the table of contents. The page number is in lower-case Roman numerals.

List of Tables

The list of tables shows table numbers, captions and page numbers. The list of tables should

begin on a separate page following the list of figures. The page number is in lower-case Roman numerals.

Report Body

The intellectual content of the report resides in logically organized sections of the report body. Each major section should be titled and should begin on an odd-numbered (right-hand) page to aid location.

The use of appropriate tables and figures is encouraged. They should be located within the body of the report, as near to their references as possible for the convenience of the reader. To conserve paper and to limit report thickness, the report body must be published double-sided. To aid legibility, margins of at least 25 mm (1 inch) should be used. Text should be in an uncomplicated serif font, eleven points or larger. Line spacing should be between 1.2 and 1.5.

Executive Summary

The first chapter of the report should be a summary designed to inform managers within the CFLHD and other interested agencies of the study's purpose, general approach, and significant findings, conclusions, and recommendations. The summary should concisely express the most important information about the project, without depending on references to other material in the final report. Usually, from three to ten pages is appropriate.

For consistency, conclusions and recommendations offered within the executive summary should match exactly those presented later in the final report. Because managers are likely to refer to the executive summary more often than to the full report, recommendations should be supported within the executive summary.

Problem Description

The second chapter should describe the problem that motivated the work. It should supplement the description presented in the project's request for proposal with added insights. Often, the discussion presented in the offeror's proposal or work plan, when updated to reflect insights gained during the investigation, comprises a good description of the problem.

Objectives

After the problem is stated, the study's objectives should be stated exactly as they were cited in the study's proposal or work plan. How, and to what extent, each objective was accomplished should also be described. The chapter should explain the relationship of each objective to the problem description.

Task Description

This chapter should state the project's defined tasks exactly as they were cited in the study's proposal or work plan. How, and to what extent, each task was accomplished should also be described. Usually, a task-by-task discussion is easiest to follow. The discussion must be sufficiently complete and clear to allow the study's technical panel to determine whether the project's tasks were accomplished fully, partially, or not at all, and to appreciate the technical significance of the work. Experimental plans should be clearly explained. Deviations from the defined tasks—either planned or to overcome problems—should be justified, explained and evaluated. The discussion should also explain the tasks' relationship to the study's objectives.

Findings and Conclusions

This chapter should explain what was learned from the study and assess the reliability of the findings. Results of surveys, tests, analyses, and other experimental techniques should be stated along with explanations of their significance. Any limitations to the validity or applicability of the observations or analyses should be clearly stated.

Implementation Recommendations

The investigator should state, explain and justify any recommendations for implementation of the study. Recommendations may take any of several forms:

- Specification changes
- Policy changes
- Procedural changes
- Training recommendations
- Further study
- Other actions

To ensure that recommendations are correctly identified and properly stated, they should be numbered. The recommendation itself should consist of one to three concise sentences clearly stating what should be done, by whom and, if applicable, when. Recommendations should be sufficiently clear and complete to permit their understanding when quoted later outside of the context of the final report.

After each recommendation is stated, it should be more fully explained and suitably supported by reference to the findings and conclusions provided earlier in the report. Any limitations on the recommendation's applicability should be plainly stated.

Back Matter

The back matter includes the reference material and index.

Appendices

Appendices should be reserved for material that is either lengthy or related to the study by reference. Appendices may contain voluminous tables or graphs, samples of survey or analysis forms, standards or other pertinent documents referenced in the report body. The investigator should refrain from including marginally related material in appendices, and should instead limit their use to pertinent information.

Internal Appendices

If appendices are short enough to include in the same volume as the final report, they should appear after the report body in alphabetical order (Appendix A, Appendix B, and so forth). They should be titled according to their content. Appendix titles—both letter and title—should be listed in the report's table of contents.

External Appendices

When appendices are too long to include in the final report, they should appear in supplemental, sequentially numbered volumes of the final report. Each volume should include its own table of contents.

Glossaries and Acronym Lists

Inclusion of a glossary and list of acronyms as internal appendices is strongly encouraged. They should be included first, as Appendix A and Appendix B.

References

Include complete identification of references as footnotes on the bottom of the page where first cited to aid the reader. When references are numerous, include a reference list in the back of the report. Present entries in a uniform style, with complete identifying data, in accepted bibliographic format. Each entry includes the author, title, source, identifying number, pagination, and publication date. Abbreviations are not recommended and should be used sparingly.

EXECUTIVE SUMMARY

Purpose and Length

Like the executive summary chapter of the final report, the stand-alone executive summary is designed to inform managers within the CFLHD and other agencies of the study's purpose, general approach, and significant findings, conclusions, and recommendations. The summary must concisely communicate the most important information about the project, without depending on references to material in the final report. Usually, from three to ten pages is appropriate.

Conclusions and recommendations offered within a separate executive summary should match exactly those presented in the final report. Because managers are likely to refer to the executive summary more often than to the full report, recommendations should be supported within the executive summary.

Front Matter

With minor exceptions, the front matter of the executive summary follows the same form as the final report. The report number is the same as the final report. The report type likewise changes to "Executive Summary". Naturally, the table of contents and lists of figures and tables must match the content of the executive summary, not the final report.

Report Body

In virtually all cases, the body of the executive summary will consist of the final report's executive summary chapter. It is rarely appropriate to publish two different versions of the executive summary.

Appendices

Appendices should never be used in executive summaries.

INTERIM REPORTS

Purpose and Length

An interim report is similar to a final report, but is usually prepared at some significant juncture in the project, prior to its completion. It may advise the study's technical panel of preliminary findings and recommendations that will influence the direction of the remainder of the project, or report findings that can be adopted prior to project completion. Because an interim report

requires substantial effort, it should not be used to report normal study progress. An interim report, in contrast to a technical memorandum, is intended for publication.

The appropriate length for an interim report depends on its purpose. In some cases, an interim report may contain many important findings, and its length may compare to that of the final report. In other cases, especially when written early in a project, it may be much shorter.

Front Matter

The front matter of an interim report is prepared in the same manner as a final report, and the report type is “Interim Report”. The distribution statement in the Technical Report Standard Title Page should reflect CFLHD’s intentions regarding publication.

Report Body

The body of the interim report should be organized in sections similar to those in a final report. The purpose of the interim report should be clearly stated. The report’s content should focus on that purpose, but should include sufficient background to establish context within the entire project. The report should explain how the interim findings were developed, how they relate to the study’s original objectives, and how they will affect the conduct of the remainder of the project.

Typically, the interim report is written upon completion of one or more of the project’s defined tasks. The “Task Description” section of the report is a convenient place to describe how each completed task contributed to the interim findings and how future tasks may be affected.

Appendices

Appendices to interim reports should be treated in the same manner as appendices to final reports.

TECHNICAL MEMORANDA

Purpose and Length

Like an interim report, a technical memorandum is usually prepared at some significant juncture in the project, prior to its completion. Unlike an interim report, it will not be formally published. Because its audience is generally limited to the project’s technical panel, it is typically formatted as a memorandum to the panel or project manager.

A technical memorandum may advise the study’s technical panel of preliminary findings and recommendations that will influence the direction of the remainder of the project, or report

findings that can be adopted prior to project completion.

The appropriate length for a technical memorandum depends on its purpose. In some cases, it may contain many important findings, and its length may compare to that of the final report. In other cases, especially when written early in a project, it may be much shorter.

Front Matter

Because a technical memorandum is not intended for publication, no specially formatted front matter is necessary.

Report Body

Because the purposes of technical memoranda are varied, no specific format is mandated, but it may be useful to organize a technical memorandum in sections similar to those in a final report. The purpose of the document should be clearly stated. Its content should focus on that purpose, but should include sufficient background to establish context within the entire project. The technical memorandum should explain how interim findings were developed, how they relate to the study's original objectives, and how they will affect the conduct of the remainder of the project.

Typically, the technical memorandum is written upon completion of one or more of the project's defined tasks. The "Task Description" section of the report is a convenient place to describe how each completed task contributed to the interim findings and how future tasks may be affected.

Appendices

Appendices to technical memoranda should be avoided.

PROGRESS REPORTS

Purpose and Length

Investigators submit progress reports to advise the project manager and technical panel of activity, accomplishments, and problems during an active study. Studies longer than one year's duration usually require quarterly progress reports. Shorter reporting intervals may be required on shorter studies to ensure that progress is adequately reported.

The appropriate length of progress reports depends on the amount of activity that occurred during the reporting period, the nature of the topic, and the amount of interaction needed

between the researcher and the project manager and technical panel. In general, progress reports should be simple and brief to encourage their being read; as few as one or two pages may be appropriate. When significant activity has occurred or is anticipated during the next reporting period, longer reports may be appropriate. Progress reports should rarely exceed ten pages in length.

Front Matter

Because progress reports are rarely bound, front matter is usually unnecessary. Instead, the first page of the report may simply have a header containing the study number and title, progress report number (sequentially from 1), submitter name and organization, and date.

Report Body

The body of the progress report should describe progress made during the reporting period, plans for the next reporting period, and overall project status. A quantitative estimate of the tasks' completion should also be reported.

Overview

A few paragraphs should explain the general status of the project. The extent to which objectives are being or are expected to be met should be stated along with a general assessment of the project's schedule and financial status. The information provided should allow a reviewer to determine whether the project is progressing satisfactorily or whether project revisions may become necessary.

Task Report

Each task should be identified and discussed within the context of what was completed before the reporting period, what was accomplished during the reporting period, and what yet remains to be done. Problems that were encountered should be explained, as should their solutions. Needs for upcoming CFLHD involvement should be stated. A percentage of completion, as of the end of the reporting period, should be listed.

Completion Graphs

Optionally, the status of task and project completion may be shown graphically. The Task Completion Graph (Figure 5) should identify each task and show the planned and actual progress as of the reporting date. The Project Completion Graph (Figure 6) should show the overall planned and actual progress history from the project beginning through the reporting date.

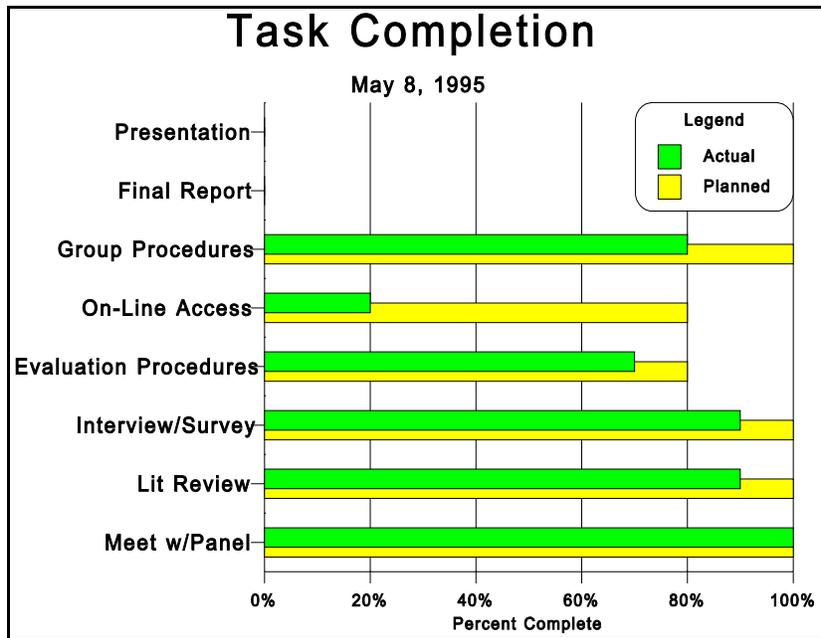


Figure 4. Task completion graph.

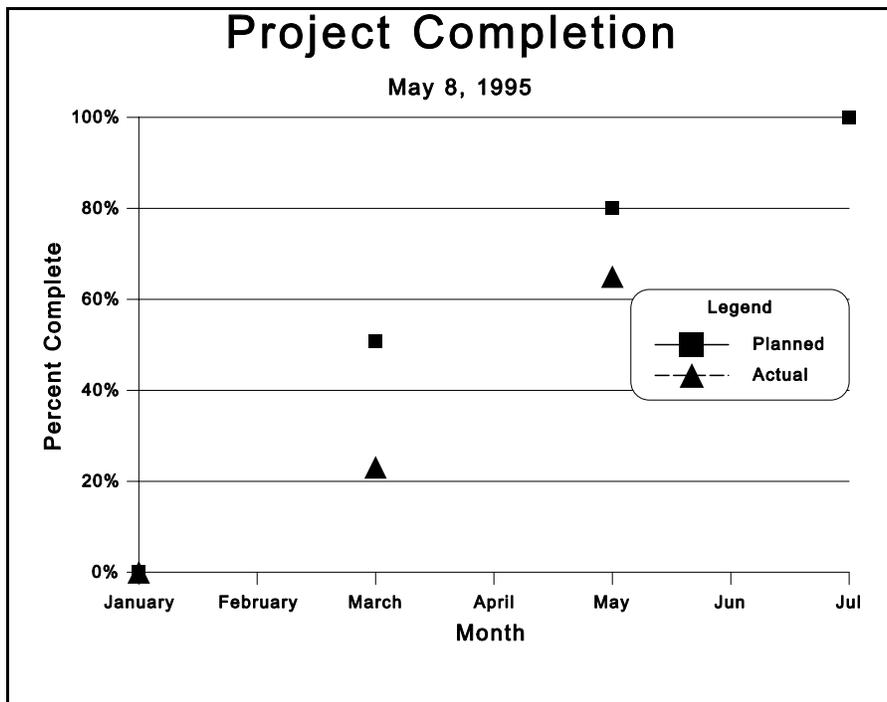


Figure 5. Project completion graph.

CONCLUSION

This report summarizes the guidelines for preparing proposals and reports for the CFLHD. By following these guidelines, uniform, consistent documents will be produced.