Section Numbering

A technical report has numbered sections to make it easy for readers to locate the information they are interested in. The first section to be numbered is the introduction (1.0). Sub-sections are labeled 1.1, 1.2, 1.3 or 2.1, 2.2, 2.3 etc. If you need further subsections you can use three levels of heading e.g. 1.1.1, 1.1.2, 1.1.3 etc. The sample table of contents on p. 122 shows the heading numbering system in more detail.

Page numbering

All pages after the title page up to and including the table of contents should be numbered with lowercase roman numerals i.e. i, ii, iii, iv, v, vi etc. Do not number the title page. After the table of contents, pages should be numbered in Arabic numerals i.e. 1, 2, 3 etc. Print your work on one side of the paper only.

Font

Choose a clear font (Arial, Times New Roman or Verdana). Apart from headings, all text should be font size 12. Use single line spacing.

Headings

For a professional looking report, use automated heading styles. In Microsoft Word, heading styles are found using the format tab to select ‘styles and formatting’. A pane will appear on the right hand side of the screen which lists all possible levels of heading. It is important to use these automatic styles if you are creating an automated table of contents using Microsoft Word.

Calculations

Include units for all relevant calculations e.g. 1mA x 1KΩ = 1V

Numbered answers need to be rounded off to 2 or 3 decimal places. e.g.
\[\pi \times 2 = 6.283185307 \rightarrow = 6.283\]

Figures (photos, graphs, diagrams, maps) and tables

Figures and tables should be used to summarise data and to add clarity to your report. Tables with large amounts of uncollated data should go in a separate section, called the appendix, at the end of the report. The appendix is also used for any calculations required for the report.

Figures and tables need to be numbered and labeled. If you include figures or tables that you did not create yourself, you need to provide a reference. The label for a table goes above the table and the label for a figure goes below the figure (see the examples below).
Table 4. Mobility test results (Liu et al., 2009)

<table>
<thead>
<tr>
<th>Trial</th>
<th>Distance (ft)</th>
<th>Time (s)</th>
<th>Speed (mph)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>19.5</td>
<td>2.6</td>
<td>5.11</td>
</tr>
<tr>
<td>2</td>
<td>19.5</td>
<td>2.3</td>
<td>5.77</td>
</tr>
<tr>
<td>3</td>
<td>19.5</td>
<td>2.2</td>
<td>6.03</td>
</tr>
<tr>
<td>4</td>
<td>19.5</td>
<td>2.8</td>
<td>4.75</td>
</tr>
</tbody>
</table>

Figure 3. Illustration of drive controller layout (Butler & Bright, 2009)

Figure 4. Top and basal surfaces of the regional top seal - the Lakes Entrance Formation, Gippsland Basin, Victoria. Surface grids derived from well data. Digital Elevation Model shows position of coast in the background (Department of Primary Industries, Victoria, 2010).