WR227 Homework Assignment

Technical Research Report Front and Back Matter draft

Objectives: Complete the final sub-portion of the large-scale Technical Research Report project, and prove that you can follow detailed instructions explicitly.

Content: Complete draft Cover, Table of Contents, and References (APA) or Works Cited (MLA) pages.

Format: Complete these pages in the same document as the body (including Introduction and Summary) of your report – don’t try to send separate files. All Introduction, body, and Summary material in the document will be ignored for this assignment, so don’t worry what it looks like.

This assignment must be an email attachment in one of the approved file formats (.doc/.docx/.otd), sent to WR227@ClarityCorvallis.com.

Page Design: Your report must be formatted so that it can be printed successfully and aesthetically. As in the Body assignment, all margins must be 1” as measured with a ruler on the printed page. On every page, your name (last, first) must be placed on a single line in the upper-right corner of the header area (inside the top margin). Use page numbers on every page, centered in the footer area (inside the bottom margin); the cover sheet is page one. The header and footer contents should be in the same typeface and point size as the body text. There should be no other content in the header or footer.

Typography: All non-heading text must be in a pleasing 12pt serif typeface (e.g., Times New Roman, Cambria, etc.), black on a white “paper” background. Heading typography and design is up to you; headings must be distinct from body text, and the heading hierarchy must be easy to interpret.

Required pages: Your assignment file must contain all of the following pages in the order below. The basic format of all pages is as described in Page Design and Typography above. Additional format requirements are presented for each page.

1. Cover page. In addition to the basic format described above, this page must contain the following information:

   THE TITLE OF THE REPORT
   Research Report for WR227
   Your Name
   Winter Term, 2019

   Instead of “THE TITLE OF THE REPORT,” use your real report title in all caps (no quotes). Put your real name (in the usual last, first format with no quotes) instead of “Your Name”. The specified information must be one item per line, single-spaced with no padding (no space before or after the line), in black 14pt bold of the typeface you use for your body text, with no italics or
underlining. Capitalize it exactly as shown. All four lines must be centered horizontally. The top of the type in the first line must be 4” from the top edge of the paper (print the page and use a ruler!). The cover page is page #1 in your numbering scheme.

2. Table of Contents page. Title this page with the level-1 heading “Table of Contents” (no quotes) at the top of the page. This level-1 heading must match the formatting of all the other level-1 headings in your document, and must appear in the table of contents like all level-1 headings.

Follow the page title with the table of contents itself (not double-spaced).

If you use the automatic table of contents feature of your word processor (recommended), it will probably put the legend “Table of Contents” at the top. Click on this and set it to the Heading 1 format using the Styles feature, then update the Table of Contents. That heading will now be included in the table. Do NOT manually put an additional level-1 heading or extra blank lines above the table.

If you manually type in your table of contents, be sure to put a normal level-1 heading above it that says “Table of Contents” (no quotes). You may use any appropriate and aesthetically pleasing format for the table of contents itself. (You probably should not use the same typography as your real headings, because the page will look strange with such big type). Include entries for all level-1 and level-2 heads and their respective page numbers. Include the Table of Contents and the References / Works Cited, because those are level-1 headings. You may include level-3 heads if you wish. Do not include the cover page or illustrations in the Table of Contents.

Your table of contents must fit on one page while being completely legible. If it doesn’t fit, you probably have more headings in your paper than you should.

3. The already written 4- to 7-page “body” of your report, containing the Introduction, the content, and the Summary. Do NOT put the title of your report in here! The report’s title must appear only on the cover page. (In this assignment, this part of the report will not be evaluated.)

4. References / Works Cited page(s). If you are using APA format, you must title this page with the level-1 heading “References” (no quotes); if you are using MLA format, you must title this page with the level-1 heading “Works Cited” (no quotes). This level-1 heading must match the formatting of all the other level-1 headings in your document; the page title is exempt from APA/MLA rules. Like all level-1 headings, this page’s title must appear in the Table of Contents.

Follow the page title with the bibliographic citations, which must be in either APA or MLA format, the same as you chose for the in-text references.
Ensure that the content of each citation follows all the APA/MLA rules defined in your textbook, Purdue O.W.L., etc.

5. Follow the APA/MLA appearance conventions, including using hanging indents, double-spacing within and between the citations, and ensuring that there are no extra blank lines (i.e., triple-spacing) between citations. (Note that this looks different from the rest of the report.) Use as many pages as needed, but only one applies toward the report’s minimum page count.

Because the page title is a level-1 heading, it should have the same spacing below it as all other level-1 headings, and must appear at the top of the page. This must not be affected by the page’s double-spacing.

You do not have to include all your references in this draft assignment, but you must include at least two so that I can assess how your page will look. The in-line citations in the body of this draft assignment will not be graded, and may be the same placeholders you have been using.

Due dates: Your draft Front and Back Matter assignment (i.e., your entire draft Report) must be emailed to Brian at WR227@ClarityCorvallis.com no later than 11:59 p.m. on Wednesday, May 29.

Weighting: This draft is worth 10 points, 2% of your final grade.

Basic Format:
- Basic format (margins, name, page number, text fonts) correct on all pages
- Pages ordered correctly, no extraneous sheets (body pages are ok)
- Header and footer are in body text typeface and point size.

Cover Page:
- Content of page exactly as specified
- Text starts specified distance from top edge of page
- All format (capitalization, centering, font, bold, line spacing, etc.) exactly as specified

Table of Contents:
- Starts on a new page (CTRL-Enter)
- Page title format (normal level-1 heading), wording, and spacing as specified
- All level-1 & -2 headings and page numbers appear; level-3 headings may appear
- Heading names and page numbers in the table of contents are distinct, hierarchical, and use good typography
- The table of contents and its page number appears in the Table of Contents
- Introduction and Summary do appear in Table of Contents
- Works Cited / References page does appear in Table of Contents
- The Cover Page and illustrations do not appear in the Table of Contents
- Table of Contents is only one page long.

Body of Report:
- Introduction begins on a new page (not at the bottom of the TofC) (CTRL-Enter)
- Introduction, “body,” and Summary are present (but will be ignored)
- Report’s title does NOT appear in this section
- At least two in-text citations or placeholders are present (ALL are recommended!)

Works Cited / References page:
- Starts on a new page (CTRL-Enter)
- Page title format (i.e., level-1 heading) and spacing exactly as specified
- Page title wording matches MLA/APA style
- At least two “long” citations are presented on page
- Citations are in correct APA/MLA style (double-spaced, hanging indent)

Containing email:
- Containing email conforms to every one of the Email Rules (big penalty!)
- Formality and content (including word choices) is appropriate to audience
- Grammar, spelling, and punctuation are correct