

Written Report – Formatting Checklist

Refer to the *Example Report* to see how your report should be formatted. Use this checklist as an aid.

Page setup

- Left, right, top and bottom margins are 1 inch wide.
- Page numbers are in the bottom center of each page.

Title

- Font is Times New Roman, 18 points.
- Title is double-spaced.
- Title is centered.

Authors and date

- Font is Times New Roman, 14 points.
- Authors are single-spaced, one author per line.
- Date contains month and year of report.
- Authors and date are centered.
- There is whitespace between the authors and the date.

Main text

- Font is Times New Roman, 11 points.
- Main text is double-spaced.
- Main text is justified.

Section headings

- Section headings are Times New Roman, 16 points, bold.
- Section headings are numbered sequentially (i.e., 1, 2, 3, 4, ...), except the **Disclosure on generative AI use** and **References** sections.
- Subsection headings are Times New Roman, 12 points, bold.
- Subsection headings are numbered sequentially within each section (e.g., 2.1, 2.2, 2.3, ...).

Tables

- Tables are single-spaced.
- Tables are centered.
- Tables do not appear in the middle of a paragraph or sentence.
- Each table has a brief descriptive caption, including the table number.
- Table captions are below the table, centered.
- Tables are numbered sequentially (i.e., Table 1, Table 2, Table 3, ...).
- There is whitespace between the main text, each table, and each caption.

Figures

- Figures are centered.
- Figures do not appear in the middle of a paragraph or sentence.
- Each figure has a brief descriptive caption, including the figure number.
- Figure captions are below the figure, centered.
- Figures are numbered sequentially (i.e., Figure 1, Figure 2, ...).
- There is whitespace between the main text, each figure, and each caption.

Math

- All mathematical symbols – both inline and displayed – are written using the equation editor.
- Mathematical models are written in their standard format.

Disclosure of generative AI use

- The section heading **Disclosure of generative AI use** appears before the disclosure statement.
- The disclosure statement follows the template below:

We used the generative AI tool, [NAME TOOL / SERVICE], to

- [in a bulleted list, describe what you have used it for]

We have reviewed and edited the generative AI content and take full responsibility for the content of this capstone project report.

or

We did not use generative AI to prepare any part of this capstone project report.

References

- The section heading **References** appears at the beginning of the list of references.
- Individual entries follow the APA format. See *Writing about Operations Research – Introduction* for guidance.