

About SCYP Report Writing

Your role is to synthesize all of the work that was done in your course into a single, coherent report. I can help you with thinking about how the report should be structured, and your professor may have ideas as well.

Compiling this synthesized final report is a critical piece of the puzzle for cities. For students, this paid position is a great opportunity to be a lead author on a complex document that will be published with your name on the cover -- it will look great on a resume, and it's something tangible that can be shown to potential employers. SCI staff provides extensive supervision and guidance throughout the preparation of the document, and we have a graphic designer to help manage the aesthetics of the final report.

Logistics

Employment paperwork: Each of you needs to fill out and turn in an SCI student employment form. If you have not worked for the UO recently, some additional paperwork may be required; our accountant will contact you with details.

Time sheets are due on the 11th of each month. Fill yours out, sign it, and deliver it to 204 Pacific Hall. For those of you not on the main UO campus, please find a way to sign the time sheet, scan it, and send it to me via e-mail. Keep track of all time that you spend working on the reports.

Make a backup of the report as you are working on it. Here are a few ways to make a backup easily: (1) print a copy (retyping is easier than recreating it), (2) e-mail it to yourself (and save the e-mail message), (3) e-mail it to me, (4) save it on a thumb drive, (5) upload it to Dropbox or the Uploaded Student Work folder on aafileserv (see elsewhere in this document for instructions). Don't risk losing the file after so much hard work!

Timeline

For most of you, this will be an approximate timeline for writing your report. The week numbers are based on the term following the term for which you are writing a report (e.g. for fall term courses, we write the report during winter term).

Before week 1: Gather high-quality images and other digital files from students in your course. See instructions below.

Weeks 0-3: Work on rough draft of report in Word, with text placeholders for Figures (images, tables, and other graphics).

End of Week 3: Rough draft, in Word format, with as many sections filled in as possible. Upload the draft and a folder of images to the server, even if you don't have all of the images you need yet.

Week 4: SCI staff will proofread the reports. If the report is far enough along, we will send the report to your professor for comments.

Weeks 5-6: Incorporate feedback from SCI staff and your professor, and finish up any sections that were incomplete.

Weeks 6-7: We will hand off the report to our graphic designer for formatting in InDesign. If you are sufficient in InDesign, you may carry out this step on your

own. Our graphic designer will be available if help is needed. An InDesign template for the final layout is available in the SCYP Report Template folder you should have received by email.

Weeks 7-8: After a review of the formatted document, we will send drafts to city staff partners for review and feedback.

Weeks 8-9: Gather and incorporate feedback from city staff.

Weeks 9-10: Finish and publish reports. Celebrate.

Gathering Student Work

Gathering work from the students in your course is critical to the report-writing process. Students should be encouraged to upload all of their high-quality images and other digital files to the aafiles server so that you can use them in the final report. You can send the following information to the students in your course through Canvas. You can use the Discussions, Chat, or People features on the sidebar within your course page to contact students. Any students having trouble with the uploading process can contact me via e-mail. I will be happy to help.

Instructions for getting to the Uploaded Student Work folder:

First, connect to the AAFILESERVER "Courses" disk using the instructions on this page:

<http://it.uoregon.edu/aaacs/aafileserver>

Once you are connected, open the "2015-Fall-SCI-SCYP" folder, then open "Uploaded Student Work", then open the folder for your course.

Create a folder with your full name on it, then upload your files into that folder.

Structure of the Report

If you look at past reports (<http://sci.uoregon.edu/scyp-project-portfolio>) you will see many sections in addition to the main body of the report. Your report will contain each of the following sections, in the order listed below.

Cover Page: The cover page needs a report title, your name and department affiliation, and your professor's name and department. Your Word document should also identify a high-resolution image or images to use on the cover. Images should take up approximately the top half of the cover page (about 6x6 inches).

Acknowledgements: Make a brief statement of your gratitude to the people who helped you with your project. This list of people should include all participating city staff and other project partners from the city, interested residents, people you interviewed, and faculty who participated in reviews of student work. It is important to acknowledge any non-student participants – they made a choice to help your course instead of doing one of many other important things they could have chosen to do. You may need to ask your professor for help with this list. Do not include SCI employees in this list.

SCI Directors and Staff, About SCI, About SCYP, About the partner city: I will supply these sections. You can leave them out of your draft.

Course Participants: A roster of the students who were in the class, and their majors. For a few classes, not all of the students in the class participated in the SCYP project. In that case, list only the participants in the SCYP project. See below for how to list these students and their departments.

Table of Contents: This will be generated automatically, so you do not have to include it. You can include one in your draft if it helps you organize. Don't worry about the formatting.

Disclaimer: The following statement appears below the table of contents, at the bottom of the page, without quotation marks. "This report represents original student work and recommendations prepared by students in the University of Oregon's Sustainable City Year Program for the City of _____. Text and images contained in this report may not be used without permission from the University of Oregon."

Executive Summary: A short (about 300-500 words) summary of the entire report. Everything that appears in the Executive Summary should appear somewhere in the report. It should have a statement describing the city's goals for the project, how the class addressed the goals, and a brief set of findings and recommendations that emerged from the class's research. Write this section last, after the rest of the report is done.

Introduction: Somewhere in your introduction, describe the city's goals for the project, the city's initial problem statement, and how the students and faculty worked in partnership with the city ("collaborated with city staff" is a good phrase to use) to explore and expand the scope of inquiry. If you do not have the city's original goals and problem statement in a written form, let me know and I will send you the "scope of work" document that SCI and the city developed for your project. The Introduction may also contain background information about your project site or situation. It should not contain any original work that was done in the class, such as analysis, designs, or recommendations.

Body sections: These two to five sections will vary based on the structure of your course. Take a look at previous reports to get an idea of what people did for classes similar to yours. You, your professor, and I can talk about the best way to structure the body sections of the report. The body sections should include all of the original work that was done in the class, including findings and recommendations. All section headers, including subheadings, should use capitalization for all words except small words (e.g. Section about Important and Meaningful Things).

Conclusion: This can be brief. Look at previous reports to get an idea of what can be included in the Conclusion. The Conclusion should contain common themes, findings, and recommendations that emerge from the individual or group projects in the course.

Appendix/Appendices: Appendix materials should be referenced in the body of your report. If an appendix is not referenced in the report, consider whether it is really useful to the reader. We can discuss this if you have doubts. If in doubt, keep the material in your report for now, and we'll discuss to figure out where it should go. If you have multiple Appendices, use letters to denote them (e.g. Appendix A, Appendix B).

References: Keep track of all bibliographic references in as full a citation format as you have. In the text, use parenthetical references, like this: (Smith 2007). The References and/or Bibliography will go at the end of the report, not at the end of each section, and not in footnotes. Depending on the structure of your report, it may make sense to have a section in the References for each section of the report. For example, if your report consists of five discrete projects that are described in five discrete sections, it may make sense to split your References section accordingly so that the reader can find the references more easily.

I recommend that you follow the Chicago Manual of Style's author-date format, which is a straightforward system.

http://www.chicagomanualofstyle.org/tools_citationguide.html

Click on the "Author-Date" tab on the above page to see examples of the Author-Date format that you should use in parenthetical references and in a References section at the end of your paper. You may omit page numbers in the parenthetical references. For more details about citing specific kinds of documents, click through the links to Chapters 14 and 15. For these SCYP reports, don't worry about adding information to the references (like page numbers, or "date accessed" for URLs) that you don't already have.

How to Structure the Body Sections

Figuring out how to synthesize all of the work that was done in your course into a single set of body sections is the main work of the report writer. I can help you with thinking about how the report should be structured, and your professor may have ideas as well.

The first step is to read and review all of the material that was generated in your course, including reports, posters, images, models, and PowerPoint presentations. Keep notes as you go along about common themes and recommendations that emerge from the individual projects. These themes should be included in a Conclusions section and in the Executive Summary, and they can help determine a good structure for the body of the report.

For reports with many proposed design scenarios or solutions to problems, it is better to pick 2-3 different good solutions for a given problem than to include all 16 examples for every item. We want to be concise and provide a brief set of our best recommendations; we do not want to provide a comprehensive set of options that requires the reader to sift through a massive report to find the best ideas.

Other Elements of the Reports

Note: If you choose to layout the report yourself in InDesign, you will need to make sure that when you are finished, you "package" file so that all fonts and links are attached. The entire folder that the file gets packaged in will need to be sent to SCI.

Page count: 500 words is about the maximum that can fit on a page with no images. I am expecting that the reports will range from 20 to 70 pages of material, including the Appendices. This means that image-rich reports could be as short as 6,000-8,000 words, and text-rich reports could be as long as 20,000-25,000 words. These numbers may give you a rough idea of how long your

report will be, based on the text that you are currently working with and how image-heavy your report will be. If your report looks like it will be much longer, some cutting will be necessary. I can help with those editing choices.

Pull quotes: If you come across short pieces of text, maybe a sentence or two, that would be good to highlight as a “pull quote” in a box next to the text, make a bracketed note in the body of your text, e.g. [use the previous sentence as a pull quote]. You’ve seen pull quotes in magazines and newspaper articles -- check Wikipedia for a definition if you don’t know what I’m talking about. We will format them in the final report in a way that highlights them. Pull quotes should be text that already appears in the body of the report.

Sidebars: Similarly, if there is a section of text (usually explanatory text, or an example or case study) that doesn’t really fit in the flow of your text, but you want to include it, we could put it on the page as a sidebar or a separate box. Make a note in your text where you have paragraphs or sections that might fit this model. An example of this: A report is recommending affordable housing in a neighborhood and explaining how it might work. The authors of the report have a case study example of similar housing in another city. We decided that it would probably work to create a sidebar containing the case study. That way, it’s in the right location within the report without interrupting the flow of the text.

Figures: When you are writing your draft in Word, note where you would like figures inserted. Use the image’s file name in your Word document to indicate which image you want to use at a given location in the text. It also helps the graphic designer if you indicate approximately how large you think the image should be, e.g. “full page”, “half page”, “three images in a single row”. That will help the graphic designer lay out something that makes sense. It helps our graphic designer if you clearly indicate the pieces of text that are instructions for her. I recommend using square brackets, like this: [Insert image from Group-1-Report.pdf, bottom of page 7. Image should be half page]. Or like this: [Insert Jane Doe First Floor Plan.jpg].

Collect a folder of original image files that you want to use in the document, and make sure the file name in that folder matches the file name that you use in the Word document. That will make it possible for the graphic designer to lay out the document easily.

If you wish to include images in your report that were not generated by students in your class, **make sure to keep track of source information for these images.** We need to provide proper credit for all non-student images used in the reports. Also, try to find images that are high-quality enough to look good in a printed report (for example, a 25KB jpeg file will not look good if you try to use it at any size larger than a square inch or so). If you are using images from web sites, try to download the highest-quality image that is available.

Figure Captions: Provide captions for all images. They can be brief. Each caption should look like this: “Figure X: View of the project site from the north.” Each caption should have a period at the end. Use normal sentence capitalization in figure captions.

How to Deliver your Draft Report to SCI for Review

Create your draft in Microsoft Word. If you know how, use Word's "Styles" feature to set Heading levels so that our graphic designer can lay out the document appropriately.

Spell-check your report at some point before sending it to me. Proofread for basic problems like missing words and awkward phrases. **The best way to proofread when you think you're done is to read the document aloud.** This may seem like it will take a lot of time, but makes a clear difference.

Along with your Word document, we'll need a folder of high-quality images. Having all of the images in one folder will make it easier for our graphic designer to put your document into our standard template. The images can't be pixelated or fuzzy. They will have to be print quality. If you have been given images embedded in a Word, PDF, or PowerPoint document, just upload the whole document, then refer to the file using a note in [brackets] within your Word document, like this: [Insert image from Group-1-Report.pdf, bottom of page 7].

Email me when this is complete.

Style Guidelines – the Small Stuff

- **An important note on tone: soften recommendations.** Don't say "should," "needs to," "must," or "it is imperative that". Better: "We suggest", "we recommend", "city staff could", or "the city may choose to". Assume that your course's few weeks of work are not thorough enough to reveal all of the complexity underlying the situation you are examining. You're making suggestions to people who have worked full-time for years on the issues you have studied for a few weeks.
- References in the text like "see Figure X" should be in parentheses. Don't worry about numbering the figures in your draft; actually write "(see Figure X)". We'll assign the numbers when we lay out the document later. Every non-text item, including tables, will be referred to as a "Figure."
- Spell out "Street", "Road", and similar words that are part of street names. Don't use "St" or "Rd". It is OK to abbreviate "SE" or similar geographic designations that are part of the street name.
- Always write "Main Street" or "the intersection of Oak and Main Streets" rather than simply "Main" or "the intersection of Oak and Main".
- Avoid the word "users". Choose a better word, like "pedestrians," "people," "visitors," or "residents." Also, you may want to avoid "citizens" – not all city residents are citizens.
- Choose a high-resolution image, or more than one image, for the cover. At the beginning of your Word document, where you have the report title and author information, include a reference to the image file or files that you want to use on the cover.
- In general, avoid contractions like "don't" and "isn't". Use "do not" and "is not" instead.

- When abbreviating the name of an agency or similar proper name, spell out the agency name, then put the abbreviation in parentheses, like this: “The Portland Housing Authority (PHA) provides housing for 10,000 people. In 1999, PHA added 500 units to its housing stock.”
- Spell-check your report.
- Use “and” instead of “&” unless the “&” is part of the official name.
- Use the serial comma. This means that when you have a list of three or more items, use a comma before “and” or “or”. This is correct: “apples, oranges, and bananas.” This is wrong: “apples, oranges and bananas.”
- The Course Participants list should be formatted like this:

John Doe, Architecture Undergraduate

If you have a student in your course who is seeking more than one degree, list her like this:

Jane Doe, Landscape Architecture Graduate, Environmental Studies Graduate

- Every discipline has words that are common within the discipline but that can be confusing to outsiders. Consider synonyms for words like “ideation”, “axon/axonometric”, “isometric”, “cost burden”, “moves” (architecture), and other jargon words specific to your discipline but unknown to outsiders.
- If you have dictionary questions, look up the word on m-w.com and go with their recommendation. I often consult the site to get their ruling on whether a compound word should be a single word or two words, e.g. “green space”, “timeline”, “row house”, “townhome”, “right-of-way”, “gray water”.
- Capitalize “City” only if you are saying “the City of Medford” (or another city). If you’re just saying “The city has...” then use lower case.
- Avoid the use of “etc.” at the end of a list. It implies that you were too lazy to decide whether the list was complete.
- Capitalize “North” and other directions only when the word is part of a place name, like “North Bend” or “West Salem.” In other cases, use lower case, like “on the north side of the street” or “west of the development site.”
- Avoid words like “great” and “wonderful.” Use a factual adjective instead, or leave out the modifier altogether.
- Avoid words like “impacted,” “changed,” or “affected,” since they don’t tell whether something is getting better or worse. Try “improved” or “degraded” instead.
- Use lower case letters for the names of academic departments: architecture, business, law, journalism.