SCYP Report Writers Guide

Sustainable City Year Program • Sustainable Cities Institute

UNIVERSITY OF OREGON

SCI
Sustainable Cities Institute

SCYP
Sustainable City Year Program

Contents

About SCI

The Sustainable Cities Institute (SCI) is an applied think tank focusing on sustainability and cities through applied research, teaching, and community partnerships. We work across disciplines that match the complexity of cities to address sustainability challenges, from regional planning to building design and from enhancing engagement of diverse communities to understanding the impacts on municipal budgets from disruptive technologies and many issues in between.

SCI focuses on sustainability-based research and teaching opportunities through two primary efforts:

1. Our Sustainable City Year Program (SCYP), a massively scaled university-community partnership program that matches the resources of the University with one Oregon community each year to help advance that community's sustainability goals; and

2. Our Urbanism Next Center, which focuses on how autonomous vehicles, e-commerce, and the sharing economy will impact the form and function of cities.

In all cases, we share our expertise and experiences with scholars, policymakers, community leaders, and project partners. We further extend our impact via an annual Expert-in-Residence Program, SCI China visiting scholars program, study abroad course on redesigning cities for people on bicycle, and through our co-leadership of the Educational Partnerships for Innovation in Communities Network (EPIC-N), which is transferring SCYP to universities and communities across the globe. Our work connects student passion, faculty experience, and community needs to produce innovative, tangible solutions for the creation of a sustainable society.

About SCYP

The Sustainable City Year Program (SCYP) is a yearlong partnership between SCI and a partner in Oregon, in which students and faculty in courses from across the university collaborate with a public entity on sustainability and livability projects. SCYP faculty and students work in collaboration with staff from the partner agency through a variety of studio projects and service- learning courses to provide students with real-world projects to investigate. Students bring energy, enthusiasm, and innovative approaches to difficult, persistent problems. SCYP's primary value derives from collaborations that result in on-the-ground impact and expanded conversations for a community ready to transition to a more sustainable and livable future.

What is the SCYP Report?

The SCYP report is the final key deliverable between SCI and partner communities. The bulk of the work for this report is completed by students in the term prior to the report's writing. The SCYP report packages the findings, recommendations, and conclusions from an SCYP class into a clear and concise document for the partner community.

Each student or group in an SCYP class produces final reports and/or projects that provide the partner with ideas, findings, recommendations, and conclusions from their work. The SCYP report summarizes these reports/projects in a multi-page report that gives the partner a condensed version of student work that highlights common themes, significant findings, and informative recommendations.

This is a professional public facing document the serves as a final deliverable to the city partner. Keep in mind that the target audience for your report is city staff, who might not have prior or in-depth knowledge about the course.

Report Writing: Your Role

Your role as report writer is to synthesize the cumulative work of your course into a single, coherent report. We appreciate your involvement in this important component of the process. You are responsible for the content of your report, including text, images, and other graphics. **You are not responsible for graphic layout.**

You will gather all of the material generated in your course and identify common themes and recommendations across the projects. Think about what your SCYP partner would be most interested in and value from the class's work in the years to come. It is generally best to identify and briefly summarize key solutions and recommendations in the report. More specific details and compiled course materials can be included in appendices as necessary/requested.

The SCI report coordinator will provide supervision and guidance throughout the report writing process. As report writer, you only need to focus on report content, including text, images, and graphics to be included. SCI's graphic designer will manage the actual layout and formatting of the final report. If you are fluent with InDesign, let us know and you may use that software instead of Word.

Report Components

Every SCYP report will have a slightly different structure, depending on the nature of the project and the subject of your course. Your professor and the report coordinator may also have specific instructions of how they would like the report to be structured and organized. You can also look at past reports to get a sense of how previous SCYP reports have been structured. Past reports are available online through the UO Libraries Scholars Bank *(https://scholarsbank.uoregon.edu/xmlui/ handle/1794/10380)*. In general, all SCYP reports should contain each of the following:

- Cover Page, including: report title, your name and department affiliation, your professor's name and department. You will need to choose a high resolution image to use on the cover page of your report.
- Acknowledgements
- Course Participants
- Executive Summary
- Introduction
- Body Sections: your organization of the main body will vary greatly depending on your course and your project. Make sure to use your initial report outline to organize these sections and provide a clear structure and hierarchy. Your professor and the report coordinator can help you organize these sections and will provide input.
- Conclusion
- References as necessary. You do not need to include references from individual student reports. Only include references from outside sources you use or cite throughout the condensed report.
- Appendices as necessary. Some reports will include more appendices than others; consult with your professor and the report coordinator for guidance.

You will also receive a report template from the report coordinator that provides more specific instruction for the above sections. SCYP will provide the content for the following sections; therefore, they are not your responsibility: SCI Staff, About SCI, About SCYP, About the Partner Community, and Table of Contents.

Writing Logistics

The following section will discuss some of the more minute logistics of the report writing process. The report coordinator will cover some of these logistics with you in your initial meeting. You can refer back to this document to answer questions you may have during the report writing process. The report coordinator can also answer additional questions that are not mentioned in this document.

GATHERING INFORMATION

Student work will inform and provide the substantive basis for your summarized report. You should base your report on your class's collective final projects. Documents collected should be finalized to minimize errors, and images should be of the highest quality possible. Your professor should be your primary contact for gathering student final reports. Please contact the report coordinator if you are having trouble contacting your professor or gathering necessary materials.

FILE DELIVERY

Unless otherwise specified by yourself or the report coordinator, files should be shared using a SharePoint folder link provided by the report coordinator. These files include all report drafts, images, appendices, and other necessary documents. Please refrain from using email to share documents, as this increases the likelihood that something will be lost.

TOOLS FOR REPORT WRITING

The report coordinator will provide you with with useful resources to help ease the report writing process. The **report template** provides specific instructions for each required section of the report. The **writing timeline** will give specific due dates for each deliverable and outline what work should occur week to week. The **work agreement** establishes work expectations for your time as a report writer. You can request additional resources from the report coordinator.

DELIVERABLES

Your work as a report writer will consist of three primary deliverables: **a report outline, a report rough draft, and a report final draft**. Secondary deliverables include report images, appendices, and additional edits or documents requested by the report coordinator or other parties. These deliverables will be dicussed in this section.

Report Outline

The **report outline** is your first deliverable. It is typically due two weeks into your work as a report writer. The report outline serves as an organizational document for your report. It should consist of headings and subheadings that will serve as the structure of your report. There should also be a brief explanation of what content will fall under each heading. This document creates an initial organization for your content and gives the report coordinator an opportunity to provide constructive feedback before you dive into the substance of the report.

Report Rough Draft

This is your first draft of the report and is referred to as the "First Draft" in your report timeline. This draft is typically due three weeks into your work as report writer. As a general rule, it is ideal to have completed a third to a half of the report as part of your rough draft. The rough draft should focus on the body sections of the report, as this is where the most substantive work will be organized and completed (by contrast, the introduction, executive summary, and conclusion are usually the last things you should complete). The rough draft allows the report coordinator to begin edits and provide more substantive feedback regarding the layout and content of your report. You can write your rough draft in the Report Template Word document provided to you by the report coordinator

Report Final Draft

This is your final draft of the report and is referred to as the "Second Draft" in the report timeline (this is because the "Final Draft" referred to in the timeline is completed by our graphic designer with your text). The final draft is typically due five weeks into the term. This draft should include all of the required report text, incorporate prior edits and recommendations from the report coordinator, and include all image placeholder text for images to be included. This is the largest and last substantive piece of work you will submit as the report writer. You can write your final draft in the report template Word document provided to you by the report coordinator

Images

Images should not be included directly in the Word document you submit to the report coordinator. Instead, you should use image placeholder text. For example, if you have an image titled "Figure 1," you should type "[insert Figure 1 here]" in your report draft. Then you will upload that image to the SharePoint folder and label it appropriately as "Figure 1." This helps ease layout for our graphic designer and ensures images are of the highest quality possible.

Appendices

Appendices are documents added after the conclusion of your report that provide further insight into the report content. Appendices may be referenced in the report itself or requested by the relevant partner or professor. Appendices frequently include original student work such as images, charts, tables, and documents. Appendices should be uploaded to the SharePoint folder in their original form unless specified otherwise.

Additional Work

Following the submission of your final report draft, you may be asked by the report coordinator, your professor, or the report partner to provide additional information and edits. These edits may be relatively minor, such as adding brief textual clarification, submitting additional appendices, or extending a small section of the report. However, you should be relatively available following your final submission via email or phone to respond to such requests. Generally, the report coordinator will contact you if such requests are made.

Style Guidelines

This section will provide you with some general style guidelines to be used as you write your report. The report coordinator may provide additional, more specific edits and suggestions. Generally, however, you can stick to this style guideline for grammar, syntax, and formatting.

REFERENCES

In-text references, as explained above, should be restricted to outside sources used in your condensed report, rather than all of the resources used by students in their final reports. Bibliographic references should be in an "(Author, Date)" format. Please refrain from using endnotes or footnotes in your report, as this will clutter the report and require extensive edits by the report coordinator. In general, you should not have extensive references in your report as you will primarily be referencing student work.

WRITING CONVENTIONS

In general, you can refer to the Chicago Manual of Style for writing conventions. In additional to these conventions, SCYP has its own styles and situations that are common to SCYP reports.

- Soften recommendations. Instead of "should," "needs to," or "must," opt for "could," "suggest," and "recommend."
- Spell out "Street," "Road," "Avenue," and other parts of street names. Geographic indicators like "SE" or "NW" can be abbreviated.
- Avoid generic terms like "users" and "citizens" when referring to people. Be more specific, using terms like "people," "pedestrians," or "visitors."
- Do not use contractions or passive voice.
- For a proper noun with an abbreviation, make sure to spell out the full name upon first use with the abbreviation in parenthesis. For example: "The Portland Housing Authority (PHA)…" From then on, the abbreviated version of the name may be used.

- Use the serial (Oxford) comma: "apples, oranges, and bananas" instead of "apples, oranges and bananas."
- Use semi-colons as a "super comma" when the individual list items contain commas. For example: "State capitals include: Denver, Colorado; Salem, Oregon; and Juneau, Alaska."
- Do not capitalize the word "City" unless shortening the name of the government entity. For example: "The city of Medford is contains roughly 100,000 residents. The City is looking to attract more residents."
- Avoid words like "impacted," "changed," or "affected." Choose words that convey how something changed, i.e. "improved," "decreased," or "lowered."
- In a bulleted list, use periods only when list items are complete sentences.

- Spell out numbers one through ten; use numerals for any numbers beyond ten (11, 23, 131, etc.).
- Parenthetical in-text citations should fall outside of quotation marks: "Industry standards are very high" (Michaels, 31).

- Every discipline has words that are common within a field but can be confusing to outsiders. For complicated jargon, consider using simpler synonyms or explanations to help your report's clarity.

Conclustion

We greatly appreciate your hard work and dedication to this imporant final step of the SCYP partnership. Your work is highly valued by both SCI and our partner communities. If you have any questions or concerns about any step of the report writing process, or any details regarding SCI style guidelines, feel free to reach out to the SCYP Report Coordinator. We look forward to working with you this term!