SCYP Report– Instructions

This is the word template for writing a final SCYP report. Please keep the structure and formatting intact for our graphic designer as you complete your work. As a reminder, this is a professional public facing document the serves as a final deliverable to the city partner.

**Each report section will look as follows:**

[Replace Heading Names in Brackets as Appropriate]

Guidance for content for each section will be in gray highlighted boxes like this. Please read these instructions carefully before deleting. You may delete them as you write your report.

Keep the formatting of your headings and subheadings clear and consistent throughout your report to help our graphic designer understand the flow and lay it out accordingly. In many cases, reports will have various subsections/subheadings nested under each other, so it is important to distinctly format them. Body Section Heading 1s are the main sections that will be noted in the Table of Contents. They should be typed within brackets, as should Heading 2s. Follow the formatting styles below (font size and styles) when creating your subsections:

# [Body Section – Heading 1 – Size 18 font in brackets]

## [Body Subhead – Heading 2 – Size 14 in Brackets]

### Body Subhead – Heading 3 – Size 13 Italicized

#### Body Subhead – Heading 4 – Size 12 Bolded

Write your body text for each section using the “Normal” style on the Microsoft Word styles pane. This should be font size 11.

**Instructions for charts, exhibits, and images:**

As you go, please do not paste in actual figures, images, or charts. Instead, 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”.

Use square brackets to call out where you’d like to insert an image. Example:

**[Figure 2-13 File Name.pdf]**

Make sure the file name in that folder matches the file name that you use in the document and is saved in the cloud software decided upon by you and the Report Editor.

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.

Try to find images that are high-quality enough to look good in a printed report. If you are using images from websites, try to download the highest-resolution image available.

Please provide a brief caption for each graphic. Captions should have a period at the end and use normal sentence capitalization and where possible, give credit for the image or photo. Example:

**“Figure X:** View of the project site from the north**.** PhotoCredit: Danielle Lewis”

**If any questions arise, please contact the SCI Report Editor. Thank you!**

[Report Title]

[Term YYYY – Class NUMBER/CLASS Title]

[Student Author Name – College or Department]

[Instructor 1 - Title(s) -Department]

[Instructor 2 - Title(s) Department]

[SCHOOL OR COLLEGE]

Table of Contents

[[Acknowledgments] 1](#_Toc58408786)

[Course Participants 1](#_Toc58408787)

[Executive Summary 2](#_Toc58408788)

[[Introduction] 2](#_Toc58408789)

[[Body Sections] 2](#_Toc58408790)

[[How to Structure the Body Sections] 2](#_Toc58408791)

[[Notes on Figures] 3](#_Toc58408792)

[[Figure Captions] 3](#_Toc58408793)

[[Conclusion] 3](#_Toc58408794)

[References 5](#_Toc58408795)

[Appendix (as necessary) 5](#_Toc58408796)

# [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.

Make sure to look up exact spelling and professional titles before finishing your final draft. 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 staff on this list.**

**Example:**

The authors wish to acknowledge and thank City of Salem for making this project possible. We would also like to thank the following City of Salem staff for their assistance and contributions that were instrumental to the completion of this report.

**Courtney Knox-Bush,** Strategic Initiatives Manager

# Course Participants

Gather the names of each student in your SCYP course, using the following format:

First Name, Last Name, Major (ex: Architecture Undergraduate)

First Name, Last Name, Major (ex: Architecture Undergraduate)

First Name, Last Name, Major (ex: Architecture Undergraduate)

First Name, Last Name, Major (ex: Architecture Undergraduate)

First Name, Last Name, Major (ex: Architecture Undergraduate)

Note: if all the students are the same major and either all undergraduate or graduate, you can list that once at the top and then just list their names.

# 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. It may include commonalties or unique outcomes identified among different student work.

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 us know. Your course syllabus may be a resource or internal SCYP documents.

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 SCI staff 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).

## [Body Section 1]

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.

## [Body Section 2]

**[Fig 2-1 Jane Doe First Floor Plan.png.]**

## [Body Section 3]

**[Fig 3-1 Image from Group-1-Report.pdf, bottom of page 7. Image should be half page]**

# [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.

# References

Please check in with the Report Editor about systems of creating references. The less time you spend on reference formatting the better! 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.

# Appendix (as necessary)

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).

# OTHER ELEMENTS OF THE REPORT

**Page Count:**

500 words is about the maximum that can fit on a page with no images. The reports typically 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 can give you a rough idea of how long your report could be, based on the text that you are currently working with and how image-heavy your report is. If your report looks like it will be much longer, some cutting will be necessary. The SCI Report Editor 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’re not sure what this is. The SCI Graphic Designer 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 fit in the flow of your text, but you want to include it, this could be added 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, note where you would like figures inserted. Use the image’s file name in your document to indicate which image you want to use at a given location in the text. It also helps the SCI 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 SCI 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. It is recommended to use 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].

Add original image files that you want to use in the document to the Images folder in your SharePoint folder. Make sure the file name in that folder matches the file name that you use in the Word document. This will make it possible for the SCI 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.

**Table Titles; Figure Titles and 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. Do not use a period at the of a figure or table title.