Report Writers Guide

Spring 2018 • Sustainable City Year Program
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 community, interested residents, people you interviewed, and faculty who participated in reviews of student work. It is important to acknowledge any non-student participants because they made it a priority to help with your course. Do not include SCI staff or your course instructor(s) in this list.
About SCI
The Sustainable Cities Initiative (SCI) is a cross-disciplinary organization at the University of Oregon that promotes education, service, public outreach, and research on the design and development of sustainable cities. We are redefining higher education for the public good and catalyzing community change toward sustainability. Our work addresses sustainability at multiple scales and emerges from the conviction that creating the sustainable city cannot happen within any single discipline. SCI is grounded in cross-disciplinary engagement as the key strategy for improving community sustainability. Our work connects student energy, 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 year-long 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 resulting in on-the-ground impact and expanded conversations for a community ready to transition to a more sustainable and livable future.

SCI Directors and Staff
Marc Schlossberg, SCI Co-Director, and Professor of Planning, Public Policy, and Management, University of Oregon
Nico Larco, SCI Co-Director, and Associate Professor of Architecture, University of Oregon
Megan Banks, SCYP Manager, University of Oregon
Ben Pettis, SCYP Report Editor
Charles Hall, SCI Graphic Designer
About SCYP Report Writing

Your role is to synthesize all the work that was produced in your course into a single, coherent report. The written report is the culmination of every SCYP course, and is one of the key deliverables that SCI is obligated to provide to partner communities. We appreciate your involvement with this important component of the process.

SCYP Report Writers are responsible for the content of each report. This includes gathering working files from the students in your course and organizing work in a logical and cohesive manner. Your role as a report writer is review all the material generated in your course and identify the common themes and recommendations that have emerged from the individual projects. Remember, the purpose of the report is to provide a concise set of our best recommendations; we do not necessarily want the reader to have to sift through a massive report to sort our the best ideas. It is generally best to identify a handful of the best solutions to summarize in the main report, and include the bulk of the course’s materials in a separate appendix.

The SCI Report Editor will provide supervision and guidance throughout the preparation of the document. As a report writer, you only need to focus on the report content—that is the text and graphic elements to be included. SCI’s Graphic Designer will manage the actual layout and formatting of the final report.

Compiling this synthesized final report is a critical component of the SCYP process. 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. This project will look great on a résumé, and it’s something tangible that can be shown to potential employers.
Course Participants

John Doe, Architecture Undergraduate
Jane Doe, Landscape Architecture Graduate, Environmental Studies Graduate

All students in your course should be listed on this page. You may need to work with your professor to obtain a full course roster to verify the correct spelling of names. If they have multiple majors, make sure to list all of them. Specify whether each participant is an undergraduate or graduate student. This is especially important for 400/500 courses.
Table of Contents

Acknowledgements 2
About SCI 3
About SCYP 3
SCI Directors and Staff 3
About SCYP Report Writing 4
Course Participants 5
Executive Summary 7
Timeline 7
Report Components 8
Writing Logistics 9
  Report Outline 9
  Formatting the Word Document 9
  File Organization 11
  File Delivery 11
Style Guidelines 11
General Dos and Don’ts 13
Conclusion 13
Appendix A - College of Design Fileserver 14
Appendix B - Table Format and Layout 16
Executive Summary

Writing the SCYP report is one of the most important components of the working relationship between SCI and the partner communities. This is the primary deliverable that we are contractually obligated to provide to the partner community. The bulk of the work has already been completed throughout the previous term, and the SCYP report is meant to package all of your course findings and recommendations in a clear and concise format.

This report writers guide is provided as a resources to outline the SCYP report writing process, and define the format, style, and writing conventions that you should use within your own report. This guide emulates the format and layout of an actual SCYP report, and is meant to serve as a template for what your final report might look like.

Timeline

Report writing is an 11-week process, outlined below. This process begins immediately after the term ends for your SCYP course. In most cases, it is easier to start gathering information from your peers and professor(s) before your class ends. For example, you may want to download shared files from Canvas, collect student information, or collect final products (including working files, presentations, and reports) from individual students or groups. This timeline is a general overview of our projected deadlines and deliverables throughout the term. The SCYP Report Editor will provide specific deadlines and requirements.

Before Week 1

- Gather high quality images and other digital files from students in your course.
- Begin draft outline of your report's structure and organization.

Week 1

- Report outline due. Do not start writing a rough draft of your report until the outline is approved by the SYCP Report Editor.
- Continue to gather images and other files from classmates or professors.

Week 2

- Work on rough draft of your report using the provided report template Word document. Use text placeholders for figures as needed.
- Your focus should be on the report content; the formatting and layout will be handled by SCI staff.

Week 3

- First draft due. Please notify the SCYP Report Editor as soon as you have finished this initial draft version of the report.

Week 4

- SCI staff will edit and proofread your report.
- You will receive comments and edits in an email from the SCYP Report Editor.

Week 5

- Incorporate feedback from SCI staff into a second draft version of your report.
- Finish writing any report sections that may have been incomplete.
- Second draft due. This version should include all images and external figures.
Week 6-7

• SCI staff will edit and proofread your report.
• The SCI Graphic Designer will begin formatting your report in InDesign

Week 7-8

• Initial draft of the formatted report is sent to city staff partners and your instructor for feedback and review.

Week 9

• SCI receives compiled feedback from city staff and professors.
• If necessary, the SCYP Report Editor will send a final round of edits and comments to report writers.

Week 10

• Final report draft due.
• Final report published and delivered.

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 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 sections:
• 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
• SCI Staff, About SCI, About SCYP, About the Partner Community - these sections will all be provided by SCI.
• Course Participants
• Table of Contents - this section will be generated automatically.
• 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.
• Conclusion
• Appendices
• References
Writing Logistics

Gathering Student Work

Gathering work from students in your course is critical to the report writing process. You will need native files to ensure high quality resolution if your report contains graphics. You will want to collect Word documents and editable versions of other original documents. Encourage classmates to upload all their high quality images and other digital files to the course folder or a Google Drive or OneNote folder, so you can use them in the final report. You can use the Discussions, Chat, or People features on Canvas to contact students. Please contact students and your professor for help getting materials at the end of your SCYP term. This will speed up the process and can be more difficult to do after the term has ended. Please reach out to SCYP Report Editor if you encounter any issues gathering materials.

Report Outline

Creating an outline of your report before beginning on the first draft is important for multiple reasons. First, it gives you the opportunity to organize your thoughts and determine the best way to summarize what your course recommendations are. Remember, the people reading the report will not necessarily be familiar with all the specific details of how the class was structured, so it is important to organize your information in a way that is logical for the partner community; fully copying the way that the class was organized is not necessarily the best option for this. Additionally, it is important that the report clearly states what your course’s recommendations are, and that the report body is not too bogged down with unnecessary details. Extra information can be placed in appendices so it is available to reference, but still maintaining a well organized report.

Another reason that it is important to create a report outline is that it will help determine the final hierarchy of the report during the final formatting and layout process. Your outline helps the graphic designer understand what sections are meant to be full-headings, and what is meant to be sub-headings, for instance. This also makes it much simpler to create a logical table of contents structure that is organized and easily followed.

Formatting the Word Document

The SCYP Report Editor will provide you with a template Word document to write your report in.

SCYP Paragraph Styles

Please use this Word document specifically, as it contains pre-defined paragraph styles that correspond to the formatting that will be used once your report is laid out in InDesign. It is important that you use those paragraph styles when writing your report so that SCI staff will understand how you intend to have your text formatted. This is especially the case for determining headers and subheaders, and maintaining your intended hierarchy.

The SCYP Report template document contains the following paragraph styles:

- Body Text
- Header
- Sub-header
- Sub-sub-header
- Bulleted List

Please use these pre-defined paragraph styles rather than manually formatting the text.
yourself. Any text formatting that you create outside of these paragraph styles will be removed once your report text is moved into InDesign, but text with those paragraph styles will maintain the proper formatting in the final report. Contact the SCYP Report Editor if you have any questions about using the SCYP paragraph styles.

**Figure Placeholders**

Whenever you want to include an image, graphic, table, or any other external asset you should use a text placeholder instead of placing it inline within the Word document. All external assets should be labeled with a figure number, and the corresponding file should be renamed to match the figure number. Please format your placeholders with square brackets like this:

[Insert - Figure 1 Example.png - Caption: This is what the caption text will be.]

While formatting your report text within InDesign, the SCI Graphic Designer will replace any such placeholders with the indicated external file and your caption.

You should provide captions for all images and figures. 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 end of a figure or table title.

**References**

Keep track of all bibliographic references in as complete a citation format as you can. In the text, use parenthetical references, like this: (Smith 2007). The References and/or Bibliography will go at the end of the report, not in footnotes or endnotes.

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 separate projects that are described in five distinct sections, it may make sense to split your References section accordingly so that the reader can find the references more easily. If you would like assistance managing references the SCI Report Editor can provide support.

SCI recommends that you follow the Chicago Manual of Style’s author-date format, which is a straightforward system.


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 on the above page. 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.

Make sure you cite rigorously. If you use anything that is not original work from your course, such as Images, tables, charts, or information, cite it. Always cite quotes or information with in-text citations.
Focus on Content, not Layout

As a report writer, your primary concern is with producing high quality and well-organized report content. Do not worry about the layout or formatting of the final report, as those details will be handled by the SCI Graphic Designer. When you are writing your report in the Word template document, the only formatting options you need to work with are the provided paragraph styles. Any additional formatting changes that you make will be removed once we begin the final layout and formatting of your report.

File Organization

Maintaining file organization and a consistent naming scheme is important to ensure the report writing process goes smoothly. Make sure to name your report files with the academic term of your class (i.e. W17, S18, or F18) as well as the name of your class and project. For any external assets, please rename the files to include the correct figure number. Even though you may be familiar with all of your project’s diagrams and images, SCI staff may not understand as well, and might inadvertently use the wrong image in the wrong location. Consisted file naming will help ensure that the correct files are used where you intend.

Make sure to use 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.

File Delivery

Whenever you finish a draft of your report, please email your Word document directly to the SCYP Report Editor. Any drafts and subsequent revisions should be sent as email attachments. This ensures that both you and the Report Editor are always working with the most recent version of each report draft.

Images and other external assets will likely be too large to send via email. For those files, please use your SCYP Course folder on the College of Design fileserver. See Appendix A for information on how to connect to these fileservers. If you prefer, we can set up a shared Google Drive or other cloud-based filesharing service to transfer files.

Style Guidelines

Generally, SCYP follows the Chicago Manual of Style for its writing conventions. If you are unsure of how something should be written, consult the Chicago Manual of Style, which is available online. Beyond those conventions, SCYP has several of its own styles and situations that are common to SCYP reports:

- 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 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; instead, 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.

- 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.”

- 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.”

- Use semicolons as a “super comma” when the individual list items contain their own commas. For example, “we studied several state capitals including: Denver, Colorado; Salem, Oregon; Juneau, Alaska; and Annapolis, Maryland.

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

- Do not capitalize “city” unless you are specifically referring to the government entity. When referring to the place, you should write “city of Medford,” for example. When only using the word city, such as “The city has...” then it should always be lowercase.

- Avoid the use of etc. at the end of a list. This just implies that you did not take the time to decide whether the list was complete.

- Capitalize “North” and other directions only when that word is part of a place name, such as “North Bend” or “West Salem.” In other cases, lowercase should be used as in “the north side of the street” or “west of the development site.”

- Avoid words like “great” and “wonderful.” Use a more descriptive and factual adjective, or omit the modifier altogether.

- Avoid words like “impacted,” “changed,” or “affected,” since they do not describe whether something is getting better or worse. Consider using “improved,” or “degraded” instead.

- Use lowercase for the names of the seasons: fall, winter, spring, summer.

- In a bulleted list, use periods at the end of each line when they are complete sentences only.

- Do not include punctuation within section headings and titles.

- Spell out the numbers one through ten; use numerals for any numbers beyond that (i.e. 11, 12, 100, 4,375). Always use numerals for numbers that contain decimals. Always spell out numbers that are at the beginning of a sentence, even if the number is greater than ten.

- For citations, place the author’s name in parenthesis at the end of the sentence. When using a citation like this, you should only place the punctuation after the citation, and not before (Doe, 15).
General Dos and Don’ts

• Do not use footnotes or endnotes in your report. All references should be written with the author’s last name within parentheses.
• Do not use any in-line images or external assets in your report drafts. Instead, use square brackets to write placeholders.
• Do not use custom Word formatting when writing your draft. Only use the provided SCYP paragraph styles in the Word template document.
• Do not add extra tabs, spaces, or line breaks to format your text. Do not add extra returns when switching between body text, headers, and sub-headers.
• When copying content from other class documents, make sure to check the formatting once you paste it into the Word template. Often, line breaks and other formatting may not paste correctly. Make sure to verify that copy/pasted content looks correct.
• If you are using tables within your report, you should not leave them in their native table format. Instead, take a screenshot of the table itself and save it as a separate image file. Contact the SCYP Report Editor if you have any question on how to do this.
• The maximum width for a table is 6.5 inches. If your table is larger than this, you will need to recreate it in a smaller format. See Appendix B for more table format and style guidelines.
• Do not add extra SCYP, UO, or partner community logos to any figures or images that you include.
• Verify your figure labels to ensure that no numbers are repeated or skipped. Additionally, double check that the names of your provided image files match with the corresponding text placeholders.

Conclusion

We greatly appreciate your hard work and dedication for this important final step of the SCYP partnership. Your work is greatly appreciated 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 of SCI style guidelines, don’t hesitate to reach out to the SCYP Report Editor.

We look forward to working with you this term!
Appendix A - College of Design Fileserver

The College of Design file server hosts academic course and research folders, departmental folders, and the temporary storage space for students called the Mac-PC Exchange. The name of the server is "aaafileserver" and it is accessible both on and off campus. A valid DuckID is required to access the server. For frequently asked questions, see AAA File Server FAQs.

If you are off campus, see Cisco AnyConnect VPN Software, as you will need to connect via VPN to access the server.

From a Mac:

- In the Finder, click Go, then click Connect to Server
- In the Connect to Server box, type ‘smb://aaafileserver.uoregon.edu’ (without the single quotes).
- Enter your Duck ID user name and password (e.g. if your e-mail address is 'johndoe@uoregon.edu', your Duck ID user name is 'johndoe').
- Click Connect.
- In the next window, select the folder you wish to connect to: Courses, then scroll to [academic year]- SCYP-[partner], then find the appropriate subfolder for your class or a resource folder.
- Click OK.
- The folder should open in a new window in your foreground.
- If you are working on a public computer, make sure to restart the computer when you are done, so that the next person who sits at the computer cannot make changes to your folder.

From any UO lab or faculty computer running Windows:

- If the computer is already logged in with another user, you may need to log out.
- Log in with your Duck ID user name and password, prefacing your username with ad\ (e.g. if your e-mail address is johndoe@uoregon.edu, enter your username as ad\johndoe)
- Windows 7: Go to Start and type \aaafileserver.uoregon.edu into the "Search" box then hit Enter.
- Windows 10:
  - From Search Box on your taskbar, type in \aaafileserver.uoregon.edu and hit Enter.
  - or-
  - From within File Explorer, type \aaafileserver.uoregon.edu in the Address Bar, hit Enter.
- When you are prompted for a username and password to connect, put in your Duck ID user name and password (e.g. if your e-mail address is 'johndoe@uoregon.edu', your Duck ID user name is 'johndoe'.)
- **NOTE** If you are prompted to re-enter your password, and it says "AAAFILESERVER\" or the name of your computer in front of your username, please place the letters A and D and a backslash in front of your duckid. (ex. AD\johndoe)*

- **NOTE** If you are prompted to re-enter your password, and it says "AAAFILESERVER\" in front of your username, please place the letters A and D and a backslash in front of your duckid. (ex. AD\johndoe)*

- In the next window, open the folder you wish to connect to: Courses, then scroll to [Academic year]-SCYP-[partner]

- If you are working on a public computer, make sure to log out or restart when you are done, otherwise anyone who sits down at the computer can make changes to your course folder.
Appendix B - Table Format and Layout

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*Image 01: Compiled data supporting report. Source: Designer’s style guide*

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*Image 02: Compiled data supporting report. Source: Designer’s style guide*

Maximum table width: 6.4”
Color option 1: SCYP light gray - K=30 and Table blue - C=33 M=14 Y=0 K=20
Color option 2: SCYP light gray - K=30 and SCYP light Green - C=56 M=16 Y=75 K=13
Fonts: Headers: Arial bold 10pt, Data: Arial regular 10pt, Color: K=100
Center Type vertically and horizontal