

Guidelines for formatting research proposals and reports

Use the templates provided. The most important formatting defaults are as follows:

Mandatory language: English (US)

An interim report should not exceed 6 pages (without literature references).

A final report should not exceed 11 pages (without literature references).

The text should be in Arial, font size 11 pt and left-justified. There should be line spacing of 1.15 pt, a page margin on the left and right of 2.5 cm, and an upper and lower margin of 2.0 cm.

Title of proposal or report

(Arial, 15 pt, bold)

CHAPTERS (E.G. INTRODUCTION)

(Arial, 11 pt, bold, upper-case, preceded by two line spaces, followed by a line space of 6 pt)

Interim headline

(Arial 11pt, bold)

Copy Text

(Arial, 11 pt, regular)

Caption/Legend

(Arial, 11 pt, bold)

Footnote

(Arial, 9 pt, regular, grey)