Guidelines for formatting research/workshop proposals and interim/final reports

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

Mandatory language: English (US)

An interim report should not exceed 6 pages (without references).
A final report should not exceed 11 pages (without references).

The text should be in Arial, font size 11 pt and left-justified.
There should be line spacing of 1.15pt, 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, 12/12 pt line spacing before/after)

CHAPTERS (E.G. INTRODUCTION)

(Arial, 11 pt, bold, upper-case letters, 18/6 pt line spacings before/after)

Subheading
(Arial, 11 pt, bold, 12/0 pt line spacings before/after)

Copy Text
(Arial, 11 pt, regular)

Caption/Legend

(Arial, 9 pt, bold, 6/12 pt line spacings before/after)

Footnote
(Arial, 9 pt, regular, gray)