

Report Templates Quick Reference

The report templates are protected. This prevents spurious styles being added to documents when text is pasted in. To stop document protection, Tools menu > unprotect document. Password = XXXXX

ConfidentialTitle _____

Formulation Development ReportReport # _____

Revision _____Date _____

1 Introduction

This is body text. It is justified Verdana 11 pt. The margins and space between the lines have been selected for optimal readability.

2 Objectives

3 Experimental

The results are shown in Table 1.

3.1 Materials

- Bullet 1
- Bullet 2

3.2 Equipment

1. Numbered list
2. Numbered list

4 Results & Discussion

Table 1. Caption is automatically inserted

Header row	Header row	Header row
1	Data	Data
2	Data	Data

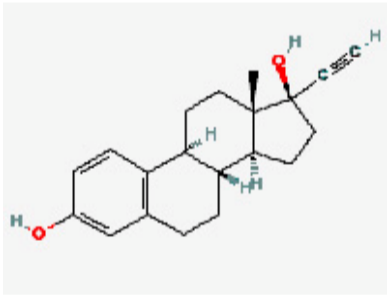



Figure 1. Caption for figure

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To setup the Header & Footers

Double click on Header area. Type in the Title, Report#, Revision # and Date.

Click Next or Previous buttons  on the header and Footer toolbar:



to set the Section 2 odd & even pages header and footer

To insert a cross reference:

Word menu > Insert > Reference > cross-reference.

Select Reference type. Set "Insert Reference to":

Only label and number

To insert reference to another document:

Word menu > Insert > Reference > footnote.

Select 'endnote'. Set number format to 1, 2, 3...

Style = Bullets 1st level

Style = Numbered list

Insert a table using the Word toolbar

Apply 'Tables for data' style.

Data won't fit? Select Table. Apply 'table text - small' style.

Table too wide? Right-click > Autofit > Autofit to window

Cut & paste? Insert > Paste special > Formatted text (RTF)

Click at insertion point.

Word menu > Insert > Picture > From file.

Caption is added automatically. If it isn't, use Word menu > Insert > Reference > Caption

To fit across column, right-click picture > Format picture > Size (tab) > Width=14 cm

Tip:

To insert

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Click

Alt 0181

Alt Ctrl R

Alt Ctrl T

Alt 248 then C

Tip:

To display non-printing marks on the screen, use Word menu > Tools > Options. On the View tab, click the ALL checkbox under 'Formatting marks'.

Style guidelines

Capitals

Capitalise the first letter of the names of persons, places, days, months, titles of books and periodicals, nationalities and institutions, for example:

Melbourne, Tuesday, September, Basic Gas Chromatography (book title), Australian, State Electricity Commission

Capitalize specific or proper names only, not common names, such as laboratory.

Use lower case when spelling out chemical elements and chemical compounds, for example: manganese, aluminium hydroxide

Captions

Captions for figures & tables require a full stop immediately after the figure number. Don't place a full stop at the end of the caption. e.g. Figure 29. Pharmacokinetic Parameters for NES and EE

Latin terms not commonly used are italicised: in situ, in vitro, in vivo. Commonly used ones are not. e.g. ie, eg, et al

There is always a space between the quantity and the unit of measurement unless they form a unit modifier; use a hyphen in this case.

50 mL in a flask

a 50-mL flask not 50mL

Don't put a space between the number and a percent symbol: 25% not 25 %

When using the ° symbol to indicate temperature, place a space after the number, but keep the ° and capital C together: 25 °C not 25° C

When using the ° symbol to indicate an angular measurement, place the ° symbol against the number: 12° not 12 °

Always place a nought before the decimal point: 0.0006 not .0006

When reporting a quantity to an agreed number of significant figures, report all similar quantities to the same significance throughout the publication. e.g. reporting of characteristic concentrations.

When two series of numbers come together, use words for one number and figures for the other:

Take three 5 mL aliquots of...

SI units are the same whether singular or plural and do not have a full stop after them. e.g.

mL not mL. and 2 mg not 2 mgs.

Common writing mistakes

- Not thinking about the audience and what you want them to think or do
- Calling something different names in different parts of the document – be consistent
- Using long sentences – read text aloud and listen for pauses and being out of breath. Use the online Flesch reading ease score tools – aim for score of low 30s
- Not spelling out an acronym in full the first time e.g. Good Manufacturing Practice (GMP).
- Assuming the audience understands internal names and jargon – remove them or explain them
- Spelling and grammar errors – use the tools in Word

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