



## Manuscript Preparation for 2021 Contest

Below are the official 2021 technical report formatting requirements. They include:

- Details about formatting the cover page, table of contents, and executive summary.
- Clarification about the executive summary vs the abstract.

### 1. Page order:

- Cover page
- Table of Contents
- Executive Summary
- Body of Paper
- References
- Audits

2. **Page limit:** 27 pages, including report cover, title page, table of contents, executive summary, report body, figures, tables, and references. The audits are not included in the page count.

### 3. Cover page (Title page):

- **Title:** 2" top margin, 14 pt. type
- **Center:** 12 pt. type. School name, team name, optional logo, task number, advisor and team member names
- **Spacing** between title entries (school name, team name, etc.): 1.5 line

### 4. Table of contents

- **All margins:** 1" minimum
- **Type:** 12 pt.
- **Justification:** Left and right justified.
- **Spacing:** 1.0 – 1.5 lines, as appropriate to your format

### 5. Executive summary

- **All margins:** 1" minimum
- **Spacing:** 1.5 lines
- **Type:** Title: 14 pt.; Body: 12 pt.
- **Page number:** Maximum of two pages. The executive summary is more detailed than the abstract.

### 6. Body of paper, abstract, and references:

- Use the [IEEE template](#) found on the WERC website Guidelines page to prepare your manuscript. The template includes formatting requirements for the abstract and the references.
- Include an abstract. The abstract should be a much briefer version (about one paragraph) of the executive summary. See abstracts published in previous WERC IEEE publications for reference: <https://ieeexplore.ieee.org/xpl/conhome/9142866/proceeding>

### 7. Audits

Audits have no specific formatting requirements, but should be on company letterhead, if applicable. Auditors should format their audit in a professional manner that is appropriate to their field of expertise.