# Instructions for Preparation of WHOI Technical Reports

WHOI Technical Reports are submitted in electronic format (PDF) to Defense Technical Information Center (DTIC) which, in turn, deposits them with National Technical Information Service (NTIS).

In addition, a PDF of the completed report is sent by Graphic Services to WHOI's document library to be posted on their website.

**Report Preparation:**

### Pagination

Every page in a technical report, including those bearing only figures, must have a consecutive page number. The page number should be centered, at least 3/4 inch from the bottom of the page. Page one of a report should be a right-hand page, and all succeeding odd-numbered pages should fall on the right-hand side. If you wish to use a blank page to push a chapter beginning or other page to the right hand side, the blank page should be numbered and included in the original manuscript. The notation "This page intentionally left blank." may be added.

### Margins

Allow at least .5 inch margin all the way around the outside of the page.

### Line Spacing

Single-spaced lines are preferred.

When your report is complete, go online to http://www.whoi.edu/graphics/forms/techreport.html and fill out the technical report submission form.

Send a PDF of your completed document to Linda Skiba (lskiba@whoi.edu)

### Cover

Unless otherwise specified/requested the cover will be the traditional WHOI blue. Custom covers are allowed. (Please send sample color if other than blue.)

### Abstract

An abstract of 200 words or less is required for the documentation page. Please send this abstract as a text document attached to an email sent to lskiba@whoi.edu.

When your report is submitted to Graphic Services it will be assigned a report number. A cover, signature page and documentation page will be prepared and sent to you for approval. Your department chair will need to sign the signature page.

When the signature page is returned to Graphic Services the final PDF will be assembled and the final pdf will be sent to you for your approval before sending out to print.

You will be responsible for providing copies of your report to your project manager/managers. Please consult your grant/contract to be sure you have ordered enough copies.

If you have any questions or need help please contact Graphic Services.