

**GUIDELINES FOR THE UCF 21
TECHNICAL REPORT SERIES**

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**UCF 21-TR-97-001
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ABSTRACT

This Technical Report provides the basic guidance for the establishment and operation of a Technical Report series within the UCF 21 Operational Excellence Initiative. The purpose of this series is to provide a means for documenting research results developed by UCF 21 faculty and students and to facilitate the dissemination of those results. This paper provides guidance on the format to be followed in preparing technical reports in this series and describes the responsibilities of the authors and the series editor.

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GUIDELINES FOR THE UCF 21 TECHNICAL REPORT SERIES

1.0 INTRODUCTION AND SCOPE

The purpose of this Technical Report is to provide the basic guidance for the establishment and operation of a Technical Report Series within the UCF 21 Operational Excellence Initiative, to provide guidance on the format to be followed in preparing technical reports in this Series, and to describe the responsibilities of the authors and the Series Editor. The purpose of this Technical Report Series is to provide a means for documenting research results developed by UCF 21 faculty and students and to facilitate the dissemination of those results.

UCF 21 technical reports include a wide variety of research results that describe the various systems, processes, surveys, analyses, policies, and other matters relevant to the objectives of the UCF 21 Operational Excellence Initiative. These reports may include theory, methodological development, or application of relevant industrial engineering approaches in reasonable detail. Such reports would normally include a review of the relevant literature preceding the actual development and will typically include a list of references or bibliography.

It is expected that UCF 21 Technical Reports would be developed primarily for internal distribution within the University. In some cases, they would be developed to the point where they would be available for distribution outside of the University. Copies of UCF 21 Technical Reports will be cataloged in the UCF 21 Library and archived there. It is anticipated that UCF 21 Technical Reports will be posted on the UCF 21 Web Page after an internal review.

2.0 STRUCTURE AND FORMAT

Structure and format requirements are minimal. UCF 21 will provide front and back covers to be used on the Technical Reports. Because the front cover has a cutout to display the title, it is required that the title be appropriately placed. In addition, it is required that all Technical Reports include an abstract. UCF 21 will annually publish a Research Summary Technical Report that includes the abstracts of all UCF 21 Technical Reports prepared in the previous calendar year.

2.1 Page Margins

Page margins include 1.5 inches on the left edge and 1 inch on the top, bottom, and right edges. The left margin maintains readability after the Technical Report is stapled.

2.2 Title Page

The title cutout is 3.5 inches wide and 2.5 inches high. It is located 4 inches from the top of the page and 2.5 inches from the left edge of the page. Material in the

title frame should be prepared in **boldface**. The title should appear in ALL CAPS followed by a blank line, the author(s) name(s), another blank line, the paper identifier (UCF 21-TR-yy-xxx), and the date. The paper identifier includes the calendar year (yy) and the sequential number of the publication for the year (xxx). This latter number will be provided by the UCF 21 Technical Report Series Editor. The title page should also include the affiliations of the authors and the complete mailing address, phone numbers, and internet address for the corresponding author.

2.3 Abstract

The abstract page should include the same information included in the title frame centered across the page followed by a blank line, then the word **ABSTRACT**, another blank line, and then an abstract of 250 words or less. This abstract page will be included in the Research Summary Technical Report published at the end of the year. The abstract page will be single-spaced.

2.4 Layout, Style, and Headings

It is recommended that authors use the particular style common to the journals to which they are likely to submit their research. Use of section headings with meaningful titles serves to organize the work and improve its readability. The numbered section style (used in this Technical Report) is frequently used in contract technical reports and is now used in some journals. An alternative is the format used for *UCF Thesis and Dissertation Manual*. Additional references include the *Chicago Manual of Style* (University of Chicago Press, 1994), Turabian (1973), and the *Publication Manual of the American Psychological Association* (American Psychological Association, 1994).

2.5 Typeface and Spacing

At least a 10-point font is recommended. This Technical Report is typed using a 11-point Arial font. Generally, Technical Reports that will be submitted for publication will be double spaced, although single spacing conserves paper. A readable font should be selected. Arial is the preferred font choice to ease posting on the website.

2.6 Page Numbers

All pages starting with the body of the text should be numbered. Long papers may include a table of contents that precedes the body of the text and includes page numbers for relevant sections and subsections. The title page and abstract page should not be numbered.

2.7 References

References in UCF 21 Technical Reports should follow the APA style. However, they should be prepared with hanging indents as illustrated in the *UCF Thesis and Dissertation Manual*. Use the (Author, date) convention to refer to the reference with all references listed alphabetically in the Reference section.

2.8 Appendices

The use of Appendices is a convenient way to address details or data without distracting from the flow of presentation in the body of the paper. Each Appendix should be identified and pages separately numbered in each appendix.

3.0 RESPONSIBILITIES

3.1 IEMS Technical Paper Series Editor

The Director of the UCF 21 Operational Excellence Initiative will appoint an individual to serve as the UCF 21 Technical Report Series Editor. The Series Editor is responsible for the following:

- Maintain a record of Technical Report numbers assigned, the title of the report, and the author(s).
- Maintain a master file of Technical Reports that may be used for photocopying. Electronic files shall be maintained for each report as well.
- Extract the abstracts from each Technical Report and prepare the annual Research Summary Technical Report which will be the first Technical Report issued in the following calendar year.
- Maintain a supply of front and back covers for Technical Reports.
- Provide front and back covers for Technical Reports to authors as needed for distribution copies.
- Prepare sufficient copies of each Technical Report to include one copy to be filed in the UCF 21 Library; one copy to be forwarded to the Provost for review, one copy to the UCF 21 Director, one copy to each author, and additional copies for appropriate distribution.
- Provide an electronic copy of each final technical report to the UCF21 Webmaster for posting on the project website.

3.2 Authors

The authors of Technical Reports are responsible for the following:

- Obtain a Technical Report number from the Series Editor.
- Prepare the Technical Report using the guidance in this Technical Report.
- Submit the draft report to the UCF21 Project Director for review and clearance.

4.0 REFERENCES

American Psychological Association. *Publication Manual of the American Psychological Association* (4th ed.), Washington: American Psychological Association, 1994.

Turabian, K. L. *A Manual for Writers of Term Papers, Theses, and Dissertations* (4th ed.), Chicago: University of Chicago Press, 1973.
UCF Thesis and Dissertation Manual, Orlando: Office of Graduate Studies, 1996-97.
University of Chicago Press. *The Chicago Manual of Style* (13th ed., rev.), Chicago: University of Chicago Press, 1982.