



Transport
Canada

Transports
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TP 929E
TRANSPORTATION DEVELOPMENT CENTRE
PUBLICATION GUIDELINES FOR CONTRACTORS

March 2005 edition

Canada

PREFACE

Projects undertaken for the Transportation Development Centre (TDC) are documented in technical reports that serve as permanent records of the nature and results of the research and development conducted by the contractor.

This manual offers a step-by-step guide to the preparation of all reports for TDC that are intended for publication. Its aim is to ensure that all essential information is included and to promote uniformity of format. Contractors are advised to follow the format described here and to adhere to the report requirements stipulated in the contract.

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GENERAL GUIDELINES

Quantity

The contract specifies the number of reports required. This should be confirmed with the Project Officer before the report is prepared. **As well as the specified number of copies, the contractor must provide originals of all non-digital images and/or artwork.**

Electronic Format

In addition to the printed material, the contractor must provide two electronic versions of the report – one in MS Word and the other in Adobe portable document format (pdf) – as well as source files of all electronic images (minimum 4X5, 300 dpi). The entire text of the report should be contained in one *.doc file and one *.pdf file on a 3.5-inch HD IBM-compatible diskette, CD-R, or Zip disk, unless otherwise specified in the contract.

Language

Reports are normally prepared in the official language of the contractor's choice, with TDC taking responsibility for translation requirements. Specific language requirements are stipulated in the contract.

Reports produced in one language only

To comply with Official Languages requirements, reports produced in only one language carry Publication Data Forms (PDFs) and executive summaries in English and French.

The contractor is responsible for drafting a brief abstract (for inclusion on the PDF) and an executive summary, both of which must be provided to TDC in electronic format (MS Word for Windows unless otherwise specified in the contract) for translation. Translation and verification of abstracts and summaries take approximately three weeks.

Reports produced in English carry the following notice at the bottom of page ii of the front matter:

Un sommaire français se trouve avant la table des matières.

Reports produced in French carry the following notice at the bottom of page ii of the front matter:

An English summary is included before the Table of Contents.

Reports produced in both official languages

Reports produced in both official languages carry PDFs in English and French, and an executive summary in the same language as the publication.

The contractor is responsible for drafting a brief abstract (for inclusion on the PDF) which, along with the complete report, must be provided to TDC in electronic format (MS Word for Windows unless otherwise specified in the contract) for translation. The time required for translation and verification of a report varies according to length and level of technical complexity.

The original English report carries the following notice at the bottom of page ii of the front matter:

*Une traduction de ce document est également disponible en français : «French Title», TP
XXXXXF.*

The French translation carries the following notice at the bottom of page ii of the front matter:

Ce rapport est une traduction du document original "English title", TP XXXXXE.

Metric Usage

Metric measures are to be used. If using numbers, use the appropriate symbol, with a space between the number and the symbol, e.g., 2 V, 15 kW. The exception to this rule is °C, which does not take a space. Periods are not used after the symbol. If the number is spelled out, so is the measure, e.g., three kilograms, five metres. Most dictionaries provide a list of commonly used symbols. The Canadian *Metric Practice Guide* offers more detailed information.

In cases where industry standards are in other measures, add the following notice to page ii of the front matter:

Since (some of) the accepted measures in the industry are imperial, metric measures are not (always) used in this report.

Note: If imperial measures are necessary, use the appropriate symbol, with a space between the number and the symbol, e.g., 16 lb., 55 ft. The exception to this rule is °F, which does not take a space. Imperial symbols are never pluralized and always take a period (except for °F and mph). The *Chicago Manual of Style* offers more detailed information.

Tip: Use a protected or non-breaking space to ensure that the number and symbol are not separated by a line or page break.

Bias

Avoid the use of he, his, etc., as non-specific personal pronouns. For example:

not *The contractor submitted his report,*
but *The contractor submitted the report.*

In reports dealing with persons with disabilities, care should be used to avoid terms that may be considered offensive. *A Way with Words and Images*, a booklet published by Social Development Canada, is a useful reference. It is available online at:

www.sdc.gc.ca/asp/gateway.asp?hr=en/hip/odi/documents/wayWithWords/00_toc.shtml&hs=pyp.

Trade/Manufacturers' Names

Use trade or manufacturers' names only when necessary. In such cases, add the following notice to page ii of the front matter:

The Transportation Development Centre (and the co-sponsoring agencies) does (do) not endorse products or manufacturers. Trade or manufacturers' names appear in this report only because they are essential to its objectives.

Copyright and Permissions

Where ownership of intellectual property for the project is vested with the Crown as stipulated in the contract, add the following copyright notice to page ii of the front matter: © (year) Transport Canada.

The contractor is also responsible for obtaining any permissions required to reproduce material from other sources, including the Internet.

TDC Review

All reports intended for publication must be submitted as drafts for review by the Project Officer (for content) and the editor (for format and readability). **Do not print the full number of reports required until a draft has been approved and the “OK to Print” has been given.**

The Project Officer will inform the contractor of problems with the content by annotating the report, by noting the difficulties in a letter, or through discussion with the contractor.

The editor checks the report for the following:

- adherence to requirements for front matter
- format and organization of text
- clarity of tables and figures
- consistency in spelling, abbreviations, and terminology
- typographical errors and serious grammatical errors

The report is returned to the contractor with editorial corrections marked. An editorial review form highlights particularly important corrections.

Pagination

FRONT MATTER (lower-case Roman numerals)

The title page is not numbered, but is considered as page i. Page numbering begins on page ii (Notices), which is printed on the back (verso) of the title page, and continues until the first page of the body of the report.

BODY OF THE REPORT (Arabic numerals)

The first page of the body of the report begins on a recto page and is numbered page 1. Page numbering continues until the title/first page of Appendix A.

APPENDICES (alpha-numeric)

Starting with the first page of text (recto page), appendices are numbered alpha-numerically, i.e., A-1, A-2 ... B-1, B-2 ... Title pages, if used, should be recto pages and these (along with their blank verso pages) are not numbered.

NOTE: Reports must be printed or photocopied on both sides of the page. A right-hand (recto) page always carries an odd number and a left-hand (verso) page always carries an even number.

Style

To avoid the necessity for extensive changes, the contractor should follow the guidelines in this manual and check the editorial areas above when preparing the report. A quick reference checklist is provided in appendix to these guidelines.

The Canadian Style, published by Dundurn Press Ltd. in cooperation with Public Works and Government Services Canada Translation Bureau, can be helpful in matters of punctuation, capitalization, and usage. The *Gage Canadian Dictionary* is the official standard for federal government spelling, but any reputable Canadian dictionary may be used as a reference. In matters of spelling, capitalization, and so on, consistency is key. A list of suggested style guides and dictionaries is provided at the end of these guidelines.

If a report has requirements not covered in this manual, or if questions arise during the preparation of a report, the contractor should contact TDC's editor by e-mail at pooleb@tc.gc.ca or by telephone at (514) 283-0070.

PARTS OF A REPORT

Reports are enclosed in a cover and organized into front matter, body, reference material, and back matter. Many reports will not require all the elements listed below, but those included should appear in the following order (mandatory items appear in blue):

Front Cover

FRONT MATTER

- [Title Page](#)
- [Notices \(disclaimers, copyright, and other notices\)](#)
- Project Team (if included, it can also be added to acknowledgements page, space permitting)
- [Publication Data Forms \(English and French\)](#)
- Acknowledgements
- [Summary \(French translation required for reports in one language only\)](#)
- [Table of Contents](#)
- [List of Figures \(if applicable\)](#)
- [List of Tables \(if applicable\)](#)
- Glossary of Abbreviations, Acronyms, Symbols, and Special Terms

BODY OF THE REPORT

- [Introduction](#)
- [Main Text](#)
- [Conclusions](#)
- Recommendations

REFERENCE MATERIAL

- [References \(if applicable\)](#)
- Bibliography

BACK MATTER

- Appendices

Back Cover

The following pages deal with the requirements for each element.

COVER AND SECURITY DESIGNATION/CLASSIFICATION

Cover

The front cover includes:

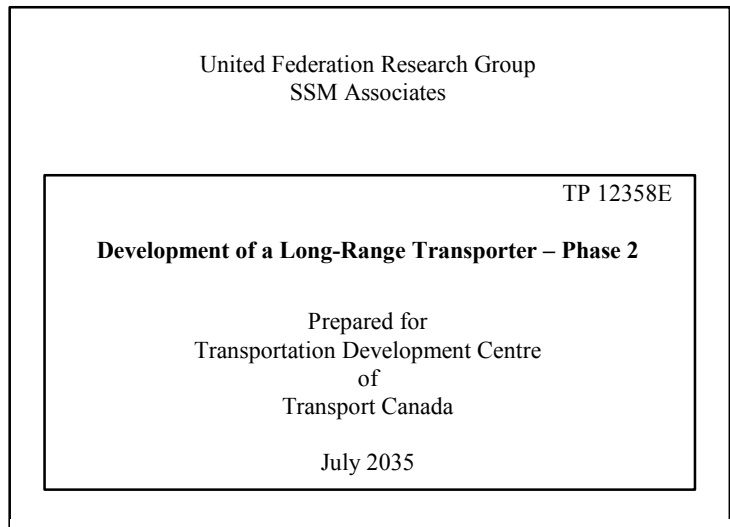
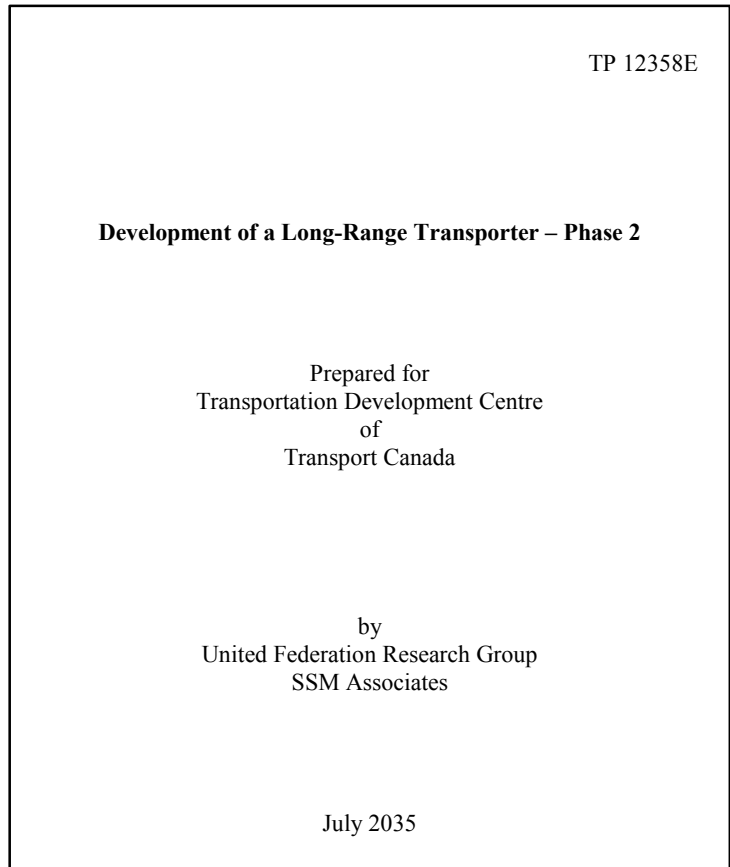
- A Transport Canada publication number (TP number) – to be provided by the English Editor following the Project Officer’s technical review and acceptance of the draft report
- Full title
- The following statement:
*Prepared for
Transportation Development Centre
of
Transport Canada*
- Name and/or logo of performing organization
- Publication date (month and year)

For window covers, all the above items must be visible in the window, unless they are printed on the cover or affixed to the cover with labels.

The cover page is not numbered and has a blank verso page.

Security Designation/Classification

The Project Officer determines the security designation or classification of a report. A contractor wishing to protect proprietary information should consult with the Project Officer. If permission to use the “protected” designation is granted, the words PROTECTED A (or B or C) must appear on the top right-hand corner of every recto page, and at the top left-hand corner of every verso page.



FRONT MATTER

Title Page

The title page includes:

- TP number
- Full title
- Name(s) of author(s)
- Name and/or logo of performing organization
- Publication date (month and year)

Ensure that all information agrees precisely with that on the cover and on the publication data form.

The title page is not numbered, but is considered as page i.

TP 12358E
Development of a Long-Range Transporter – Phase 2
by M. Spock and M. Scott United Federation Research Group SSM Associates
July 2035

Notices

This page contains all disclaimers and notices. It is printed on the back of the title page and is page ii. It carries the following disclaimer:

This report reflects the views of the authors (or the performing organization) and not necessarily those of the Transportation Development Centre of Transport Canada [add "or the co-sponsoring organizations/ steering committee/etc." as applicable].

If necessary, it should include the disclaimers regarding use of manufacturers' or trade names and use of other than metric measures (see "Trade/Manufacturers' Names" and "Metric Usage" in *General Guidelines*).

The copyright notice and any other notices pertaining to distribution restrictions on proprietary information should also appear on this page.

This page also carries a language notice to advise readers of the availability of the material in the other official language. Reports published only in English include a summary in French as well as in English. These carry the following statement at the bottom of page ii:

Un sommaire français se trouve avant la table des matières.

Reports produced in both official languages include a summary in the language of the report. The English report carries the following statement at the bottom of page ii:

Une traduction de ce document est également disponible en français : «French Title», TP XXXXXF.

This report reflects the views of the authors and not necessarily the official views or policies of the Transportation Development Centre of Transport Canada or the co-sponsoring organizations.

The Transportation Development Centre and the co-sponsoring agencies do not endorse products or manufacturers. Trade or manufacturers' names appear in this report only because they are essential to its objectives.

Since some of the accepted measures in the industry are imperial, metric measures are not always used in this report.

Un sommaire français se trouve avant la table des matières

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Publication Data Forms

Every TDC publication contains a Publication Data Form/Formulaire de données pour publication (PDF/FDP) – CDT/TDC 79-005, Rev. 96. **For translation purposes, the abstract and key words must be submitted to TDC in electronic format (MS Word)** along with the draft report. Following translation, TDC will provide the contractor with a master electronic and/or print copy of the PDF/FDP, ready for printing.

Usually the English PDF is page iii and the French FDP, printed on the back, is page iv. If a separate Project Team page is included, it is page iii, page iv is left blank, and the PDF/FDP are pages v and vi. Subsequent pages of front matter continue in this sequence.

Abstract

The abstract is a brief (200 words or fewer) factual outline of the most significant information contained in the report. Use complete, connected sentences, active verbs, and the third person. Use standard nomenclature or define unfamiliar terms, abbreviations, and symbols the first time they appear in the abstract. An abstract takes one of two forms – informational or descriptive.

Informational abstract

The information provided follows a specific format so that the reader can learn what is essential. It includes:

- Purpose: a statement of the primary objectives and the scope of the report or study;
- Methods: a description of the techniques and approaches by which results were obtained;
- Results/findings: the most important part of the abstract, these may be experimental or theoretical results obtained, data collected, effects observed, etc. When they are too numerous for all to be listed, base selection on one or more of the following: new and verified events, findings of long-term value, or significant discoveries, such as those contradicting previous theories or those relevant to a practical problem;
- Conclusion: a description of the implications of the results/findings and their relation to the purpose of the report or study.

Descriptive abstract

A descriptive abstract states the scope and purpose of the publication. It does not give any information from the publication. This format is particularly well suited to publications such as manuals and proceedings.

Key Words

These are precise technical terms that identify the major concept of the research. They are used for cataloguing and library searches.



1. Transport Canada Publication No. TP 12358E		2. Project No. 1086		3. Recipient's Catalogue No.	
4. Title and Subtitle Development of a Long-Range Transporter – Phase 2				5. Publication Date July 2035	
				6. Performing Organization Document No.	
7. Author(s) M. Spock and M. Scott				8. Transport Canada File No. 2450-238-1	
9. Performing Organization Name and Address United Federation Research Group SSM Associates Star Base 8				10. PWGSC File No. XSD-1-00373	
				11. PWGSC or Transport Canada Contract No. T8200-004530/001/XSD	
12. Sponsoring Agency Name and Address Transportation Development Centre (TDC) 800 René Lévesque Blvd. West Suite 600 Montreal, Quebec H3B 1X9				13. Type of Publication and Period Covered Final	
				14. Project Officer P. Wisham	
15. Supplementary Notes (Funding programs, titles of related publications, etc.) Phase 1 of this report is documented in <i>Development of a Long-Range Transporter</i>, TP 12357E					
16. Abstract <p>This report details the work done in Phase 2 of a program to develop a long-range transporter. Work focussed on improving the performance of the Phase 1 transporter through the application of advanced technology.</p> <p>After a review of the literature and current developments throughout the galaxies, a number of promising technologies were investigated, both in the laboratory and in simulated in-service scenarios. A modular accelerated particle integrator was selected as the most appropriate choice for installation aboard the USS <i>Enterprise</i> for six months of intensive testing under varied galactic conditions.</p> <p>All acquired data was entered into a dedicated database, DITTY (Dedicated Information on Transporter Technology), that has become a model for information dissemination and retrieval.</p> <p>Test results showed that the integrator increases the reliability and speed of the transporter. Further work to eliminate minor problems with ionic flux is recommended.</p>					
17. Key Words Transporter, ionizing, integrator, transporter database			18. Distribution Statement Limited number of copies available from the Transportation Development Centre		
19. Security Classification (of this publication) Unclassified		20. Security Classification (of this page) Unclassified		21. Declassification (date) —	22. No. of Pages xiii, 34, apps
				23. Price Shipping/ Handling	



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9. Nom et adresse de l'organisme exécutant United Federation Research Group SSM Associates Star Base 8				10. No de dossier - TPSGC XSD-1-00373	
				11. No de contrat - TPSGC ou Transports Canada T8200-004530/001/XSD	
12. Nom et adresse de l'organisme parrain Centre de développement des transports (CDT) 800, boul. René-Lévesque Ouest Bureau 600 Montréal (Québec) H3B 1X9				13. Genre de publication et période visée Final	
				14. Agent de projet P. Wisham	
15. Remarques additionnelles (programmes de financement, titres de publications connexes, etc.) La documentation concernant la phase 1 de ce projet se retrouve dans <i>Development of a Long-Range Transporter</i>, TP 12357E.					
16. Résumé <p>Ce document décrit les travaux de la phase 2 d'un programme visant la mise au point d'un télétransporteur. Ces travaux ont permis d'améliorer les performances du transporteur réalisé antérieurement, par l'application de technologies de pointe.</p> <p>Après une recherche documentaire et un tour d'horizon galactique, un certain nombre de technologies prometteuses ont été étudiées, tant en laboratoire que dans des conditions de service simulées. Un intégrateur de particules modulo-accélérées s'est révélé le plus apte à servir à bord de l'<i>Enterprise</i> et a été retenu pour être soumis à six mois d'essais intensifs dans des conditions galactiques variées.</p> <p>Les données saisies enrichissent une base de données DITTI (Dédiée à l'information sur la technologie des transporteurs intergalactiques), servant désormais de modèle pour la diffusion et le repérage.</p> <p>Les résultats montrent que cet intégrateur accroît la fiabilité et la vitesse du transporteur. De plus amples recherches sont recommandées afin d'éliminer certaines petites anomalies concernant le flux ionique.</p>					
17. Mots clés Transporteur, ionisation, intégrateur, base de données de transporteur			18. Diffusion Le Centre de développement des transports dispose d'un nombre limité d'exemplaires.		
19. Classification de sécurité (de cette publication) Non classifiée		20. Classification de sécurité (de cette page) Non classifiée		21. Déclassification (date) —	22. Nombre de pages xiii, 34, ann
				23. Prix Port et manutention	

Acknowledgements

Co-sponsors should be acknowledged and credit given for any copyrighted material.

Acknowledgement of the Transportation Development Centre should be followed by mention of the department (Transport Canada).

If the project team is to be listed, add the list here, space permitting. Otherwise, it can be on a separate page following the notices on p. ii.

ACKNOWLEDGEMENTS

The cooperation of the USS *Enterprise* crew and the support and advice of P. Wisham, Transportation Development Centre of Transport Canada, are gratefully acknowledged.

Project Team

M. Spock, Project Leader
M. Scott, Engineer
L. M^cCoy, Medical Consultant

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Summaries

All reports contain a summary. In most cases, an executive summary, which is included in the report, is sufficient. In special circumstances, a summary may be published as a separate document, called a summary report. This is prepared in the same way as a regular report but, of course, it does not contain a summary.

The executive summary is a minimum of one typescript page, but preferably no longer than ten pages. It is a précis of all the report's main facts (reasons for the study, scope, approach/methodology, results/findings), as well as of the conclusions and recommendations. All material in the summary must be taken from the report.

The summary should not refer to the report – it is in itself a mini-report.

For translation purposes, the executive summary or summary report must be submitted in electronic format (MS Word), with all figures and tables in their original format (i.e., these must be editable). Following translation, TDC will provide the contractor with a master electronic and/or print copy of the executive summary in both languages, ready for printing.

For the language requirements for summaries, see “Language” in *General Guidelines*.

The executive summary begins on a right-hand (recto) page. If this means that it must be preceded by a blank page, include this blank in the page numbering. (Note: If the English and French summaries are each one page, the French is placed on the back of the English page. If either summary is more than one page, the French summary begins on the next available recto page after the English.)

EXECUTIVE SUMMARY

This project was initiated in response to a request from Federation authorities to improve the speed and reliability of the long-range transporter developed in Phase 1. While the original transporter worked well in ideal conditions, it was unable to function in turbulence, and reintegration was often slow after particularly long journeys.

After an extensive literature search, the project team met with experts at an intergalactic conference on current developments related to transporters. On the basis of the accumulated data, five of the most promising technologies were selected for testing both in the laboratory and under simulated in-service conditions.

The results of a year of testing led to the choice of a modular accelerated particle integrator for installation aboard the USS *Enterprise* for six months of intensive testing under varied galactic conditions. The tests were rigorous, and results were compared to historical data from Phase 1 and to data from other transporter programs. All acquired data was entered into a dedicated database, DITTY (Dedicated Information on Transporter Technology), that has become a model for information dissemination and retrieval.

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Table of Contents

The table of contents lists sections and subsections of the report (the first three levels of headings only), as well as reference material, and gives their page numbers. Words and numbers should agree with those in the text. Do not include front matter items. Back matter items should be listed with no page numbers.

The table of contents begins on a recto page. If a preceding blank page is necessary, it should be included in the page numbering.

Tip: Use manual line breaks, if necessary, to ensure that the text of the headings does not interfere with the vertical line of the page numbers.

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List of Figures

This lists all figures by number and title, and gives their page numbers.

List of Tables

This lists all tables by number and title, and gives their page numbers.

These two lists may appear on one page, space permitting.

Tip: Use manual line breaks, if necessary, to ensure that the text of the headings does not interfere with the vertical line of the page numbers.

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Glossary of Abbreviations, Acronyms, Symbols, and Special Terms

Define symbols, short forms, and special or uncommon terms where they are first introduced in the text. If they are numerous, include an alphabetical list, with definitions, in the front matter.

GLOSSARY

DITTY	Dedicated Information on Transporter Technology
SS	Simulator Scenario
TDC	Transportation Development Centre
UFRG	United Federation Research Group
USS	United Starship

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BODY OF THE REPORT

The body of the report should describe the project. To ensure that all points are covered, use the following format.

Pagination

The first page of the body of the report begins on a right-hand (recto) page – page 1. All text pages are counted in page numbering; this includes blanks and full-page tables or illustrations. A right-hand page always carries an odd number and a left-hand (verso) page always carries an even number.

Content

Introduction

The introduction presents:

- the overall purpose, specific objectives, and scope of the study;
- relevant background or historical material, such as previous work;
- any assumptions or limitations that may be unfamiliar to the reader;
- if desired, the organization of the report.

Main Text

Divide the main text into a sequence of sections presenting:

- i) approach
- ii) procedures
- iii) apparatus
- iv) tests
- v) results
- vi) analysis of results

Include all significant technical information pertaining to the work. Present the information clearly and logically, and ensure that grammar, wording, spelling, and punctuation are appropriate for a professional publication. For helpful references see the *List of Style Guides* at the end of this document and the *Checklist* in appendix.

Conclusions

This section presents the conclusions that the authors have drawn from the facts presented.

Recommendations

Recommendations present the authors' suggestions for improvements or for further work.

Footnotes

Although reference lists are preferred, footnotes may be used instead if the report contains no more than five references. Footnotes to explain material in the text are discouraged. Such clarifications are easier to read if they are in the text.

Headings

The body of the report is organized into sections and subsections. The subsections may be further divided. The first section, usually the introduction, is numbered 1. The first subsection is 1.1. Divisions under this heading are numbered 1.1.1, 1.1.2, etc. Numbering should not continue beyond that level.

To avoid confusion, do not highlight points in the text with Arabic numbers – use bullets (preferred), lower case letters, or small Roman numerals.

Headings for each level should have a distinctive format. For example:

1. SECTION HEADING

First level heading (bold type, all capitals)

1.1 Subsection Heading

Second level heading (bold type, capital first letters only*)

1.1.1 Heading of Subsection Division

Third level heading (regular type, capital first letters only*)

Heading of further subdivisions

Fourth level heading (regular type, italics, capital first letter of first word only)

2. INFORMATION GATHERING

All pertinent material acquired in Phases 1 and 2 was entered into a dedicated database, DITTY (**D**edicated **I**nformation on **T**ransporter **T**echnology), that has become a model for information dissemination and retrieval. A Memorandum of Understanding has been signed by all galaxies to ensure that all further transporter research will be documented in this easily accessible database.

2.1 Literature Search

An intensive literature search was the first step in data collection for Phase 2. The project team found a great deal of information on the history and development of transporters, but very little on the recent research to refine transporter systems.

2.2 Intergalactic Conference

To fill this gap, UFRG decided to organize an intergalactic conference on current transporter technology. The response was excellent – a great deal of data was accumulated and all participants agreed to use DITTY.

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2.2.1 Selection of Technology

The project team used this opportunity to consult with other experts on the choice of suitable technologies. The choice was based on the information available and on the experience of participants. The following systems were investigated:

- Biotransmuter
- Platron ionizing system
- Digital zilchifier
- Synchronized ion refraction platform
- Modular accelerated particle integrator

* Capitalize all words except articles, conjunctions of fewer than four letters, and prepositions of fewer than four letters. These exceptions are capitalized when they immediately follow a period, colon, or dash and when they are the first or last word in a title.

Figures and Tables

Figures and tables should be clear and easy to read. Separate them from the text by rules (lines) or set them alone on a page. Include pages with only figures and tables in the page numbering, even if a number is not actually on the page.

Number figures and tables consecutively in Arabic numerals (i.e., Table 1, Table 2, ... Table 18 ...) throughout the report, or number them by section (i.e., Figure 3.1, Figure 3.2, ...). In appendices, number as follows: Tables A-1, A-2 ... in Appendix A, Tables B-1, B-2 ... in Appendix B, etc.

Give each figure and table a title. Place table identifications above the table, and figure identifications below the figure.

Tables and figures must be referred to in the text, and should be placed as close as possible to these references. Refer to them by number, i.e.:

not *The table below shows the results for the winter trials.*

but *Table 12 shows the results for the winter trials.*

In reports with few text pages and many illustrations, tables and figures may be grouped at the end of the report, before the references/bibliography.

All figures (bar/column graphs, pie charts, area charts, multiple line charts, scatter plots, etc.) must be able to be read in black and white (see "Printing and Binding" in *Report Production*). Use patterns instead of colours or label each bar, column, line, area, etc. Spectrograms must be printed in colour.

Words into Type and *The Chicago Manual of Style* have helpful sections on preparing figures and tables.

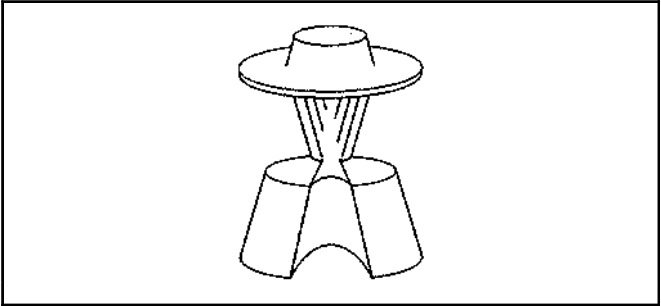


Figure 1 Biotransmuter

Table 1 Speed and reliability of current transporters

Transporter	Speed (km/s)	Failure rate (%)
Biotransmuter	10 000	8.0
Platron ionizing system	15 000	7.0
Digital zilchifier	17 500	4.6
Synchronized ion refraction platform	20 000	3.8
Modular accelerated particle integrator	25 000	0.75

8

Formulas and Equations

Mathematical symbols are defined where they first appear. If they are numerous, they should be listed and defined in the Glossary of Abbreviations, Acronyms, Symbols, and Special Terms in the front matter (immediately before the main text begins).

Formulas and equations are indented or centred on the line immediately following the first text reference. Make parentheses, braces, brackets, etc., the same height as the mathematical expressions they enclose.

Equations that are too long to fit on one line are broken just before an equals, plus, minus, or multiplication sign. A group of separate but related equations is aligned at the equals signs and indented or centred on the page.

Formulas or equations that are part of a series or are referred to in the text are numbered consecutively in Arabic numerals, e.g., 1, 2, 3 ... or 1-1, 1-2 ... 2-1, 2-2 The number is enclosed in parentheses and typed flush right on the last line of the equation or formula.

Mathematics into Type, published by the American Mathematical Society, provides detailed instructions on the presentation of mathematical material.

<hr/> <hr/> <hr/>	
$y(c-d) + b(c^n - f) - x/b = x(c-g)$	(1)
<hr/> <hr/> <hr/>	
$c = (y+2)^2$	(2)
<hr/> <hr/> <hr/>	
$d = abc$	(3)
$h = efg$	(4)
$l = ijk$	(5)
	9

REFERENCE MATERIAL

References

All published sources of report material must be cited as references. One choice is to number these references in sequence as they appear in the text and cite them in the text by this number in square brackets. For example:

A Finnish study cast doubt on this theory [3].

Another is to cite them in the text by author and date in parentheses. For example:

This work is based on an earlier study (James, 1991).

The following format is recommended for the list of references:

- Reference number (if first choice is used. List in alphabetical order if second choice is used)
- Author's last name, comma
- Author's initial(s), period, comma
- Full title of document, first letter of each word capitalized*, comma
- Volume number, if any, comma
- Name of publisher or performing organization, comma
- City and province/state, comma
- Date of publication, comma
- Publication identification number, if any, comma
- Specific page reference, or total number of pages, period

Whatever format is used should be consistent for all references.

Bibliography

Inclusion of a bibliography is optional. It provides a list of supplementary reading related to the subject of the report. **It does not include documents cited in the text.** Entries should be organized alphabetically by author and should follow a consistent format. The information included is the same as that required for references.

The Chicago Manual of Style and *Editing Canadian English* have helpful sections on preparing reference lists and bibliographies.

* *Capitalize all words except articles, conjunctions of fewer than four letters, and prepositions of fewer than four letters. These exceptions are capitalized when the immediately follow a period, colon, or dash and when they are the first of last word in a title.*

REFERENCES

1. Santini, R.B., *Problems with Intergalactic Transportation*, volume 2, Transportation Development Centre, Montreal, January 2021, TP 15430, 103-112.
2. Jansen, E.T., "The Federation Falters", in *Moving with the Times*, J. Samson, ed., Spacent Publishing Co., Eskon, 2019.

BIBLIOGRAPHY

Koscent, J., *Transporters – An Overview*, Spacent Publishing Co., Eskon, 2018.

Lantry, S., *Intergalactic Travel*, Zoom Publishing, Freespace, 2016.

Murchant, P., *Can We Go Farther?*, Iten & Co., Paldon, 2017.

Santini, R.B., *Between the Galaxies*, Spacent Publishing Co., Eskon, 2016.

REPORT PRODUCTION

Page Format

The following page format is recommended: margins set at 2.5 cm top and bottom, with 3.2 cm at the left and right; text flush left, block or indented style. (If justifying text left and right, do not double space after periods.)

Line Spacing

If block style is used, text is typed single-spaced, with double spacing between paragraphs. If indented style is used, the first line of each paragraph is indented, with single spacing between lines and single or double spacing between paragraphs.

Subheadings are double spaced from text, while five or more spaces, where appropriate, are used between main headings and text.

Type Style

No specific type style is required; however, the type style used must be of an appropriate size and clarity to permit easy reading and clear reproduction.

Large Print Format

Reports related to transportation for elderly or disabled persons must be in 14 point type.

Photographs

Photographs should illustrate the subject matter clearly and accurately, and should be able to be reproduced in electronic format. To obtain good-quality scans of printed photographs, start with glossy prints that show good contrast and are well defined. Digital photos should be reproduced in high resolution.

Engineering Drawings

Reduced reproductions should be used when engineering drawings are to be included in a report. Contractors should ensure that the originals can tolerate reduction by providing for sufficient size and clarity of lines, lettering, and shading.

Large drawings that cannot be reduced without impairing legibility should be folded and inserted in an envelope or pocket that is an integral part of the back cover.

Fold-Outs

Oversize tables or figures (i.e., those that cannot be reduced without becoming illegible) may be included on fold-out pages not wider than 43.2 cm (equivalent of about two pages) or longer than a standard text page (27.8 cm). Fold-outs should be used sparingly.

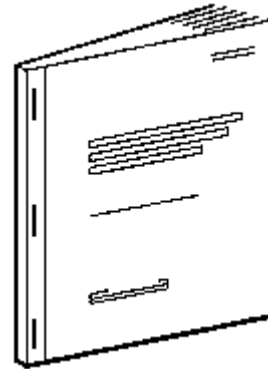
Paper Size and Stock

Reports must be printed on acid-free permanent white paper of No. 7 bond or equivalent, 21.5 cm x 27.8 cm (8½" x 11") in size, 60 g/m² (40M) in weight. Heavy stock paper (e.g., Cornwall) is required for covers.

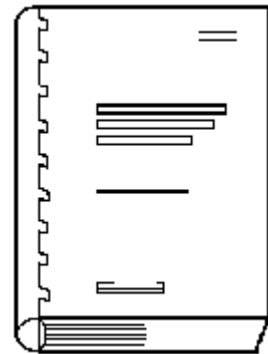
Printing and Binding

Reports must be printed or photocopied on both sides of the page. (Drafts of reports submitted for review and approval prior to reproduction may be printed on only one side of the page.) Black ink is to be used.

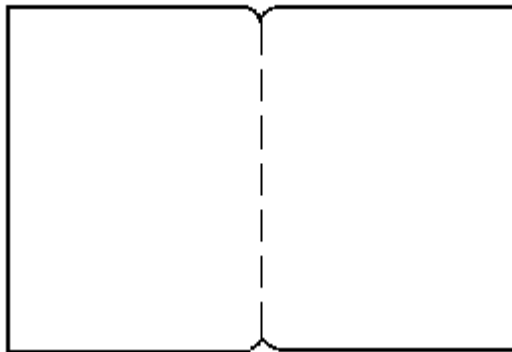
Depending on the size of the report, cerlox, side or saddle stitching (staples), perfect (glue-back), or slide compression fastener binding may be used.



side stitching



cerlox binding



saddle stitching

SUGGESTED STYLE GUIDES

Style Guides

The Canadian Style, A Guide to Writing and Editing, Public Works and Government Services Canada, (most recent edition)

The Chicago Manual of Style, The University of Chicago Press, (most recent edition)

Words into Type, Pearson PTP, (most recent edition)

Mathematics into Type, American Mathematical Society, (most recent edition)

Metric Practice Guide, Canadian Standards Association, (most recent edition)

Dictionaries

The Canadian Oxford Dictionary, Oxford University Press, (most recent edition)

The Gage Canadian Dictionary, Gage Publishing Limited, (most recent edition)

Nelson Canadian Dictionary of the English Language: An Encyclopedic Reference, ITP Nelson, 1997

Thesauri

Roget's Thesaurus, Houghton Mifflin Company, (most recent edition)

The New Oxford Thesaurus of English, Oxford University Press, (most recent edition)

Usage

The New Fowler's Modern English Usage, Clarendon Press, Oxford, (most recent edition)

Editing Canadian English, Macfarlane Walter & Ross, (most recent edition)

Talking Gender: A Guide to Non-Sexist Communication, Copp Clark Pitman, 1991

A Way with Words and Images: Guidelines for the Portrayal of Persons with Disabilities, call 1 800 O-Canada (622-6232) or TTY 1 800 465-7735, www.sdc.gc.ca/asp/gateway.asp?hr=en/hip/odi/documents/wayWithWords/00_toc.shtml&hs=pyp.

APPENDIX: CHECKLIST

Front Cover

- TP number – same as that on title page and PDF
- Title – same as that on title page and PDF
- “Prepared for” statement
- Name of performing organization
- Publication date – same as that on title page and PDF

If a window cover, all above items to appear in window, if they are not on the cover itself

Front Matter

Title Page

- TP number – same as that on cover and PDF
- Title – same as that on cover and PDF
- Name(s) of author(s)
- Name of performing organization
- Publication date – same as that on cover and PDF

Notices

- Disclaimer(s)
- Language notice
- Copyright notice (if applicable)

Publication Data Forms (PDFs)

- All sections completed
- Title on English and French PDFs – same as that on cover and title page
- Publication date – same as that on cover and title page
- Necessary acknowledgements included in Section 15
- Section 22 includes front matter, text, and appendices, e.g., xvi, 43, apps

Summary

- Does not refer to report – is in itself a mini-report, covering background, approach/methodology, main facts/activities, and brief conclusions and recommendations

Table of Contents, List of Figures, List of Tables

- Complete
- Numbers and headings same as in text
- Correct page numbers

Body of the Report

Introduction

- Covers background of project
- Outlines purpose and scope of project

Main Text

- Explains methodology
- Logically develops the description of activities
- Discusses findings or results

Conclusions

- Clearly states conclusions drawn from results or findings

Recommendations

- Contains author's suggestions for improvements, implementation, further studies, etc.

References

- Correctly numbered, presented in consistent format; all necessary information included

Figures and Tables

- Correctly titled
- Referred to by number in text
- Numbered consecutively

Photographs

- High resolution digital images or scans of printed photographs (source files included in deliverables)
- Clear and accurate representations

Formulas and Equations

- Symbols defined in text
- Correctly placed on page
- Numbered consecutively

Units of Measurement

- SI units used
- Symbols used correctly

Presentation

- Grammar, spelling, and punctuation checked for accuracy
- Text, tables, figures, and photographs cleanly printed
- Distinctive format for each level of heading in text

Pagination

- Right-hand pages, odd numbers; left-hand pages, even numbers
- Roman numerals (i, ii ...) for front matter; Arabic numerals (1, 2 ...) for body of text; alpha-numeric numbering (A-1, A-2 ..., B-1, B-2 ...) for appendices