



## Guidelines for the Preparation of Focused Interim Reports

Please submit six (6) printed copies of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office. Send each evaluator a printed set of materials and an electronic copy of the report.

### Structure

1. Title page containing (as a minimum):
  - a) Institution name;
  - b) Type of report (i.e., Focused Interim Report); and
  - c) Date.
2. Table of Contents.
3. Introduction regarding the context for the report (i.e., when the report was requested, why it was requested (result of Focused, Regular, or Comprehensive evaluation; result of a substantive change, etc.)
4. List each Recommendation or topic to be addressed followed by a thorough response to the Recommendation or topic. Repeat until all Recommendations and/or topics have been addressed.
5. Concluding statement summarizing the institution's progress in addressing the areas of inquiry requested by the Commission.

### Layout

1. Use letter size portrait orientation (8½ inch width by 11 inch height) with 1 inch margins on all sides.
2. Use 11- or 12-point type face for the body of the report. Larger fonts may be used for major headings. Headings should be typed in bold print face and double spaced from the text. Do not use script or italic as the primary font.
3. Number all pages (except Title page, Table of Contents, and Introduction).
4. Single space text in the body of the report.

### Publication

To conserve paper and minimize shipping costs, please adhere to the following:

#### **Print Version**

1. Use **WHITE** 20 pound paper for the report.
2. Other than the Title Page and Table of Contents page, copy on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple smaller reports in the upper left corner. Clip larger reports. Do not bind or shrink-wrap reports!

#### **Electronic Version**

1. Provide the body of the report as a single Windows-compatible Adobe Acrobat file. If available, appendices may also be sent as a single Adobe Acrobat file. ***Non-Acrobat files and multi-file reports may be returned.***

Contact the Commission Office at 425/558-4224 if you have any questions regarding these guidelines.