



## Guidelines for the Preparation of Year Seven Reports

Final

Please submit ten (10) printed copies of report materials, one electronic copy of the report, and one copy of the catalog to the Commission office.

### **Structure and Contents**

#### **Expand Year Five Report to Include:**

1. Chapter Five – Mission Fulfillment, Sustainability, and adaptation  
Section I: Evaluation of Mission Fulfillment  
Section II: Adaptation and Sustainability  
Section III: Chapter Summary
2. Report Summary [Five (5) pages maximum]

### **Report Layout**

1. Use letter size portrait orientation (8½” wide by 11” high) with 1” 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 which should be 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 of Report**

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, print on **BOTH SIDES** of the paper.
3. Three-hole punch the report and appendices (if any).
4. Staple reports in the upper left corner. 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, appendixes may also be sent as a single Adobe Acrobat file. ***Non-Acrobat files and multi-file reports may be returned.*** The file should be emailed to: reports@nwccu.org.

Please contact the Commission Office at 425/558-4224 if you have questions on these guidelines.