Title of Report in Title Case

Arial, Calibri, or Calibri Light (18 font, boldface)

No more than three lines

(If an image is appropriate, insert it in the space between the title and name)

Name(s)

College of Aeronautics and Engineering

Kent State University

Date

Course Number & Name

Instructor’s Name

# Abstract

This section should begin on a new page. The abstract is a one or two paragraph summary of the work. It stands alone with no reference to figures, charts, or tables in the text. The line spacing default is double-spacing for academic reports. Other manuscripts may require different line spacing options. The abstract should not exceed one page of double-spaced text.

# Table of Contents

This section should begin on a new page. Microsoft Word® has an automated table of contents (TOC) feature under the "References" menu. For this feature to work, you must use the preset heading styles (which you can modify). However, you can also generate a table of contents manually. The TOC is the last element of the report to be completed. If changes are made after the TOC is created, be sure to update to TOC as well.

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# List of Figures

This section should begin on a new page. Microsoft Word® has an automated feature under the "References" menu called "Insert Table of Figures." For this feature to work, all figures must have a caption. This should be one of the last pages to be completed. Some examples follow:

1. Test matrix 5

2. Design prototype in wind tunnel 6

# List of Tables

This section should begin on a new page. Microsoft Word® has an automated feature under "Insert Table of Figures." Change the caption label from “figure” to “table.” For this feature to work, all tables must have a caption. This should be one of the last pages to be completed. Some examples follow:

1. Model parameters 3

2. Fuel consumption data under nominal conditions 10

# 1 Introduction

This section should begin on a new page. This should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

# 2 Background

This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

## 2.1 First Subheading

Subheadings are sections beneath headings. These sections should use "Heading 2" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading, there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

## 2.2 Second Subheading

This paragraph is repeated. Subheadings are sections beneath headings. These sections should use "Heading 2" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading, there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

### 2.2.1 First Sub-subheading

This paragraph is repeated. Subheadings are sections beneath headings. These sections should use "Heading 3" style font settings.

Subheadings and sub-subheadings are not mandatory. However, if there is one subheading, there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

### 2.2.2 Second Sub-subheading

Avoid any further divisions under the sub-subheading. Otherwise, the number of divisions becomes distracting and difficult to follow.

# 3 Methodology

This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

# 4 Results and discussion

This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

# 5 Conclusions and recommendations

This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then “Normal” style for the content.

# 6 Acknowledgements

This section allows authors to acknowledge contributors and other sources that are not appropriate to list in the references section. Example:

This work was conducted under Grant No. 12345, administered by X. The authors are also particularly grateful to Dr. Jane Smith for her insight into the nature of Y.

# 7 References

This is the last section of the report, prior to any appendices. The references should not be double-spaced, but single-spaced. For a technical report, use the CSE style.

[1] Reference 1 information.

[2] Reference 2 information.

[3] Reference 3 information.

# Appendix A: Place the title of appendix here

Provide appropriate appendices as necessary. Each appendix should begin on a new page.