

Report Format, Style, and Submittal Guidelines

This document provides guidelines for Massachusetts Technology Collaborative (MTC) financial assistance recipients and their consultants on the preparation of reports, including reports for submittal to the Massachusetts Renewable Energy Trust (RET) as part of the contractual requirements. The guidelines describe editorial procedures regarding report format and style, and provide instruction for (submitting electronic and printed report copies to MTC).

Report Structure

The report must include the elements specified below, and should be addressed in the following order:

1. Title page;
2. Notice and acknowledgements;
3. Abstract;
4. Table of contents, including list of figures and tables;
5. Report summary;
6. Report (the actual findings of the report); and
7. Appendices of technical data or drawings (optional).

Additional specific guidelines, including non-optional requirements, for each report are detailed below.

Title Page

Required Items

The title page must include the following items:

- **Project Name**
- **Report Title**
- **Primary Applicant Name**
- **Date of Completion**
- **MTC Logo** [*provided by project manager, and available on MTC's website www.masstech.org*]

Recommended

These elements may also be included on the title page:

- **Other Project Researchers / Consultants**
- **Graphic or Photo**

Title Page Font

The title page should be written in a standard serif or non-serif font (e.g., Times Roman or Georgia; Arial or Verdana). It is preferred that the same font or combination of fonts is used throughout the report.

A sample title page is shown below.

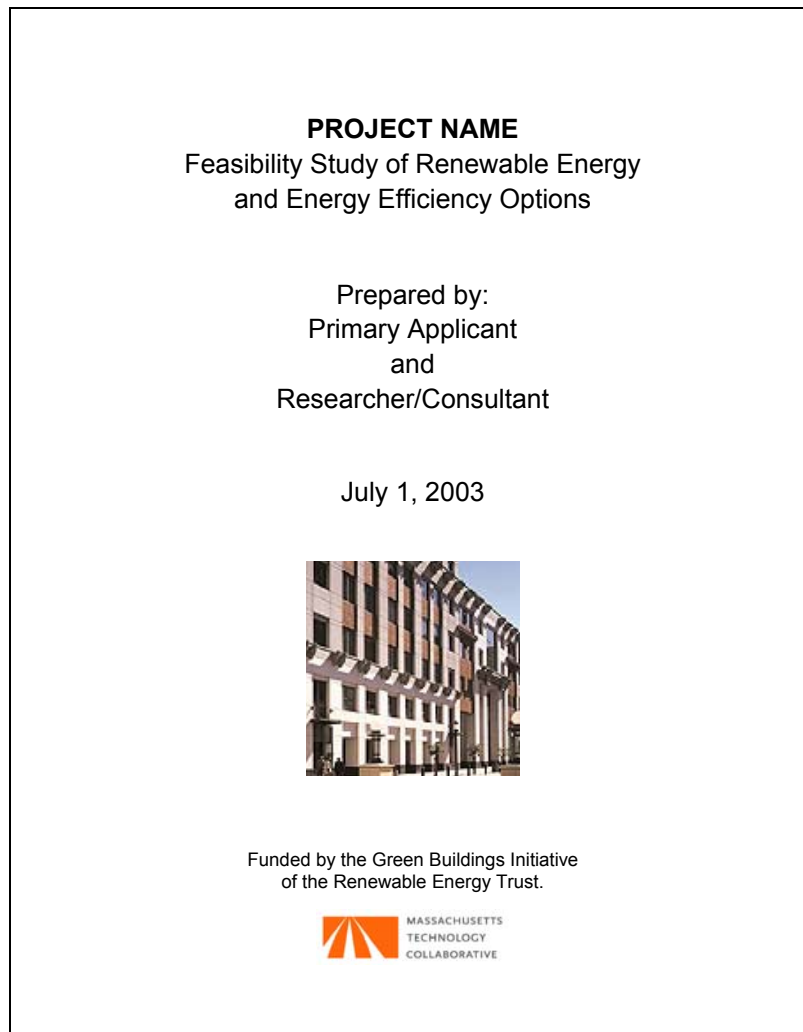


Figure 1. Sample Title Page

Notice and Acknowledgements

Each copy of the report must include a brief acknowledgement of the Massachusetts Technology Collaborative (MTC) and additional funding sources, partners or organizations

participating in the study, as well as a disclaimer expressing MTC representations. One of the following statements, completed with accurate project information, must be included on the first page of the report:

When MTC's Renewable Energy Trust (RET) is the project's sole sponsor, this notice must be used:

This report was prepared by < fill in applicant name > in the course of performing work sponsored by the Renewable Energy Trust (RET), as administered by the Massachusetts Technology Collaborative (MTC), pursuant to grant number < provide grant number >. The opinions expressed in this report do not necessarily reflect those of MTC or the Commonwealth of Massachusetts, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it.

Further, MTC, the Commonwealth of Massachusetts, and the contractor make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or accuracy of any processes, methods or other information contained, described, disclosed, or referred to in this report. MTC, the Commonwealth of Massachusetts, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage directly or indirectly resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

When the project is co-sponsored by the RET and other parties, this notice must be used:

This report was prepared by < fill in applicant name > in the course of performing work co-sponsored by the Renewable Energy Trust (RET), as administered by the Massachusetts Technology Collaborative (MTC) pursuant to grant number < provide grant number > and the < fill in other party(s) > (MTC and the other co-sponsors referred to hereafter as the "Sponsors"), The opinions expressed in this report do not necessarily reflect those of the Sponsors or the Commonwealth of Massachusetts, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it.

Further, the Sponsors and the Commonwealth of Massachusetts make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or accuracy of any processes, methods or other information contained, described, disclosed, or referred to in this report. The Sponsors, the Commonwealth of Massachusetts, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage directly or indirectly resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

Other Optional Acknowledgements

On the page following the required statement, additional acknowledgements of project participants may be noted.

Abstract and Keywords

An abstract of no more than 200 words is required at the beginning of the report. This abstract will be used for RET's web posting purposes and should summarize project objectives, technologies or elements analyzed, investigative methods used, and research conclusions or applications. On the same page, following the abstract, a list of keywords that describe the project and identify major research concepts should be listed. Fifteen keywords are generally sufficient and will be used for RET's project database and website search feature.

Table of Contents

Required Items

The Table of Contents must list major section titles, with page numbers for each major section. Sections should be clearly divided by relevant categories, for example, features analyzed, tools used in the analysis, or costs, benefits, barriers, recommendations. Appendices must also be noted in the Table of Contents.

If the report contains more than five figures and tables, all figures and tables should be listed separately after the Table of Contents.

Recommended

For detailed reports, second-level headings and page numbers for each report sub-section should be included in the Table of Contents.

A sample Table of Contents and Figures page is shown on the next page.

Report Summary

A report summary is required immediately following the Table of Contents and immediately preceding the report findings. The report summary (or the executive summary or report overview) should not exceed 1,500 words and should be written for a general audience to give all readers a basic understanding of the report's topics and findings.

Table of Contents	
Summary	1
1. DESCRIPTION OF STUDY	5
Sources of Information	15
2. EXISTING CONDITIONS	21
Roof structure	23
HVAC	29
3. ANALYSIS OF SOLAR PV	31
System type	36
LCA	39
Appendices	
A. Expenses	A-1
B. Solar data	B-1
 Figures 	
Figure 1. Map of Installation Sites	7
Figure 2. Typical Installation Components	11
Figure 3. First Costs Chart	15
Figure 4. Systems Costs Chart	32
Figure 5. LCA Graphic	34

Report

This section provides format and style guidelines to the main body of the report.

Required

A footer must be included at the bottom of each page of the report, indicating the project title and page number.

Drawings or other large format pages should be 11x17" maximum and folded into the back of the report.

Use of MTC's Name and MTC Program Names

- The first reference to MTC should read "the Massachusetts Technology Collaborative (MTC)". Subsequent references should read simply "MTC".
- The first reference to the Renewable Energy Trust should read "the Renewable Energy Trust (RET)". Subsequent references should read simply "RET".
- References to the initiative under which the project is receiving funding should include the complete initiative name in the first reference and abbreviations where applicable (for

example, the first reference to the Green Buildings Initiative may read “the Green Buildings Initiative (GBI)”. Subsequent references may read “the GBI”).

Recommended

Margins should be at least 1” left and right, and 1” top and bottom.

Main headings should be a legible 12-14 pt font. Suggested heading styles are represented to the graphic below.

Body copy should be a legible 10-12 pt font. Spacing should be 1.5 lines.

The footer may also include the date and report type (e.g. Milestone One, Final Report).

FIRST-LEVEL HEADING
Section 1
INTRODUCTION

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

SECOND-LEVEL HEADING

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Third-Level Heading

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Fourth-Level Heading

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Fifth-Level Heading

The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog. The quick brown fox jumped over the lazy dog.

Copies and Binding

Print Copies

The grantee must submit no fewer than six (6) print copies of the final report study. The reports should be in the following formats:

- | | |
|--------------------|---|
| Copy 1: | Unbound; single-sided pages; no cover |
| Copy 2: | Unbound; three-hole punched, double sided pages; no cover |
| Copies 3, 4, 5, 6: | Spiral or book bound; double sided pages; cover optional |

Electronic Copies

The grantee must also submit one electronic copy in PDF or MS Word format. The copy may be submitted on a CD or 3.5" diskette, mailed to MTC c/o [*project manager's name*], or may be emailed to [*project manager's name*] at [*project manager's email*].