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Abstract

This text is left aligned with a standard indent and double spacing. The font is Arial, size 11. An executive summary is optional, but not required.

# Title of the First Section in Bold (Heading 1)

## Heading 2

Use indent of 0.25” and write in “normal” style for text in paragraphs. Everything should be double spaced with “0pt” for “Before” and “After” under Paragraph settings.

### Heading 3

Use indent of 0.25” and write in “normal” style for text in paragraphs. Each chapter is formatted in this same way, please see the next chapter for instructions on formatting figures and tables. New chapters should always begin at the top of a new page.

Equations are numbered according to chapter. Each equation should be formatted as

 *X2=100* (1.1)

where X= the probability of something.

Include punctuation at the end of the equation because it completes the previous sentence. It is not necessary to compile equations in a list at the beginning of the report. They are numbered so that you can reference them easily in text. For example, refer to Equation 1.1 and notice that there should be a blank line before and after the equation. The next equation in this chapter would be 1.2, and the next equation after that would be numbered 1.3, and so on.

If something being described needs to be cited, this can be done parenthetically at the end of the sentence using number of the reference [1]. References should be numbered in order of citation in the text.

# Formatting Tables and Figures

You can put introductory text before you begin the subchapters. It should appear with the same formatting as other paragraphs.

## Formatting a Table

Tables and figures are numbered following the Chicago Manual of Style, and the labeling consists of two numbers separated by a decimal point with a text title following. The first number is the same as the chapter number and the second number is sequential for tables or figures, depending on which it is.

Table 2.1 - The title goes above the table

|  |  |  |
| --- | --- | --- |
| Data 1 | Data 2 | Data 3 |
| x | a | 3 |
| y | b | 4 |
| z | c | 1 |

Thus, since this is the first table of Chapter 2, it is Table 2.1. Notice that on the table, the label appears above. The whole label is centered and uses sentence-style capitalization. Notice that there is one whole blank line before and after the table. The same spacing should be applied to figures.

The next table in this chapter would be 2.2, the following would be 2.3, and so forth. The tables are numbered the same way, but tables and figures are numbered independently of one another. In other words, if I include a figure and then include a table, the figure would be 2.1 and the table would also be 2.1.

## Formatting a Figure

Formatting a figure is essentially the same as formatting a table, but the title goes below the figure (see Figure 1).

Figure 2.1 - The title is placed below for figures

Notice that the title and numbering for figures is below the figure and, similar to the table, it is centered and bolded.

As with the table, please leave a full space before and after the figure, then continue the text. Look at the List of Figures in the beginning of the document. Note that the list is single spaced.

# Alternative Text Guidelines for Images

## Alternative Text Guidelines

Alternative text is text associated with an image that serves the same purpose and conveys the same essential information as the image. In situations where the image is not available to the reader (perhaps because they have turned off images in their web browser or are using a screen reader due to visual impairment), the alternative text ensures no information or functionality is lost.

The following guidelines should be used when writing alt text:

* Alt text should describe all the important information in the image but not every physical detail: only what is important to its meaning and understanding.
* Alt text should not duplicate information provided in the content of the page or in the caption.
* Alt text should begin with the figure number and a word that describes the type of image, e.g., “Figure 3.1 is a photo of …” or “Figure 5.1 is a graph of …”
* For a simple or decorative image, such as a logo, provide only brief description. If more information would be useful to convey the meaning of the image, this should be included. Purely decorative images, which add no meaningful information to a page, such as bullets or page dividers, do not require alt text.
* Alt text for images that contain detailed information, such as technical diagram, chart, or graph, must include all relevant data, unless already described in the page text.
* Images that are linked must include a description of the destination or the purpose of the link.
* Information that would benefit both sighted viewers and those using screen readers should not be included in alt text but should be included in the image’s caption. The alt text and caption should supplement each other, with the alt text written for screen readers and the captions written for all readers.

Inserting Alt Text:

* *Word 2007*: Right-click on the image, select Size. Select Alt Text and replace the image file name that automatically appears with appropriate alt text.
* *Word 2010*: Right-click on the image, select Format Picture. Select Alt Text, then Description and add the appropriate text.

## Figure Example with Alternative Text

Below is another figure example with alternative text.

Figure 3.1 - This is another example

Notice the space before and after the figure.

References

1. American Association of State Highway and Transportation Officials (AASHTO). (1997). *Segregation: Causes and cures for hot mix asphalt*. Washington, D.C.: The Joint Task Force on Segregation of AASHTO Subcommittees on Construction and Materials, and National Asphalt Pavement Association.
2. Brock, J. D. (1986). Segregation of asphaltic mixtures. *Proceedings of the Association of Asphalt Paving Technologists*, 55: 269-277.
3. Amirkhanian, Serji N., & Putman, B. J. (2006). Laboratory and field investigation of temperature differential in HMA mixtures using an infrared camera. *Report No. FHWA-SC-06-06*, Clemson University, Clemson, SC.

Appendix A: Extra Information

Here, you might include extra information that the reader might find useful. It’s also where you could put information that did not warrant the space in the body of the report. Figures and tables may appear in the appendices: they do not need to be listed in the List of Tables or List of Figures, but should be labeled according to appendix and using the same numbering system as the rest of the document, as seen below in figures A.1.

Figure A.1 - Example of figure in appendix