

# Assembling the Final Report

Below is the typical order for report components:

- Title Page
- Abstract
- Acknowledgments (optional)
- Table of Contents (with page numbers)
- List of Tables, List of Figures (with page numbers)
- Chapters
- References
- Appendices (if applicable)

Make sure to number all pages.

For the title page:

- There is no required format, but create something that looks "official". There are a lot of samples available via a Google search.
- For author order, use alphabetical by last name unless there is a good reason for another order.
- The title doesn't show a page number.

Most software can automatically construct the table of contents and table of figures. However, once done, double check that the page numbers inside match the table.

The "preamble" pages are traditionally numbered in roman numerals (the title page is technically "I", but doesn't show the page number), up until the Introduction chapter. The Introduction starts as page 1.

Usually, each chapter should begin on a separate page.

Once the full report is created, check it carefully for any problems created in assembly. Check and fix:

- orphaned figures/tables from their captions
- duplicate figure/table numbers
- page numbers that align to the table of contents
- unnecessary blank pages
- text that flows outside the margins