

CMMM Formatting Requirements

General Remarks

- Please do not insert section breaks, as this will distort this template's embedded features. Authors are welcome, however, to insert page breaks as necessary.
- Please do not delete the highlighted endnote; this is a formatting feature that will be cleared at the typesetting stage.
- Authors are asked to comply with the *Chicago Manual of Style* or *APA* for all CMMM publications.
- Authors are not required to complete the Technical Report Documentation Page.
- Authors are asked to draft their table of contents and lists of tables and figures.

Font, Font Size, and Alignment

- Font throughout: Times New Roman
- Section headers: size 20
- Alignment: center
- Sub-section headers: size 14
- Sub-sub-section headers: size 12
- Alignment: left
- Body: size 12
- Alignment: justified

Margins

- Left and right: 1"
- Top: 0.5"
- Bottom: 0.085"
- Page width: 6.5"

Line Spacing

- Under paragraph settings:
 - Before: 0
 - After: 14 pt
 - Line spacing: At least 16 pt

Hanging Indents

- Hanging indents apply to:
 - Table of Contents
 - Lists of Tables and Figures
 - Footnotes

Tables & Figures

- Cell padding for tables: 0.02" on top and bottom; and 0.08" on left and right.
- Figure and table headings should be centered and appear before the figure / table.
- Preferred table width unless table is particularly small / has few columns: 6.5"
- Use Style "M-Table Caption" for table captions so List of Tables formats correctly.
- Use Style "M-Figure Caption" for figure captions so List of Figures formats correctly.

Research Brief

- See guidelines at the end of this document.

Automated table of contents and lists of tables and figures:

- The table of contents and lists of tables and figures in this template are now automated.
- The CMMM template is able to accommodate three levels of headings. Heading instructions:
 - To insert a Level 1 heading, type out the title of the heading, select the text, click the 'References' tab in the MS Word menu bar, then 'Add Text' □ Level 1. Sub-headings are 'Level 2' and sub-sub-headings are 'Level 3'.
 - To update the table of contents and lists of tables and figures, left-click the table or list, then 'Update Field' □ 'Update Entire Table'
- To insert a new caption for a table or figure, select 'References' from the MS Word menu bar, then select 'Insert Caption'. To update the list of figures or tables, see above.
- Troubleshooting link for automated tables of contents, lists of figures and tables, and automated captions, please see [here](#).

Report xx-xx

Title

Author 1, PhD
Author 2

Month 202x

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Text.

ABSTRACT

Instructions for writing a strong abstract.

Abstracts should:

- *Be approximately between 200 and 250 words in length.*
- *Include a relevant, accessible, and interesting title.*
- *Use reader-accessible language that: 1. Uses accurate but simple word choice, 2. Defines technical terms and industry jargon, 3. Accurately summarizes to present the most relevant information.*
- *Use 3rd person point-of-view and active voice (e.g. “the research team analyzed data” NOT “data was analyzed by us”).*
- *Engage and sustain reader attention throughout by presenting specific, relevant information using interesting language*
- *Include the following information whenever possible: research purpose/goals, relevant stakeholders, most important methods, findings and their significance*
- *Follow this general format:*
 1. *Introduce concept*
 2. *State research purpose/goal and stakeholders*
 3. *Summarize methods*
 4. *Explain important findings and their implications*

Write your abstract here.

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Executive Summary

Text.

1. Introduction

Text.

1.1 Sub-Section Title (M-Numbered Heading 2)

Text.

Sub-Sub-Section Title (M-Numbered Heading 3)

1.2 Sub-Section Title

Text.

2. Section Title

Text.

2.1 Sub-Section Title

Text.

Table 1. Title

Heading	Year	Year	Year
Label 1	x	x	x
Label 2	x	x	x
Label 3	x	x	x
Label 4	x	x	x

Table 2. Title

2.2 Sub-Section Title

Text.

3. Section Title

Text.

3.1 Sub-Section Title

Text.

3.2 Sub-Section Title

Text.

3.3 Sub-Section Title

Figure 1. Figure Title

[FIGURE]

Figure 2. Figure Title

Text.

Figure 3. Figure Title

4. Summary & Conclusions

Text.

5. Appendix A

Text.

Endnotes

1

Please do not delete highlighted endnote. This will be removed during the typesetting stage by Editing Press.

Bibliography

All entries must comply with the *Chicago Manual of Style* or *APA*.