

Example of a Report Formatted in 2016 NYSERDA Marketing's Template for Reports

Revised 12/10/2015

This Example document should be used in conjunction with the following documents, which are available on NYSERDA's Resources Web page (nyserdera.ny.gov/About/Doing-Business-with-NYSERDA):

- 2016 NYSERDA Marketing's Template for Reports (Template)
- 2016 NYSERDA Report Content Guide
- 2016 NYSERDA Report Formatting Guide

Report Title (Title Pg Report Name style)

Pick one: Final Report or Draft Report (Title Pg Report Name style)

Prepared for: (Title Pg Prepared For/By style)

New York State Energy Research and Development Authority (Title Pg Organization Name style)

Type City, State (Title Pg Location style)

Project Manager 1 Name (optional) (Title Pg Names/Titles style) **[soft return]**

Title 1 (Title Pg Names/Titles style)

Project Manager 2 Name (optional)

Title 2

Project Manager 3 Name (optional)

Title 3

Prepared by: (Title Pg Prepared For/By style)

Type in Company Name (Title Pg Organization Name style)

Type City, State (Title Pg Location style)

Type Project Manager 1 Name (optional) (Title Pg Names/Titles style) **[soft return]**

Title 1 (Title Pg Names/Titles style)

Type Project Manager 2 Name (optional)

Type Title 2

Project Manager 3 Name (optional)

Title 3

[note that title page should not have a page number on it in an actual report]

(Last line is Title Pg Report/Contract/Date style)

NYSERDA Report XXX

NYSERDA Contract YYYYYY

Month Year

Notice (Heading 1 No Number style and text below is Body Text)

Option 1—When NYSERDA is the project's sole sponsor, this notice must be used:

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Preferred Citation

(optional; used for NYSERDA reports)

New York State Energy Research and Development Authority (NYSERDA). Year of publication. "Title of Report," NYSERDA Report Number xx-yy (added by NYSERDA). Prepared by organization, company or individual names and city/state location (optional). nyserda.ny.gov/publications

[Page number should be small Roman numerals]

Abstract (Heading 1 No Number style)

Optional but use Body text style body text style body text body text body text body text body text

[Abstract and Keywords should have two returns between sections and both sections should be on the same page but can be on separate pages if they don't fit]

Keywords (Heading 1 No Number style)

Optional but use Body text style body text body text body text body text body text body text

[Keywords and Acknowledgements should have two returns between the sections; Acknowledgements can be on same page with Abstract and Keywords]

Acknowledgments (Heading 1 No Number style)

Optional but use Body text style body text body text body text body text body text body text

[Page numbering should be small Roman numerals]

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[Page number should be small Roman numerals]

List of Figures (Heading 1 No Number style)

(This is Table of Authorities style and this list can be automatically generated).

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List of Tables

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[Page numbering should be small Roman numerals]

Acronyms and Abbreviations (Heading 1 No Number style)

(This list uses A&A style)

ft	feet
kWh	kilowatt hours
m/s	meters per second
MW	megawatts
NYS	New York State
NYSERDA	New York State Energy Research and Development Authority
W	watts

[this is an example of a 1 column set up]

[Page numbering should be small Roman numerals]

Executive Summary (or Summary) (Heading 1 No Number style)

(Body text style) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer fermentum molestie lectus. Duis dignissim, enim eget rutrum semper, purus ante rhoncus dui, nec aliquam diam leo tincidunt ipsum. Aenean non ipsum erat, non lacinia orci. Vivamus a leo sed ligula gravida consectetur. Aliquam erat volutpat. Pellentesque sed nisi at nibh commodo gravida id eget turpis. Vestibulum dapibus dapibus elit et vestibulum. Nulla vitae arcu nulla. Phasellus a magna nisi. Ut elementum, nisi at auctor blandit, nunc sapien aliquam tellus, vel placerat nisl magna quis sem. Quisque eleifend risus a mi pretium at laoreet magna lacinia. In scelerisque hendrerit libero, vel blandit justo scelerisque id.

(Body text style) Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer fermentum molestie lectus. Duis dignissim, enim eget rutrum semper, purus ante rhoncus dui, nec aliquam diam leo tincidunt ipsum. Aenean non ipsum erat, non lacinia orci. Vivamus a leo sed ligula gravida consectetur. Aliquam erat volutpat. Pellentesque sed nisi at nibh commodo gravida id eget turpis. Vestibulum dapibus dapibus elit et vestibulum. Nulla vitae arcu nulla. Phasellus a magna nisi. Ut elementum, nisi at auctor blandit, nunc sapien aliquam tellus, vel placerat nisl magna quis sem. Quisque eleifend risus a mi pretium at laoreet magna lacinia. In scelerisque hendrerit libero, vel blandit justo scelerisque id.

S.1 Section 1 of Summary (use Heading 2 No Number and type in the numbers; heading will not show up in Table of Contents)

(Body text style) Aenean non ipsum erat, non lacinia orci. Vivamus a leo sed ligula gravida consectetur. Aliquam erat volutpat. Pellentesque sed nisi at nibh commodo gravida id eget turpis. Vestibulum dapibus dapibus elit et vestibulum. Nulla vitae arcu nulla. Phasellus a magna nisi. Ut elementum, nisi at auctor blandit, nunc sapien aliquam tellus, vel placerat nisl magna quis sem. Quisque eleifend risus a mi pretium at laoreet magna lacinia. In scelerisque hendrerit libero, vel blandit justo scelerisque id.

[Page numbering for Executive Summary should be ES-number and Summary should be S-1, S-2, etc.]

1 Title of Section 1 (use Heading 1 style)

The following is an example of what a report formatted with the 2014 NYSERDA Marketing's Report Template should look like. (This is Body Text style, and unless otherwise specified, use Body Text style for main text).

1.1 Title of Section 1.1 (used Heading 2 style)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer fermentum molestie lectus. Duis dignissim, enim eget rutrum semper, purus ante rhoncus dui, nec aliquam diam leo tincidunt ipsum. Aenean non ipsum erat, non lacinia orci. Vivamus a leo sed ligula gravida consectetur. Aliquam erat volutpat. Pellentesque sed nisi at nibh commodo gravida id eget turpis. Vestibulum dapibus dapibus elit et vestibulum. Nulla vitae arcu nulla. Phasellus a magna nisi. Ut elementum, nisi at auctor blandit, nunc sapien aliquam tellus, vel placerat nisl magna quis sem. Quisque eleifend risus a mi pretium at laoreet magna lacinia. In scelerisque hendrerit libero, vel blandit justo scelerisque id.

Integer ante ligula, interdum nec imperdiet sit amet, mattis vitae orci. Nam et vestibulum mi. Vivamus sed nulla lorem, non bibendum ante. Sed eu mauris purus. Mauris nibh justo, auctor eu ullamcorper eu, dictum eu dui. Donec non purus vitae purus ornare vestibulum ut quis dui. Nam commodo magna id purus porta porta.

1.2 Title of Section 1.2

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Figure 1. Figure and Table Title (Title for Figure.Table.Photo style)

Caption info caption info caption info caption info caption info. (Caption for Figure.Table.Photo style)

Source for Figure.Table.Photo (Source for Figure.Table.Photo style)

PUT THE FIGURE HERE and align with left margin; do not wrap text

1.2.1 Title for Section 1.2.1 (Heading 3 style)

Nulla non diam sed elit laoreet vestibulum id sed massa. Fusce id sapien arcu, sed vehicula orci. Vivamus eleifend hendrerit pharetra. Duis non mauris urna. Suspendisse purus urna, blandit non rutrum a, hendrerit vitae ante. Phasellus magna libero, tincidunt sit amet pretium molestie, vehicula a felis. Maecenas nec mi at ipsum fringilla pretium. Proin sed ante massa, non luctus turpis. Proin eget purus porttitor nisl volutpat vulputate a eu tellus. Maecenas in odio augue. Morbi vehicula faucibus lacus eu placerat. Nunc erat lorem, blandit nec posuere vitae, hendrerit at nisl. Sed ligula tellus, commodo id vestibulum in, tristique pellentesque est.

1.2.1.1 Title for Section 1.2.1.1 (Heading 4 style)

Nulla non diam sed elit laoreet vestibulum id sed massa. Fusce id sapien arcu, sed vehicula orci. Vivamus eleifend hendrerit pharetra. Duis non mauris urna. Suspendisse purus urna, blandit non rutrum a, hendrerit vitae ante. Phasellus magna libero, tincidunt sit amet pretium molestie, vehicula a felis. Maecenas nec mi at ipsum fringilla pretium. Proin sed ante massa, non luctus turpis. Proin eget purus porttitor nisl volutpat vulputate a eu tellus. Maecenas in odio augue. Morbi vehicula faucibus lacus eu placerat. Nunc erat lorem, blandit nec posuere vitae, hendrerit at nisl. Sed ligula tellus, commodo id vestibulum in, tristique pellentesque est.

1.3 Title for Section 1.3

Sed commodo blandit mattis. Sed iaculis volutpat euismod. Nulla tristique bibendum felis id molestie. Morbi sed justo erat. Morbi ante diam, tincidunt pretium mollis quis, pellentesque eget massa. Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis.¹ Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec

¹ Integer ante ligula, interdum nec imperdiet sit amet, mattis vitae orci. Nam et vestibulum mi. Vivamus sed nulla lorem, non bibendum ante

vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti. Nunc dapibus cursus² mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

This is an example of an indented block quote (use for quotes longer than 3 lines; put attribution in intro phrase; no quote marks in block quote; use body text for block but indent by hand):

Block quote block quote Integer ante ligula, interdum nec imperdiet sit amet, mattis vitae orci. Nam et vestibulum mi. Vivamus sed nulla lorem, non bibendum ante. Sed eu mauris purus. Mauris nibh justo, auctor eu ullamcorper eu, dictum eu dui. Donec non purus vitae purus ornare vestibulum ut quis dui. Nam commodo magna id purus porta porta.

Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis. Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti.

Sed commodo blandit mattis. Sed iaculis volutpat euismod. Nulla tristique bibendum felis id molestie. Morbi sed justo erat. Morbi ante diam, tincidunt pretium mollis quis, pellentesque eget massa. Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit

1.3.2 Title for Section 1.3.1

pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis. Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

² Another example footnote.

Before bullet or number list style: (Body Before List style)

- List Bullet 1 (List Bullet style)
- List Bullet 1
- List Bullet 1
- List Bullet 1
- List Bullet 1

1.3.3 Title for Section 1.3.2

Sed commodo blandit mattis. Sed iaculis volutpat euismod. Nulla tristique bibendum felis id molestie. Morbi sed justo erat. Morbi ante diam, tincidunt pretium mollis quis, pellentesque eget massa. Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis.

1.3.3.1 Title for Section 1.3.3.1

Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

Equations should be called out by name and described in text and the equation should be numbered for identification such as figure or table and the variables should be defined. It may be typed in or pasted in text as an image to preserve spacing for various symbols. For example, Albert Einstein is well-known for developing Equation 1:

Equation 1 **$E = mc^2$**

(use Figure title style for Equation 1 label and equation if equation is not an image)

where: (Body Before List style)

- E = energy (Bullet 1 style)
- m = mass
- c= speed of light

1.3.3.2 Title for Section 1.3.3.2

Sed commodo blandit mattis. Sed iaculis volutpat euismod. Nulla tristique bibendum felis id molestie. Morbi sed justo erat. Morbi ante diam, tincidunt pretium mollis quis, pellentesque eget massa. Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis. Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

Body before list style:

1. First thing—List Number Before Bullet 2 style
2. Second thing—List Number Before Bullet 2 style
 - Bullet 2 (List Bullet 2 style)
 - Bullet 2 (List Bullet 2 style)
3. Third thing (List Number before Bullet 2 style)

Body text before bullet or numbered list style is called Body Before List:

- First thing (Bullet 1 before Bullet 2 style)
- Second thing (Bullet 1 before Bullet 2 style)
 - Bullet 2 (List Bullet 2 style)
 - Bullet 2
- Third thing (List Bullet)

Body text before bullet or numbered list style is called Body Before List:

- Bullet 1 Before Bullet 2 style
 - Bullet 2
 - Bullet 2
- Bullet 1 Before Bullet 2 style
 - Bullet 2
 - Bullet 2

(Body text style) Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut.

Suspendisse potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

2 Title for Section 2 (Heading 1 style starts on a new page)

Sed commodo blandit mattis. Sed iaculis volutpat euismod. Nulla tristique bibendum felis id molestie. Morbi sed justo erat. Morbi ante diam, tincidunt pretium mollis quis, pellentesque eget massa. Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis. Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt massa lacus eu est. Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

Table 1. Figure and Table Title

Caption info caption info caption info caption info. [Figure Table CaptionStyle; ends with period; sentence preferred; avoid starting with "Photo of..." or "Table of..."]

Figure. Table. Photo source

Name	Data (units)	More Data (other units)
Carbon	1	4 ^a
Hydrogen	2	5
Oxygen	3	6

^a Footnotes for tables should be letters and are typed below the table in a cell or as body text.

[Table footnotes should be letters. The work-around is to manually put the footnote reference letter in the table text and list the footnote text can listed in a cell at the bottom with the borders removed or placed under the table.]

3 References (Heading 1 style)

(This is Bibliography. References style for the references)

Sed commodo blandit mattis. Sed iaculis volutpat euismod, 2010. Sed commodo blandit mattis. Sed iaculis volutpat euismod

Nulla tristique bibendum felis id molestie. Morbi sed justo erat, 2008. Sed commodo blandit mattis. Sed iaculis volutpat euismod

Morbi ante diam, tincidunt pretium mollis quis, pellentesque 2010, eget massa.

Ut euismod massa non mi facilisis ultricies. Morbi nisl nisi, tristique vitae dictum nec, 1999, blandit mollis massa. Ut vulputate, tellus eget hendrerit pretium, odio augue pulvinar tellus, eu mattis nulla tellus ac turpis.

Sed pharetra, nulla sit amet ultricies molestie, sapien felis ornare enim, vel tincidunt 1984m massa lacus eu est. 1987

Donec vitae enim et nisl dignissim venenatis at non lacus. Donec dui sem, vulputate at ultricies sollicitudin, tincidunt sed quam. Quisque lobortis feugiat leo, id porttitor dui porttitor ut. Suspendisse 1975, potenti. Nunc dapibus cursus mi et imperdiet. Aenean commodo metus ipsum. Sed hendrerit lacus non tortor gravida ut porttitor metus convallis.

[Section title should be Bibliography if the list is just sources consulted and not specifically referred to in text]

Figures (if placed in back section)

Figure 1. Figure Title. [using Figure and Table Title Style and ends with period]

Caption info caption info caption info caption info caption info. [Apply Figure Table CaptionStyle; ends with period; sentence preferred; avoid starting with "Photo of..." or "Table of..."]

Source for Figure.Table.Photo

PUT FIGURE HERE and align with left margin; do not wrap text

Tables (if placed in back section)

Table 1. Table Title. [using Figure and Table Title Style and ends with period]

Caption info caption info caption info caption info. [Apply Figure Table CaptionStyle; ends with period; sentence preferred; avoid starting with "Photo of..." or "Table of..."]

Source for Figure.Table.Photo

Name	Data (units)	More Data (other units)
Iron	1	4 ^a
Nitrogen	2	5
Mercury	3	6

^a Footnotes for tables should be letters and are typed below the table in a cell or as body text.

[Table footnotes should be letters. The work-around is to manually put the footnote reference letter in the table text and list the footnote text can listed in a cell at the bottom with the borders removed.]

Appendix A: Title of Appendix A (Heading 1 No Number style)

If the appendices are previously completed documents such as entire reports or scans of historical documents, they can simply be added in behind a flysheet with Appendix A (or whatever is appropriate) listed on that page (as described in the next paragraph). It is not appropriate to reformat those documents.

For original information, appendices should use the same styles as the rest of the document. The page numbering is a little different as explained in the Report Formatting Guide and noted in this Example. For example, the heading Appendix is heading 1 No Number and the text should be Body Text style. Any figures or tables should have appropriate numbering, title, caption, or header and table text, respectively, as outlined in the Formatting Guide and Example.

[Page numbering should start with A-1 and has to be added to TOC manually]

Appendix B: Title of Appendix B (Heading 1 No Number style)

Body text body text body text

[Page numbering should start with B-1 and has to be added to the TOC manually]