# **Capstone Project Report Layout and Formatting – Rankine Cycle**

**General Guidelines:**

* Size 12 font – Calibri (body)
* Double Spaced
* Beginning of each paragraph is tabbed in once
* Single space after periods
* Page numbers in top right corner
* Header on each page that is aligned right and the name of your team
* MLA formatting throughout for referencing
* Tables are labeled above with Table # and a description
* Pictures are labeled below with Figure # and a description
* Paper is printed single sided
* Each main category should start on a new page so a Page Break should be placed strategically

**Your report will include the following parts:**

1. Title Page
   * Title: Centered on page using Word Title style
   * Below Title: Team member names using Word Subtitle Style
   * Below team member names: Class Name and Number using Word Subtle Emphasis Style
2. Table of Content (Use Word Automatic updates)
3. Body of your report broken into categories and subcategories
   * Main categories of the report use Word HEADING 1 Style
   * Subcategories use Word HEADING 2 Style
4. Works Cited (Use Word Automatic update format)
5. Appendix – This may not be necessary but this is for items that should be included but would ruin the flow of the report if it was included in the report.