

## How to Make a Technical Report

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Technical Report GMU-CS-TR-2003-0

### Abstract

The following document describes the preferred formatting of technical reports and submission guidelines. This document itself is formatted according to the preferred formatting rules.

## 1 Submission Guidelines

The department accepts the technical reports of various kinds. In most cases the repository will display a description of the technical report, followed by a link to the report itself, plus an optional link to an archive of related data. To submit a report, first contact the maintainer to get a report ID, then provide the maintainer with files as described below.

Technical reports are given unique IDs of the form **GMU-CS-TR-year-number**. *year* indicates the year in which the technical report was submitted, and *number* is the index number assigned to the technical report for that year. Each year, index numbers start at 0.

Format your technical report as described later in the document. When you submit the report, it will consist of up to three files: the report proper, an optional archive of associated data or code files, and a BibTeX entry. A sample BibTeX entry for the document you're reading is shown below:

```
@TechReport{ GMU-CS-TR-2003-0,  
  author = { Sean Luke and Jana Kosecka },  
  title = { How to Make a Technical Report },  
  institution = { Department of Computer Science,  
                George Mason University },  
  address = { 4400 University Drive MS 4A5,  
             Fairfax, VA 22030-4444 USA },  
  year = { 2003 },  
  howpublished = { Available at http://cs.gmu.edu/ },  
  number = { GMU-CS-TR-2003-0 },  
}
```

We require the BibTeX entry in order to maintain a consistent bibliographic database of files online. If you don't have experience in creating BibTeX entries, you may ask the technical reports maintainer for help, but first try to find someone else who understands BibTeX if you can.

BibTeX files end in `.bib` The optional archive should be a gzipped tar file ending in `.tgz` Your files should begin with the technical report number. For example, the BibTeX entry is called `GMU-CS-TR-2003-0.bib` and the technical report is called `GMU-CS-TR-2003-0.pdf` The data archive would be `GMU-CS-TR-2003-0.tgz`

Consult the technical report archive to determine who the current maintainer is. At present, the archive can be reached from a link off of <http://cs.gmu.edu/>

### 1.1 Intellectual Property

At time of submission, you must have permission of the copyright owner and (for the data/code section) relevant patent owners in order to place the report in the repository. If at a future time you lose permission of the copyright/patent owner, you must contact the repository maintainer and ask that the link be removed. This most commonly happens when your report was accepted to a journal or book and had to transfer copyright. If so, please amend your BibTeX entry to indicate where the report has been now published, adding a `note` field along these lines:

```
note = { Published as:  
        (2004) S. Luke and J. Kosecka,  
        'The Cool Paper'', Journal of  
        Irreproducible Results 4:2, April 2004 },
```

## 1.2 The Data Archive

You can put whatever you like in the data archive accompanying your report. The data archive is optional. However you must provide an actual file, not a link to a file (we keep copies of everything in the technical report database for consistency). In the archive accompanying the report you're reading we've included templates in L<sup>A</sup>T<sub>E</sub>X2e and Microsoft Word. We imagine that common things accompanying most technical reports might include computer code, graphical image data, collected databases, etc.

There is no formal size limit on the archive: but if it's *really* big, the system administrators may complain. We'll let you know if this turns out to be the case.

## 2 Formatting a Technical Report

Technical reports must be submitted as a single Adobe PDF file. The preferred format for technical reports is an Adobe PDF file generated from L<sup>A</sup>T<sub>E</sub>X2e, using Times Roman as the font. There are no citation style rules.

**Submitting in PDF via L<sup>A</sup>T<sub>E</sub>X2e** In the archive accompanying this document, we have provided a L<sup>A</sup>T<sub>E</sub>X template file you can use. In case you can't get ahold of this template, we have printed it out verbatim in the column to the right. If you have equations, consider (but it's not required) also including:

```
\usepackage{mathptm}
\DeclareSymbolFont{largesymbols}{OMX}{cmex}{m}{n}
```

Please compile on a modern L<sup>A</sup>T<sub>E</sub>X2e system: some older systems presently in-use in the department do not have font mapping properly handled and the PDF renderings of Computer Modern fonts (the math font) come out dotted on-screen.

**Submitting in PDF via Word** Please use two columns and format your document to look as similar as possible to the one you see here. In the archive accompanying this document, we have provided a Word document template to get you started. Body text is two-column, fully-justified, 10-point Times New Roman or Times Roman. The first paragraph of a new section or subsection should not be indented. New section titles consist of a 14-point empty line, followed by a 14-point bold line with the section title, followed by a 10-point blank line. New subsection titles consist of a 12-point empty line, followed by a 12-point bold line with the section title, followed by a 10-point blank line.

## 2.1 The L<sup>A</sup>T<sub>E</sub>X2e Template

```
\documentclass[twocolumn]{article}
\usepackage{times}

\setlength\textwidth{6.5in}
\setlength\textheight{9in}
\setlength\topmargin{0in}
\setlength\headheight{0in}
\setlength\headsep{0in}
\setlength\columnsep{18pt}
\sloppy

\begin{document}

\title{
\vskip -0.5in
\rule{\textwidth}{2pt}
\begin{tabular}{l}
\begin{minipage}{4.25in}
\vspace{4pt}
\noindent\LARGE Department of Computer Science\\
\noindent\large George Mason University\\
\noindent\large Technical Report Series
\vspace{4pt}
\end{minipage}&
\begin{minipage}{2.75in}
\vspace{4pt}
\normalsize
4400 University Drive MS\#4A5\\
Fairfax, VA 22030-4444 USA\\
http://cs.gmu.edu/\\
703-993-1530
\vspace{4pt}
\end{minipage}\\
\end{tabular}
\rule{\textwidth}{2pt}
\vskip 0.5in
\LARGE \bf
PUT YOUR TITLE HERE
}

\date{Technical Report
PUT YOUR TECHNICAL REPORT NUMBER HERE
}

\author{
{\bf FIRST AUTHOR NAME}\\
FIRST AUTHOR EMAIL ADDRESS
\and
{\bf SECOND AUTHOR NAME (AND SO ON)}\\
SECOND AUTHOR EMAIL ADDRESS
}

\maketitle

\begin{abstract}
YOUR ABSTRACT GOES HERE
\end{abstract}

PUT YOUR BODY TEXT HERE

\end{document}
```