TECHNICAL REPORT FORMAT

(OPTIONAL: Logo)

TO: Who is the report to, may include contact info

FROM: Your name here (sign your INITIALS), may include contact info

DATE: Today's date here with month written out

SUBJECT: Brief description of content (a title basically)

*If a cover page is included, exclude the above information, as it would be redundant.

Introduction

The introduction should contain:

1. Relevant background material to give the reader context and justify the report.
2. Any goals, objectives, or hypotheses that the report is addressing. Tell the reader why are you writing this report.

Methods

The methods section should contain enough information so that a reader familiar with the discipline could reproduce what was done. It also gives the reader all the necessary information to place the results in appropriate context. This includes information on the

Where: Where was the work done, and what are the characteristics of the study sites? What are the forest cover types and soil series? Adequately describe locations (including latitude and longitude if available) and include relevant maps.

When: When was it done? Be specific. Many of the data we work with vary yearly, seasonally, and even diurnally.

What: What was done? The reader needs just enough information to be able to reproduce what you did. For example, stating that you measured a 1/100 acre plot is sufficient. You do not need to indicate the radius or how you calculated it, since the reader presumably is familiar with forestry and can do this.

How: How did you do what was done? Were there any specific methods used? Use terminology you learned in biometry for any data collection. Reference any relevant publications that describe methods you used.

Who: Who did the work? This is often implicit from the FROM line at the beginning, but you may wish to indicate the size of the field crew who assisted with data collection.

Results

Describe what was learned, using data whenever possible. Use tables and graphs as appropriate. The results section describes the data, but does not make any inferences based upon your data. Only include what the data actually say, not what they mean. What they mean goes in the discussion section.