



# **Undergraduate Minor in Transportation and Logistics**

## **TRANS 310: NOTES ON PAPER FORMAT**

### **Paper Structure**

1. Title Page with
  - a. Paper title
  - b. Your name
  - c. Class (TRANS 310)
  - d. Date
2. Abstract – a one-paragraph non-technical description of what your paper is about and what the main findings are.
3. Main body of the Report
  - a. Introduction – set out what the problem statement is
  - b. Literature review
  - c. Data sources (for paper 2)
  - d. Analysis
  - e. Discussion of findings
  - f. Conclusions
4. Acknowledgements (if any) – people who helped you
5. References

### **Considerations for the Main Body of the Report**

- Use section headings (and section numbers) to break up the text
- Avoid writing in the first person
- Use footnotes sparingly
- Use 1.5 line spacing
- Use size 12 type
- 1" margins on all sides
- Page numbers
- Proof read and grammar check

### **Referencing**

There are several alternative referencing styles. Let us standardize on the Harvard system. Read this presentation from Imperial College London on this referencing system:

<https://faculty.wcas.northwestern.edu/ipsavage/TRANS310/Harvard-referencing.pdf>