Guidelines For Submitting Case Reports

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- § Information included in charts, tables, exhibits, graphs, diagrams and financial statements can be single-spaced.
- § Font no smaller than 12-pitch
- § 1-inch margin on all four sides
- § Cover page with the names (Last Name, First Name) of all team members in last-name alphabetical order and team number.
- § Stapled; no plastic report covers or folders
- § No limit to the number of pages, but it should not be longer than necessary
- § Double-sided printing encouraged to save paper
- § Use word processed, 1.5 line spaced format. There is no report length limitation.
- § Strike a balance between writing parsimoniously, "to the point" style and providing adequate elaboration to the reader.
- § Show the steps involved as much as possible, like source of the data, numerator and denominator etc.
- § You must submit a paper copy only. I will accept an email submission only if a paper copy will be turned in later.

Numerical Formatting

Ratios:	Four decimal points	e.g.	0.2348	or	1.7650
	Not 0.234				
	Not 0.23489				
Percentages:	Two decimal points		12.89%	or	6.70%
	Not 12.9%				
	Not 12.893%				

Dollar figures: No 000s in the end.
Use appropriate units - $ millions or $ thousands.

Very important: The decimal points should be aligned

WORST	Bad	Bad	Correct
1.234	1.234	1.234	1.234
18.3	18.300	18.3	18.300
4.4589	4.459	4.4589	4.459
17.0	17.000	17.0	17.000