

SAMPLE DOCUMENT FOR DX DRAFT TECHNICAL REPORTS

TC X-XX

DRAFT NO. X

DATE: 200X – XX - XX

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Read the How to use section on page 4 and 5.

The following members of TC x-xx, " title " took part in the preparation of this technical report. The committee comes under Division X " name of division ". This present publication replaces CIE xx – 19xx " old title ".

Members:

Name	Country
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Advisors:

Name	Country
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TABLE OF CONTENTS

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ENGLISH TITLE

SUMMARY

English text

FRENCH TITLE

RESUME

French text

GERMAN TITLE

ZUSAMMENFASSUNG

German text

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HOW TO USE

Make a safety copy of this sample file.

Copy TR.dot to C:\\Program Files\\Microsoft Office\\Templates\\ if you installed your Office the default way, otherwise find the Microsoft Office\\Templates\\ library and copy there.

If you start your document now:

- Clear pages 4 and 5 from this file and write your text into this document then rename it.
- Do the formatting of every paragraph by selecting the appropriate style.

If you have an already prepared draft, either you can attach the TR.dot file:

- open your file.
- select Templates and Add-Ins in the Tools menu
- click Attach and select the TR.dot template
- check the Automatically update document styles
- click OK.
- copy the header/footer and watermark from the sample file by opening header/footer.
- do the formatting of every paragraph by selecting the appropriate style.

or copy your file into this sample file. If you have more than one section copy section by section without copying the section breaks. Instead of the section breaks use page breaks. Never insert your file, it would mean inserting the setting of your original template.

Use the underlying styles of the TR.dot template, shown on the next page.

The cover pages, containing CIE logo and standard text, will be attached to the file right before the DX and BA ballot.

Prepare the TC specific texts of pages 1 through 3. If there is no native german or french member of the TC, the translations will be handled by the CB.

Start writing the section "introduction" on page 4.

General rules:

- Use A4 size page setting with margins left and right 1,25", top and bottom 1".
- Use header/footer position 0,5".
- Mark the different odd and even header/footer on the layout tab.
- Use equation editor even for the simplest equations, this preserves the formatting even if later cut and paste technique is applied.
- The decimal sign is always comma (,) even in figures and graphs.
- For captions use the style "1st par".
- Use the normal style in figures and graphs.
- Do not use more than four levels of headings.
- If you prepare table of contents include only three levels.
- Use either bracketed numerals or author and year in parentheses for citations. Do not mix the two methods in the same document.
- If you insert a new style do not use automatic update, it makes later reformatting harder.
- If tables are prepared, use the table facility of Word.
- Start a new section only if absolutely necessary.
- Insert figures always in the text without using frames, turn the float over option off.
- If possible use black and white figures, otherwise greyscale.
- If possible use figures editable by Word.

Any version of Microsoft Word published after 1997 (Word'97 and later versions) can open both the sample and the template files.

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