

Table E.3a Components opening part report

Minimum requirement	Optional
1 Title Page	1a Copyright provisions
2 Table of contents	1b Dedication (for...)
3 Preface/acknowledgement	2a List of Figures/Tables*
4 Introduction	2b Foreword (written by someone else)
	2c Executive summary*
	3a List of abbreviations*
	3b Notes on contributors

* Optional, but strongly recommended

Table E.3b Opening components for a research report

Minimum requirements (always include)	Optional
1 Title page (no page nos) Ⓢ	1a Copyright provisions (no page nos) 1b Dedication (for...; no page nos)
2 Table of contents (page nos: optional) Ⓢ	2a List of Figures/Tables (page nos: optional) 2b Foreword (written by someone else; page nos: optional) 2c Executive summary (with page nos)
3 Preface/acknowledgement (page nos: yes) Ⓢ	3a List of abbreviations/acronyms (with page nos) 3b Notes on contributors (with page nos)
4 Introduction (Arabic page nos)	

Nos = numbers (plural abbreviation; ⓈE13)