

# PSFC REPORT SPECIFICATIONS & CHECKLIST

## Specifications for Originals:

- Single sided
- Original from laser printer—no photocopies, please
- No staple holes or 3-hole punched paper
- Number all pages, including figure pages
- Title page
- Abstract

## Title Page Specifications

All reports must include a title page that fits the die-cut report cover. (Note: Your divisional administrative support person may have a macro on his or her computer, to do this. If not, use these measurements to place your text in the die-cut window: 2" from the top margin; 2" from the left & right margins; and 6 1/2" from the bottom of the page).

The following specifications apply:

- 1 Title centered.
- 2 PSFC Report number in upper left-hand corner.
- 3 If applicable, DOE report number in the upper right-hand corner. **Note:** *This is necessary for some RR reports.*
- 4 Month and year of publication.
- 5 The grant or contract statement.
- 6 Journal submitted to (if applicable)
- 7 Author's address, if not PSFC
- 8 PSFC address

## Quality Check List

- Are paste up-sections securely taped?
- Are margins approximately 3/4" on **ALL** 4 sides?
- Are subscript and superscript texts legible?
- Are there spots, smears or streaks?
- Are there any faint letters?
- Does any text contain hairlines?
- If handwriting is included, is it legible? Is it dark enough for reproduction?

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2"  
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2 PSFC/JA-99-11 3 DOE/ET-51013-879

1 **Random Snack Break Results  
for the PSFC Team**

Einstein, A., Hancock, J.M., Stewart-Gardner, I.,  
McGoo, M., McDonald, O.F.\*, Piper, P.

4 June 2001

6 Plasma Science and Fusion Center  
Massachusetts Institute of Technology  
Cambridge MA 02139 USA

7 \* United Farm Industries Poultry Research Division  
Chick Hen Laboratory for Agricultural Science  
Purdue University, West Lafayette IN

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6 Submitted for publication to *Very Hot Plasmas Weekly*.

**NOTE: A full-size, sample title page is printed on the back of this form.**



2"



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