

Indian Standard

**GUIDELINES FOR PREPARATION OF
TECHNICAL REPORTS**

PART I RESEARCH AND DEVELOPMENT REPORTS

FOREWORD

0.1 This Indian Standard (Part I) was adopted by the Indian Standards Institution on 8 April 1976, after the draft finalized by the Publications and Graphic Technology Sectional Committee had been approved by the Executive Committee.

0.2 Research and development (R&D) reports have emerged as a distinctive form of technical literature brought out by various technical institutions and agencies. These reports contribute to the rapid and effective communication of information on specific topics. They introduce the results of research and development into the common fund of knowledge and permit their use as a basis for action. The effectiveness of R&D reports greatly depends on the clarity and completeness of their contents and on their presentation. At present there is no uniformity either in regard to the sequence of various elements of information in the reports or in the presentation of their content. Guidelines on these and other aspects of R&D reports will simplify their preparation and presentation and enhance their utility.

0.3 This standard will be published in several parts. This part covers research and development reports.

1. SCOPE

1.1 This standard (Part I) provides guidelines for the presentation and production aspects of research and development reports.