

## Guide to DCE Contract Reports - templates

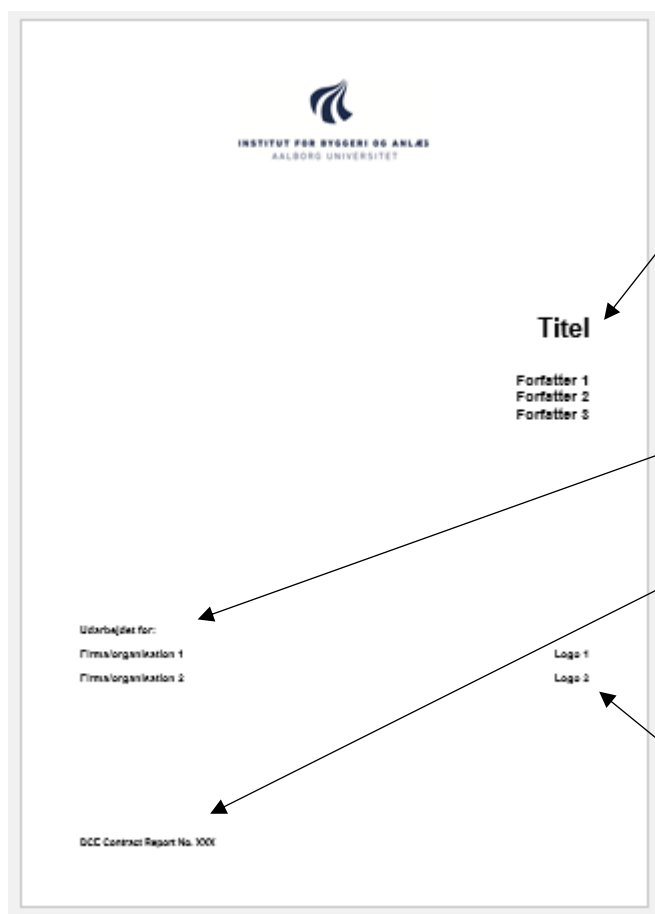
The templates include the following master pages:

- Front page
- Title page
- Back of title page
- Inner side of back page ("page 3" of cover)
- Back page
- Spine text (found in the link "Template for spine of contract reports")

The font Verdana must be used.

The print format of the paper is optional, for example, A4, A5, B5 or other format.

### Front page:



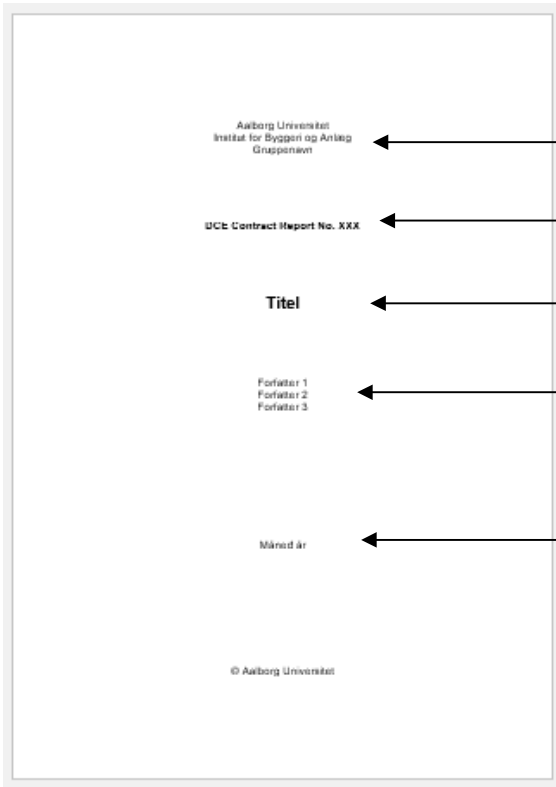
- Insert title and author(s).

• You may want to insert an illustration. This shall be placed flush right after the name of the author(s).

• Insert the name of the company/organisation under which the report has been carried out

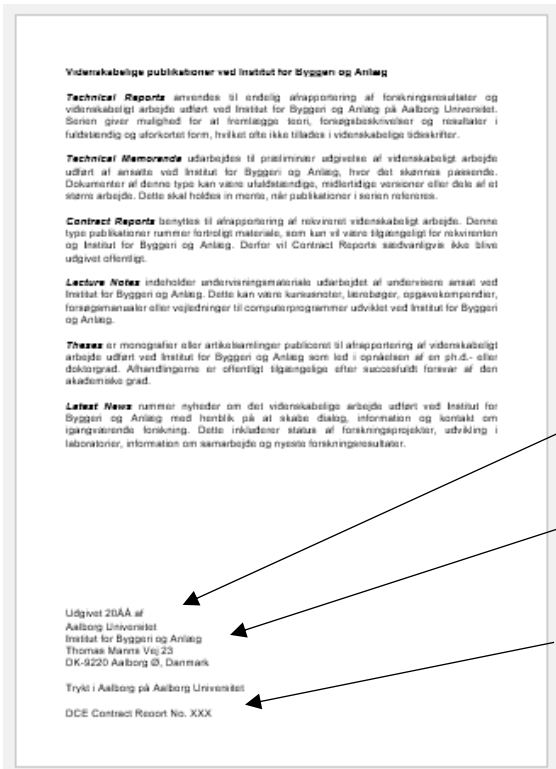
• To get a serial number, please contact the information office ([info@civil.aau.dk](mailto:info@civil.aau.dk)), replace XXX with this serial number.

• Insert logo from the company/organisation if wanted



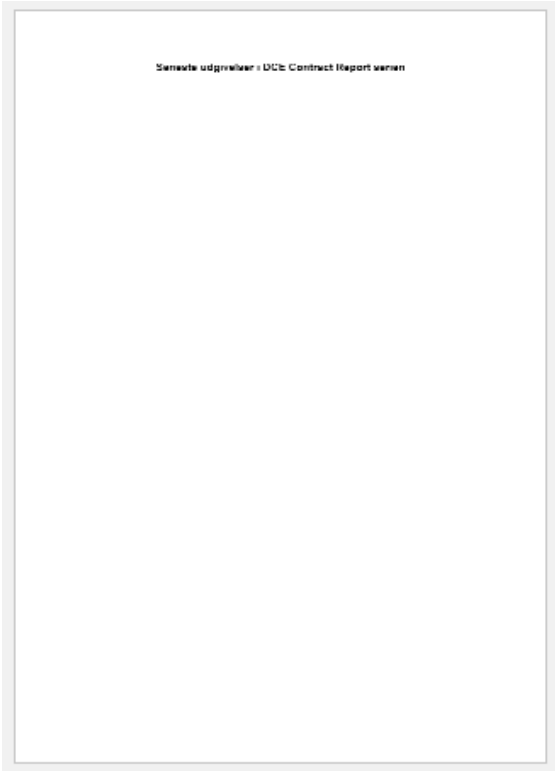
**Title page:**

- Insert Group/division name
- Replace XXX with the serial number.
- Insert title
- Insert author(s) name(s)
- Insert the correct month and year



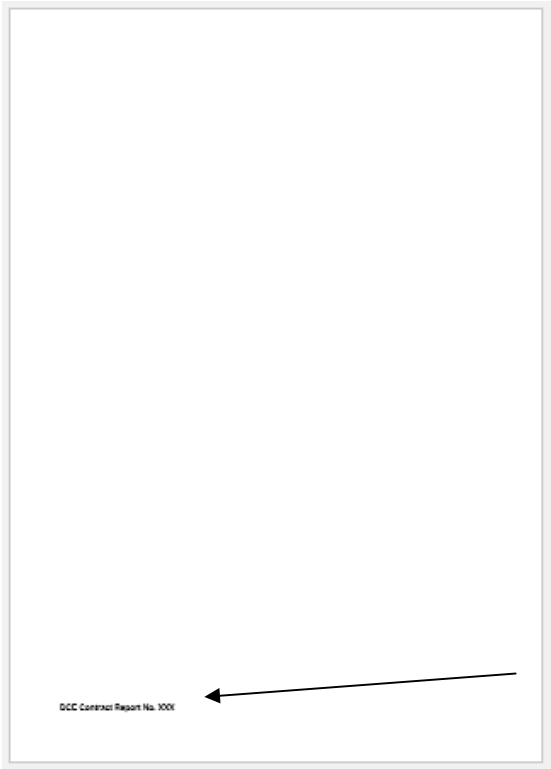
**Back of title page:**

- Insert year of publication
- Insert name of printing company (Aalborg University, if printed at the university)
- Replace XXX with the report serial number.



**Inner side of back page ("page 3" of cover page):**

- This page may be used to show previous issues in the series, for example, on the same subject or project, or by the same author(s) etc.



**Back page:**

- This page may be used as PR for the publication.

- Replace XXX with the report serial number.

**Spine text (see link “Template for spine of contract reports”):**

- For theses of 120 pages and above, there is sufficient width on the spine to use a spine text (use preferably Verdana 12 pt.).
  - Replace XXX with the report serial number.

