

Formatted Report Shell

Due Week 9 (Friday, October 23)

Prof. Jack Reilly

Fall 2026

- **Due:** Week 9 (Friday, October 23)
- **Points:** 3
- **Submit to:** Blackboard
- **Submission:** By Project

Instructions

Please submit **two documents**:

1. A formatted report shell containing:

- Your **revised Executive Summary**
- Your codebook and spreadsheet (screenshot) in Appendix III
- A drafted **Introduction and Methods section**

Hint: to make the Formatted Report Shell complete, add your project title and name where appropriate. See the [Footers and Section Breaks Guide](#).

2. Your spreadsheet in an Excel file.

Files

- [Formatted Report Shell](#) (Word)

Guidelines

The following guideline applies to this assignment:

- [Codebook and Spreadsheet Guide](#) – How to build a codebook and code your data in Excel.

You can find all of the course guidelines on the [Guidelines](#) page.