

Style Guide for the Preparation of the Special Report

This document provides the specifications for preparation of draft chapters by the author teams. These instructions are to be used in conjunction with the provided *SRI.5 Chapter Template*. The following format and style requirements are a minimum set of standards that need to be followed by the authors in order to ensure a consistent presentation during the reviews. This also avoids editorial decisions by the WGI Technical Support Unit (TSU) that may conflict with what the authors intended. A final comprehensive copyedit and conversion to the final layout styles and formats used in the published report will be managed by the WGI TSU.

1. Preparation of Your Chapter

1.1 Structure and Components of Draft Chapters

Chapters should be submitted to the WGI TSU as **MS Word documents** using the template provided and in two .doc files – a “text” file and a “figure” file. The chapter should contain the following components in the order given below:

1.1.1 *The Text File*

Title Page: Chapter title and heading information including the names, country of residence or employment, and optional citizenship of each author (Coordinating Lead Authors, Lead Authors, Contributing Authors) and Review Editors as they should appear in the final report. Note that the option of providing a citizenship is for those people who are not citizens of the country that supports them during the assessment process or who have, and wish to indicate, a citizenship different to their supporting country. This is a matter of individual choice.

Executive Summary: Executive summaries provide a summary of the key messages of the chapter. The target length of an Executive Summary is 950-1900 words. Executive summaries should include the IPCC Uncertainty Language (italicized) but do not include figures or tables. Executive Summaries may include cross-reference to subsections within their chapter, but do not include citations to published literature. Subheadings (in bold italic) may be used within the Executive Summary if needed, but multiple levels of subheadings must be avoided. Further, use of bullets should be avoided.

Chapter Body: This includes all chapter sections in order plus *Boxes* and *Frequently Asked Questions* (FAQ, see below) placed inline at the appropriate point in the chapter by the authors with callouts for “start” and “end” of Box/FAQ. Do not include or place figures inline in the text file. Figures are to be provided in a separate figure file (see below). Authors should place a callout at the most appropriate point for each figure in the chapter. Figure captions should be placed with the callout. Similarly, large tables that are difficult to position in the text can be placed after the reference section (see below) and a callout and caption inserted at the appropriate point.

References – The list of references is to be compiled using the Mendeley software. This will ensure that a single reference list is provided in alphabetical author order and that it matches all citations given in the sections of the chapter, in the figure captions, and in the appendices. Procedures for completing chapter referencing using Mendeley are described in the separate document *SRI.5 Guide to Referencing with Mendeley*.

Large Tables: large tables that are difficult to position in the text can be placed after the reference section and a callout and caption inserted at the appropriate point.

Chapter Appendices – note that references cited in chapter appendices should appear in the reference list above. Appendices should be numbered using the chapter number and an upper case letter in sequence as, e.g., “Appendix 9.A”. Material that will be provided as online Supplementary Material to the final published chapter may be included in the drafts as an appendix to allow for review.

1.1.2 The Figure File

Title Page: Duplicated from text file. Note that page numbering should continue from the Text File.

Figures: Easily readable versions of each figure should be placed in the Word document draft sent to the WGI TSU in the order they are referred to in the chapter. One figure per page. The figure caption should be placed below the figure (and in the text file as above). Note that high-resolution files (350 dpi minimum in encapsulated postscript (eps) or pdf) for all figures will be required by the time of the Second Order Draft submission and must be provided separately at that time. Please also note the detailed specifications on figures in Section 1.6.

1.2 Page Setup and Text Styles

A Word style Chapter template that incorporates the required page and text styles accompanies this guide and should be used when drafting your chapter. This template includes headers and footers, line numbering, and heading and subheading styles. WG1 Body Text is Times New Roman, 11 pt, single spaced, ragged right alignment, no indents. There should be two returns between paragraphs and a paragraph return between the body text and all headings except the 4th Level Heading.

Styles defined in the Word template to be used in the chapter drafts are as follows:

SR1.5 0th Level Chapter Heading	use for Chapter Title Only
Y.1 SR1.5 1st Level Heading	number – tab – Initial Capped Text (bold)
Y.1.1 SR1.5 2nd Level Heading	number – tab – Initial Capped Text (bold italic)
Y.1.1.1 SR1.5 3rd Level Heading	number – tab – Initial Capped Text (italic)
Y.1.1.1.1 SR1.5 4th level heading	number – tab – First word capped text (italic)
Box Y.1: SR1.5 Box Heading	use at head of Boxes and FAQs
SR1.5 Body Text	use for all body text
SR1.5 Caption	use for table/figure captions
SR1.5 Table Text	use for content of tables
SR1.5 Equation	indented style for equations, reactions, etc.
SR1.5 References	use only for reference list at end of chapter

Ensure that subheadings follow a logical order. Avoid having just a single subheading at any level, and minimise any stacking of different level subheadings with no overarching text which applies to all following subordinate headings. The heading styles used in the template do not automatically renumber headings when they are moved or inserted. Manually apply numbering of headings and subheadings. Please check heading and subheading numbering carefully. If authors have any difficulties using the standard style template they should contact the WGI TSU (tsu@ipcc-wg1.universite-paris-saclay.fr) as early as possible.

1.3 Tables

Placement: Include small tables in the appropriate position as part of the chapter body, and separate them from the surrounding text by a double paragraph break. If a table is large or complex (e.g., larger than one draft page), place it on a new page after the references and insert a callout into the chapter text as “[INSERT TABLE 5.2 HERE]” to indicate where the table should go. The Table caption should follow the callout.

Numbering: Number tables consecutively throughout the chapter, using the chapter number as a prefix (e.g., “Table 5.2”).

Table Title/Caption: Place the table number and title above the table (using “SR1.5 Caption” style). Table titles should be informative but brief.

Column and Row Headings: Capitalize text within headings. Units should follow heading in parenthesis (or on the next line, if there is no space).

Table Footnotes: Place notes below the table. For standardised table footnotes, use letters (“a”, “b”, etc., not symbols or numbers). In the table, use superscript without punctuation or spaces (e.g., “Radiative Forcing^b”).

Use the ‘SR1.5 Table Text’ style inside tables, with italic variants where appropriate. See following example:

Table Y.1: Example Table styled using ‘SR1.5 Table Text’, with 0.05 cm cell spacing on all sides.

Column Heading 1	Column Heading 2	Column Heading 3
<i>Subheading 1</i> ^a		
Case 1	1	W
Case 2	2	X
<i>Subheading 2</i>		
Case 3	3	Y
Case 4	4	X

Notes:

(a) Note text here.

1.4 Boxes

Heading: Each box should begin with a Box heading giving the box number and title using the “SR1.5 Box Heading” style.

Numbering: Number boxes consecutively throughout the chapter using the chapter number as a prefix (e.g., “Box 5.1”, “Box 5.2”, etc).

Placement/Callouts: Place box text inline at the appropriate place in the chapter and provide callouts before “[START BOX 5.1 HERE]” and after “[END BOX 5.1 HERE]” the box text.

1.5 Frequently Asked Questions

Format: Frequently Asked Question (FAQs) should follow the same style/format as for Boxes given above (i.e., use the “SR1.5 Box Heading” style for the title; consecutive numbering; callouts to start and end text, etc.). The content of the FAQs must be grounded in the chapters, but the FAQs themselves should contain the necessary information so that they can be read and understood as *stand-alone*. FAQ text and graphics should be provided in a non-technical manner for the target audience (educated adult).

Structure: The structure of each FAQ should include:

- a brief chapeaux (in italics) that introduces the questions and provides a summary answer;
- body text of 950 words;
- 1 figure

Subheadings: FAQs should minimize the use of subheadings. Subheadings should not be phrased in the form of a question.

References: FAQs are intended as stand-alone and do not have reference sections. FAQ text should not include citations/references to the published literature.

1.6 Figures

Numbering: Number figures consecutively throughout the chapter, using the chapter number as a prefix (e.g., “Figure 5.1”, “Figure 5.2”, ...). The exception to this is for figures referenced in general boxes or FAQ boxes where the figure numbering restarts at 1 and the figure ‘number’ includes the Box/ FAQ number (e.g. “Box 5.1, Figure 1”; “FAQ 5.1, Figure 1”). Distinguish separate panels or components of composite figures by adding a single letter (e.g., “Figure 5.2a”, “Figure 5.2b”...).

Callouts: Make sure that all figures are referred to in the text and place a callout on a separate line at the most appropriate place in the chapter indicating where the figure should be placed. (e.g., “[INSERT FIGURE 5.2 HERE]”).

Placement: Place easily readable versions of all figures in a separate Word document, each figure on a separate page and in the order they are referred to in the chapter.

Captions: Place a figure caption immediately after each figure making sure that it starts on the same page as the figure and preferably fits entirely on this page. The figure caption should also be included in the text file, on a separate line following the figure callout. To assist in the compilation process and to ensure consistency between the text and figure files, the TSU will copy captions provided in the text file into the figure file.

Please keep captions as long as necessary, but as short as possible because large captions create significant problems in the final layout stage. As with many scientific journals, we recommend that you keep captions to 250 words or less if appropriate. Captions should explain all the graphic features (lines, symbols, shading, colours, etc.) of the corresponding figure and should not be used to provide scientific interpretations – that should be done in the main text. However, the reader should be able to understand the basic message of the figure by reading the Caption only. Where numerous data sources are used in a figure, consider using a table in the text to identify these by acronyms and refer to that table in the figure caption. Note that any references cited in figure captions should be included in the reference list for the chapter.

Annotations: Label all axes with the quantity being represented including its unit in brackets, e.g., Temperature Anomaly (°C). Keep annotations and text on figures brief and use plain sans-serif fonts (e.g., use the ‘Arial’ style of font rather than the ‘Times New Roman’ style and avoid bold, italic or underlined text). It is better not to include figure titles as part of the graphic itself, but rather to place a short figure title as the first sentence of the figure caption.

Size: Design figures for display in single-column (3.5 in/ 9 cm) or double-column (7.5 in/ 19.0 cm) width. No figure can be larger than double-column width or a height of 10 in/ 25 cm. In general use 9 pt font size for text on smaller figures and 11 pt font size for larger figures. Do not use font sizes smaller than 7 pt or line thicknesses less than 0.5 pt.

Colour: Colour can add clarity to a figure but please use colour with care, as colour information can be lost when the figure is photocopied. Please refer to the IPCC colour palette for the IPCC standard colours, which should be used when possible/appropriate.

High-resolution copies of figures: Authors must provide high-resolution versions of each figure used at the time of the Second Order Draft submission. The preferred format for figure submission is encapsulated postscript (eps) or pdf. Please contact the WGI TSU for any other formats. Recreate graphics taken from other publications rather than scan them, or obtain graphics files from the authors of the original publication. Standard 2-D plots, contour plots, bar charts, etc., should be generated and saved in one of the above file formats using the original graphics/ visualization software (e.g., Matlab, IDL, GrADS, etc.). Schematics (cartoons, flow charts, etc.) should be generated using vector-based drawing programs (Adobe Illustrator, Corel Draw, etc.) and saved in eps-format. Avoid creating graphics with raster-based software designed for pixel images (e.g., Adobe Photoshop, Microsoft Paint, GIMP, bitmap, jpg, png) unless absolutely necessary, and do not convert to graphics files using these types of software. It is also not useful to embed jpg and other pixel-based formats into eps or pdf files. Where fixed size pixel images have to be created, please design the graphic with a resolution of at least 350 pixels per inch. For colour figures please use CMYK colour management systems where your graphic software supports that.

Copyright: Please obtain a copyright waiver for figures taken from other publications, and send a copy to the WGI TSU (tsu@ipcc-wg1.universite-paris-saclay.fr).

1.7 References

Please refer to *Annex 2 of the Principles Governing IPCC Work*, the *Guidance Note on the Use of Literature in IPCC Reports*, and the *Expanded Timetable for Implementation of the SR1.5* for additional details on literature sources, IPCC review requirements, and SR1.5 submission/acceptance cut-off dates.

Please refer to the *SR1.5 Guide to Referencing with Mendeley* for specific details on the expected method for chapter referencing of the SR1.5. Details of the format of the IPCC citation style are given below. Following receipt of drafts, the WGI TSU will handle the formatting of the in-text citations and bibliographies for each chapter into this style. However, we ask that authors prepare their draft in Word using the Mendeley citation style ‘*Journal of Climate*’ as this is similar to the IPCC style.

1.7.1 In-Text Citations

See the examples below, but the general rules are as follows:

- All in-text citations are in parentheses, unless the author name forms part of the sentence in which case only the year is in parentheses;
- An “and” is used between two authors;
- For papers by three or more authors, the first author name is followed by “et al.”;
- Multiple citations are separated by a semi-colon;
- Multiple citations are ordered first by year, then alphabetically;
- Letters “a”, “b” etc., are used to distinguish references with the same first author and year;
- In cases where papers have been published in the same year by different authors with the same surname, e.g., J. Smith and S. Smith, then the authors’ first initials are used to distinguish each. In this ‘Smith’ example, the in-text citation would become (J. Smith, 2003; S. Smith, 2003).

Examples:

1. “... several static global vegetation models have recently become available, which enable us to make estimates of vegetation-climate equilibria (Box, 1981; Smith et al., 1992a; Cramer and Solomon, 1993).”
2. “It has been argued that this might cause succession models to overestimate the extent of forest decline during the transient phase (e.g. Malanson et al., 1992; see also Chapter 5 this volume).”
3. “The following regional assessments were primarily based on climatic change scenarios for 2050 as provided by Greco et al. (1994).”

1.7.2 Reference List

Bibliographies should be provided at the end of draft chapters in ‘*Journal of Climate*’ format and incorporate all references cited in the chapter, including those in table and figure captions and any appendices. See the *SR1.5 Guide to Referencing with Mendeley* for further details. This reference list will be formatted by the WGI TSU into IPCC format. The latter consists of a single list in alphabetical order, sorted by first author surname and initials. For the same first author, sorting is by the number of authors (treating 6 or more as equal), and for the same first author and number of authors, by year of publication.

Examples:

1. *Journal article*
Bjerknes, J., 1969: Atmospheric teleconnections from the equatorial Pacific. *Mon. Weather Rev.*, **97**, 163–172.
2. *Journal article with DOI and more than 5 authors*
Lee, K. et al., 2003: An updated anthropogenic CO₂ inventory in the Atlantic ocean. *Global Biogeochem. Cycles*, **17**(4), 1116, doi:10.1029/2003GB002067.
3. *Journal article refereed and accepted for publication (i.e., in press)*

Hagedorn, R., F.J. Doblas-Reyes, and T.N. Palmer, 2004: The rationale behind the success of multi-model ensembles in seasonal forecasting. Part I: Basic concept. *Tellus* (in press).

4. *Book (with more than 5 authors)*

Alley, R.B. et al., 2002: *Abrupt Climate Change: Inevitable Surprises*. National Academy Press, Washington, D.C., 230 pp.

5. *Edited book*

Wright, Jr., H.E., J.E. Kutzbach, T. Webb III, W.F. Ruddiman, F.A. Street-Perrott, et al. (eds.), 1993: *Global Climates since the Last Glacial Maximum*. University of Minnesota Press, Minneapolis, 569 pp.

6. *Chapter in edited book*

Robock, A., 2003: Introduction: Mount Pinatubo as a test of climate feedback mechanisms. In: *Volcanism and the Earth's Atmosphere* [Robock, A. and C. Oppenheimer (eds.)]. Geophysical Monograph 139, American Geophysical Union, Washington, D.C., pp. 1–8.

7. *Report*

Camargo, S.J. and A.H. Sobel, 2004: *Western North Pacific Tropical Cyclone Intensity and ENSO*. IRI Technical Report No. 04-03, International Research Institute for Climate Prediction, Palisades, N.Y., 25 pp.

8. *Published conference or workshop Proceedings*

Guyenne, T.-D. and G. Calabresi (eds.), 1989: Monitoring the Earth's Environment: A Pilot Project Campaign on Landsat Thematic Mapper Applications (1985-87). Proceedings of a workshop, Dec. 1987, Frascati, Italy, ESA Publications Division, Noordwijk, Netherlands, 343 pp.

9. *In proceedings*

Broll, G., C. Tarnocai, and J. Gould, 2003: Long-term high Arctic ecosystem monitoring in Quttinirpaaq National Park, Ellesmere Island, Canada. In: *Proceedings of the 8th International Conference on Permafrost, July 2003, Zurich, Switzerland* [Phillips, M., S.M. Springman, and L.U. Arenson (eds.)]. A.A. Balkema, Lisse, the Netherlands, pp. 89–94.

10. *Thesis*

Solomon, S., 1981: One and Two Dimensional Photochemical Modeling of the Chemical Interactions in the Middle Atmosphere (0-120 km). PhD Thesis, University of California, Berkeley, 271 pp.

11. *Web-based materials*

In those limited cases where a report is only available via a web site it should be cited using the author or institutional name(s) and year of publication. It should then be included in the list of references giving: Author(s), year of publication, title, name and city of organization, full URL, and date accessed.

12. *Whole IPCC Report*

IPCC, 2007: *Climate Change 2007: The Physical Science Basis. Contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change* [Solomon, S., D. Qin, M. Manning, M.C. Marquis, Z. Chen, K.B. Averyt, M. Tignor and H.L. Miller (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, 996 pp.

13. *Chapter within an IPCC Report*

Meehl, G.A., T.F. Stocker, W.D. Collins, P. Friedlingstein, A.T. Gaye, J.M. Gregory, A. Kitoh, R. Knutti, J.M. Murphy, A. Noda, S.C.B. Raper, I.G. Watterson, A.J. Weaver and Z.-C. Zhao, 2007: *Global Climate Projections*. In: *Climate Change 2007: The Physical Science Basis. Contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change* [Solomon, S., D. Qin, M. Manning, Z. Chen, M. Marquis, K.B. Averyt, M. Tignor and H.L. Miller (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, 747-846.

1.8 General Style Conventions

General Spelling

The language used in IPCC Reports is UK English.

Use en-dash (without spaces) for number ranges (e.g., “0.5–0.6”).

General Hyphenation

Use “to” for word ranges (e.g., “September to November”).

Numbers

Numerals <10 should be written out if there are no units associated with the numerals.

All numbers should be spelled out at the beginning of a sentence.

Numbers above 9999 should have commas (e.g., 1000, 10,000, etc.).

Number Hyphenation

0.5-0.6	→	0.5–0.6
1957–60	→	1957–1960
from 1957–1960	→	from 1957 to 1960
between 1957–1960	→	between 1957 and 1960

Years and Dates

1980s (not 1980's, '80s)

mid-1980s

early/late 1980s

1990-level

21st century

1 January 2010

100-year time horizon

kyr (instead of 1,000 years)

ka (instead of 1,000 years ago)

Myr (instead of 1,000,000 years)

Ma (instead of 1,000,000 years ago)

Mathematical Symbols

Insert symbols from “normal text” rather than “symbol” palette if available (e.g., °, μ, ±, >; not °, μ, ±, >)

- (minus sign)	→	– (en-dash)
+/-	→	±
2*CO ₂ , 2xCO ₂	→	2 × CO ₂
2-sigma, -σ, standard deviation, -sd, std. dev.	→	2 standard deviations
exp	→	e
~, ca.	→	about

X (space) +/-x/±/=/>/< (space) Y

+/-x/±/=/>/<X (no space)

Equations

Use the indented “WG1 Equation” style for equation lines.

Number all equations, relations, and reactions consecutively in a single sequence throughout the chapter, using the chapter number as a prefix (e.g., “Equation 15.1”, “Reaction 15.2”).

Mathematical equation numbers should be typed on the right-hand side of the page in parentheses.

Chemical equations should be distinguished by the use of square brackets.

Italicise mathematical variables when you refer to them in the text (e.g., $n = 1, 2, \dots, k$).

Mathematical Variables

Italicize variables, except upper-case Greek symbols (e.g., Δ) and lower-case λ.

Don't italicize constants.

Don't italicize subscripts or superscripts that are acronyms (e.g., T_{atm}).

Units

Use SI units.

Insert a space between each element of a unit.

Insert a space between the number and the unit (e.g., 10 km, 15 Gt), except for percent (%), permil (‰), and degrees (°).

In a range of numbers, do not repeat unit, except for degrees (°)

Spell out units when they are not associated with a number (except in tables and figures). When spelled out in full, units start with a lower-case letter, even when called after someone (e.g., celsius).

For inverse units, use “x y⁻¹” notation rather than “x/y”. However, use “per” when the units do not have standard abbreviations (e.g., per decade, per century, per person).

For combinations of units, separate the basic units by spaces (e.g., W m⁻², cm³ molecule⁻¹ s⁻¹).

Use parentheses to show that a unit applies to a specific substance in a complex unit (e.g., T_g (CH₄) yr⁻¹).

Use degrees Celsius (°C), not Kelvin, for observed temperatures, changes in temperature and temperature trends.

a few %	→	a few percent
a few °C	→	a few degrees Celsius
a few W m ⁻²	→	a few watts per meter squared
X deg., degrees	→	X°
X percent, per cent	→	X%
per year, /yr	→	yr ⁻¹
/decade, decade ⁻¹	→	per decade
Per day, d ⁻¹	→	day ⁻¹
W/m ² , Wm ⁻² , W·m ⁻²	→	W m ⁻²
ppmv, ppbv, pptv	→	ppm, ppb, ppt

K	→ °C (where equivalent, e.g., not for absolute temperature)
10%–20%	→ 10–20%
1.5–4.5°C	→ 1.5°C–4.5°C
10–90°N	→ 10°N–90°N
terawatt-hour	→ TWh
kilowatt-hour	→ kWh
tonne (metric tonne)	→ tonne (in text) or t (in tables)
kilotonnes	→ ktonnes (in text) or kt (in tables or after figures)
megatonnes	→ Mtonnes (in text) or Mt (in tables or after figures)
CO ₂ equivalents	→ CO ₂ -eq
megatonnes of CO ₂	→ MtCO ₂
gigatonnes of CO ₂	→ GtCO ₂ (1 GtC = 3.7 GtCO ₂)
petagrams of CO ₂	→ PgCO ₂ (1 PgCO ₂ = 1 GtCO ₂)
teragrams of CO ₂	→ TgCO ₂ (1 TgCO ₂ = 1 MtCO ₂)
Tg-C, Tg-S, Tg-N	→ TgC, TgS, TgN
Tg-CH ₄	→ Tg(CH ₄)

Personal Pronouns

Use of personal pronouns is generally discouraged and should be reserved for cases when the authors are expressing their judgment on an issue.

Punctuation

Only one space after a full stop.

No space before punctuation marks (e.g., not “we assessed the following substances : carbon dioxide (CO₂) , ...”).

Single inverted commas (‘ ’) should be used throughout for emphasis and quotes, except for extracts broken off from the text (which will have no inverted commas) and quotations within quotations (which will have double inverted commas).

Punctuation should follow closing inverted commas except for grammatically complete sentences beginning with a capital (e.g., “He maintained that ‘The book under discussion breaks new ground.’”).

Use en-dashes with space around them for parenthetical remarks (e.g., “several gases – such as CO₂ and CH₄ – ...”).

Acronyms and Abbreviations

Contractions should have no full points: (e.g., Mr, St, Dr, edn), though abbreviated words, which do not end with their final letter, and their plural forms will: 'vol., vols., Mass., ed., eds.

Acronyms should be written without full stops or spaces between the letters (e.g., IPCC, PhD).

Use common abbreviations e.g., i.e., etc. only in parentheses. Use “for example”, “that is”, and “so on”, respectively, in the text.

Spell out place names; write out compass directions in full (e.g., “southeast Australia”)

Define the first reference in the chapter to each acronym, abbreviation, mathematical variable, or chemical, and use it consistently in the rest of the chapter. A list of acronyms for the whole report will be included as an annex.

Numbering and cross-referencing

Number figures, tables, mathematical equations, theorems and chemical equations in separate sequences. Number them decimally by chapter (e.g., Figure 2.1; Table 2.1; Equation (2.1)).

Capitalize Chapter, Section, Figure, Table, Box, Equation, Appendix, Annex when followed by a number; use lower case otherwise (e.g., “see Figure X.1; the figure shows that...”)

Citations in the text

Figure 2.1; 2.1a; 2.1a,b; 2.1a-f (not Fig.)

Box 2.1, Figure 1 (figures in boxes)

FAQ 2.1

FAQ 2.1, Figure 1 (figures in FAQs)

Table 2.1

Section 2.1

Chapter 2 (not Ch.)

Equation (2.1) (mathematical equation) (not Eq.)

Equation [2.1] (chemical equation)

Annex I

In text references to other chapters and sections within the Report: Chapter X, Section X.2.2

Figure captions

Figure X.12: (in bold) Then plain text.

Place below figure.

Table captions

Table X.2: (in bold) Then plain text.

Place above table.