# Before Submitting a Technical Summary

1. A technical summary should be **three pages or less** (including pictures) with a font size of 11 pt or 12 pt.
2. All technical summaries should be submitted to your project manager with the accompanying final report (Reminder: all final reports must be submitted in [LTRC’s new accessible template](https://www.ltrc.lsu.edu/downloads.html#pub_forms).)
3. Each summary should include all the information listed on the next page before submission.
4. Please provide captions for all figures, images, and tables.
5. There is no specific format, style, or accessibility requirements needed for a technical summary. (*Once submitted, the LTRC publications team edits, converts the Word document into a design layout (see image), and sends it for approval with the edited and revised final report.)*
6. If you have any questions, please contact LTRC’s editor:

Jenny Gilbert at jenny.gilbert@la.gov or 225-767-9150.

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2. Check “Navigation Pane”
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# LTRC Technical Summary Template

**Title:**

**SIO Number and LTRC Project Number:**

**Principal Investigator:**

**Phone Number:**

**LTRC Contact**

**Phone Number:**

**Funding Source:**

**Keywords:**

**Introduction**

Insert text.

**OBJECTIVE**

Insert text.

**SCOPE**

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**METHODOLOGY**

Insert text.

**CONCLUSIONS**

Insert text.

**RECOMMENDATIONS**

Insert text.