

Sample Report Title

A reusable Rice-style template for lightweight reports

Report Type	Report Type
Course Number	COURSE 000
Course Name	Course Name
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This template uses `rice-logo-header.png` on the cover page and `rice-owl-header.jpg` in the body-page header. Together with the sample image shown in figure 1, these assets are sourced from Rice's brand resources page [2].

Abstract

This template is part of the rice-university-report-template project: https://github.com/baoyunfan0101/rice-university-report-template. A compact version without a cover page is also available in the repository. This document serves as a reusable template for lightweight reports, course write-ups, project notes, design memos, and technical summaries. The sample content below demonstrates formatting, citations, figures, tables, equations, and code listings.

Keywords: template; Rice University; LaTeX; sample content

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1 How to Use This Template

Most users should spend nearly all of their time editing this file: first the metadata block near the top, then the body sections below. The formatting logic is isolated in `format.tex`, so style changes can be made there only when needed.

1.1 Recommended workflow

1. Edit the metadata block in `main.tex`.
2. Replace sample text section by section.
3. Keep `format.tex` unchanged unless you want to alter layout, typography, colors, headers, or code style.
4. Update entries in `references.bib` as needed.
5. Compile twice so that references and the table of contents resolve correctly.

2 Purpose and Scope

This template is designed to be reusable across different types of report writing. It keeps the formatting system in one supporting file while leaving the main document easy to edit.

2.1 Example objectives

- Provide a clean cover page with structured metadata.
- Keep the body pages visually distinct with the owl image in the running header.
- Demonstrate how to cite a website source and a standard article source [1, 2].
- Offer sample structures that can be deleted or expanded with minimal effort.

3 Sample Data and Example Narrative

The numbers in this section are demonstration values only. They are included so that users can see what a real report would look like before inserting actual results.

3.1 Sample summary table

Table 1 shows a compact table style suitable for weekly summaries, implementation reports, or project updates.

Table 1: Sample evaluation summary for template demonstration only.

Configuration	Accuracy	F1 Score	Runtime (min)
Baseline workflow	0.81	0.78	42
Revised workflow	0.86	0.84	39
Final sample setup	**0.89**	**0.87**	**37**

3.2 Sample equation

A lightweight technical report may still need a compact mathematical definition. One example is shown in equation (1).

$$S = \alpha A + \beta F - \gamma T, \tag{1}$$

where A is accuracy, F is the F1 score, T is normalized runtime, and α, β, and γ are user-selected weights.

3.3 Sample figure

Figure 1 shows how to include a JPG image. To use your own image, place your file at the desired location and update the file path in the `\includegraphics{}` command accordingly (e.g., `fig/your-image.jpg`).



Figure 1: Sample JPG figure for template demonstration. The Rice logo, Rice owl image, and this sample figure can all be sourced from Rice brand resources [2].

4 Sample Code Block

Many reports need a short implementation excerpt, experiment configuration, or analysis script. Listing 1 demonstrates a compact code listing style.

Listing 1: Sample Python snippet for data aggregation.

```python
def weighted_score(accuracy: float, f1: float, runtime: float,
                   alpha: float = 0.5, beta: float = 0.4, gamma: float = 0.1) -> float:
    """Compute a simple demonstration score for template examples."""
    return alpha * accuracy + beta * f1 - gamma * runtime

sample_rows = [
    {"name": "baseline", "accuracy": 0.81, "f1": 0.78, "runtime": 0.42},
    {"name": "revised", "accuracy": 0.86, "f1": 0.84, "runtime": 0.39},
]

best_row = max(sample_rows, key=lambda row: weighted_score(
    row["accuracy"], row["f1"], row["runtime"]
))
print(best_row)
```

5 Brand Asset Source and Citation Example

This section documents the intended provenance of the Rice logo, Rice owl image, and sample JPG used in this template. It also serves as a compact example of website citation in the body text.

Rice's Brand Guide resources page provides access to Rice brand assets and related materials for the Rice community [2]. Within this template, that citation explains where the sample assets are expected to come from and provides a ready-made example of web citation formatting.

6 Sample Discussion

A strong report template should solve recurring formatting questions in advance while still leaving room for very different types of content. That is why this file includes a structured cover page, body-page headers, restrained color usage, realistic sample data, and an implementation appendix.

7 Conclusion

This template provides a practical starting point for Rice-affiliated report writing. To finalize it for real use, replace all sample content, confirm the image assets against the latest Rice brand guidance, and adjust the bibliography style if your course, lab, or team uses a different citation convention.

References

[1] John Doe and Jane Smith. A sample method for structured technical reporting. *Journal of Example Studies*, 12(3):101–118, 2024.

[2] Rice University. Rice university brand guide: Resources. Website, 2026. URL https://brand.rice.edu/resources. Accessed April 7, 2026.

A Implementation Notes

This appendix is optional but useful for anyone maintaining the template over time.

A.1 Included design decisions

Element	Decision in this template
Cover page logo	Uses `rice-logo-header.png` as a cover element.
Body-page header	Uses `rice-owl-header.jpg` in the running header.
Formatting system	Kept in `format.tex` so most users can ignore it.
Typography	Uses `newtxtext,newtxmath`.
Citation examples	Includes both website and article citations.
Figure example	Uses a JPG filename rather than a drawn placeholder box.
Code example	Includes a Python listing for implementation-oriented reports.

A.2 Checklist for users

- Confirm that all image filenames match the files in your project directory.
- Replace every placeholder in the metadata block.
- Delete sample sections that are unnecessary for your report type.
- Update or replace the example bibliography entries in `references.bib`.