

**DOVER TOWN REPORT
PREPARATION AND SUBMISSION INSTRUCTIONS**

Submission deadline: January 9, 2025
Email your report to townreport@doverma.gov

Preparing Your Report

1. Please work from the Microsoft Word report template provided to you. Preserve basic formatting, such as font treatments (italics, bold, etc.), margins, headers, line spacing, bulleted lists, table formatting, numerical expressions, and other style elements.
2. Financial reports with extensive tabular material are best created using a spreadsheet program, preferably Excel. Please refer to your past year's report template for retaining formatting of column headings, currency entries, totaling lines, etc.
3. If you only work in Google Docs or Google Sheets, do not submit a link to your report. Download your report (under the "File" pulldown menu) and email it as your final, official Microsoft Word or Excel file.
4. Boilerplate language—already copyedited and proofread—should be preserved if still current. No need to reinvent the wheel. Update only what needs updating.
5. Whenever possible, match names on membership rosters with official names used when elected or appointed to a body (For ex., avoid nicknames and include middle initials.)
6. Use bolding, italics, and underlining judiciously.
7. Do not use the spacebar to indent or align columns. Removing extra spaces could introduce errors. Use a single tab to achieve desired spacing between columns.
8. Delete content that is not to appear in print, such as extra columns.

Finalizing and Submitting Your Report

1. Name your report using your department, board, commission, or committee name, followed by the year. Ex.: Conservation Commission-2025
2. Proofread your report: Check for misspellings, typos, missing or duplicated text, text from the previous year, totaling errors, misaligned columnar information, incorrect alphabetization, extra spaces between words, etc. Please note that it's easier to catch errors on a printout than on a computer screen.
3. If submitting photos to illustrate activities mentioned in your report, send full-size JPGs, PNGs, or TIFFs. Please avoid thumbnail images, which are too small for printing. Include a description and a photographer credit. The TRC will print your photos if space allows.

Thank you for following these instructions. If you have any questions, please email Mary Kalamaras at mkalamaras@doverma.gov.