
Chapter 1

Setting Up Your Pages

A report or project includes the following:

- Title page
- Executive Summary (optional)
- Table of Contents
- List of Figures (if more than three)
- List of Tables (if more than three)
- Dedication (optional, and only for theses, projects, and dissertations)
- Body of document
- References
- Appendix(ces) (optional for a report)

This chapter talks about creating the body pages of a document. It includes specific instructions on the following:

- Using the correct font
- Elements of a project page
 - ✓ Setting the margins
 - ✓ Formatting the header
 - ✓ Formatting the headings
 - ✓ Creating body text
 - ✓ Formatting the page numbers

Using the Correct Font

With the availability of desktop-publishing programs today, it's easy to feel that one should create fancy covers and use various fonts to make a document look good. As nice as this might appear, you must use *manuscript* style; that is, doublespacing with roughly 25 lines per page. That means just plain type, folks, just plain type.

Use one of the following fonts in 12-point size:

- Courier
- Courier New
- Times
- Times Roman
- Times New Roman

Figure 1 shows examples of these fonts.

If you are using Microsoft Word 2.0 for Windows or WordPerfect 6.0 for Windows, you may encounter the following:

- *Microsoft Word 2.0*

Times Roman seems to have a hard time conforming to the margins. When the page is printed, it runs past the right-hand margin. In addition, wherever a word is italicized, it prints over itself, and the result is a very messy page. Test a page out before using this font.

- *WordPerfect 5.2/6.0 for Windows*

WordPerfect borrows the Courier font names from their old typewriter counterparts. Courier 12 is Elite typesize and Courier 10 is Pica typesize; therefore, Courier 10 is bigger than Courier 12. This is exactly the opposite of other word processors, including Word 2.0, which determine font size by "point" size (i.e., the height of the letter).

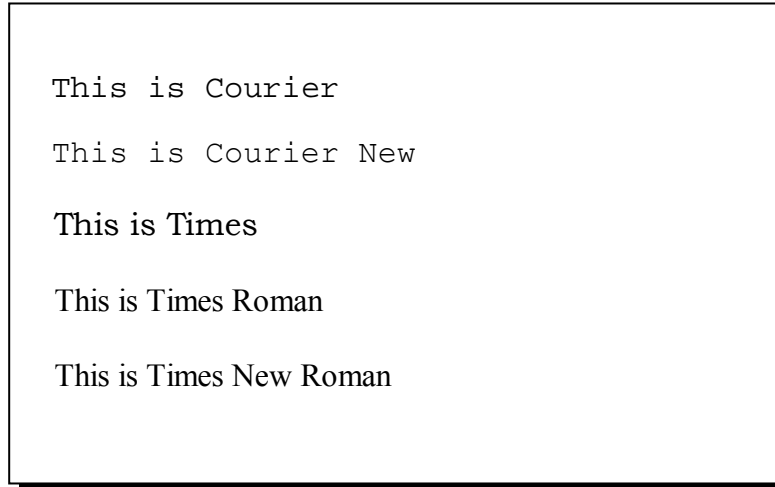


Figure 1. Examples of Acceptable Fonts.

Elements of a Project Page

Your project's pages will consist of the following elements:

- Margins
- Header
- Headings
- Body text
- Graphics

This section explains how to create the margins, header, headings, and body text. Detailed information on how to place graphics is explained in Chapter 2.

Setting the Margins

Set the margins of your document to the following:

- Left margin = 1"
- Top margin = 1"
- Right margin = 1"
- Bottom margin = 1"

Refer to Figure 2.

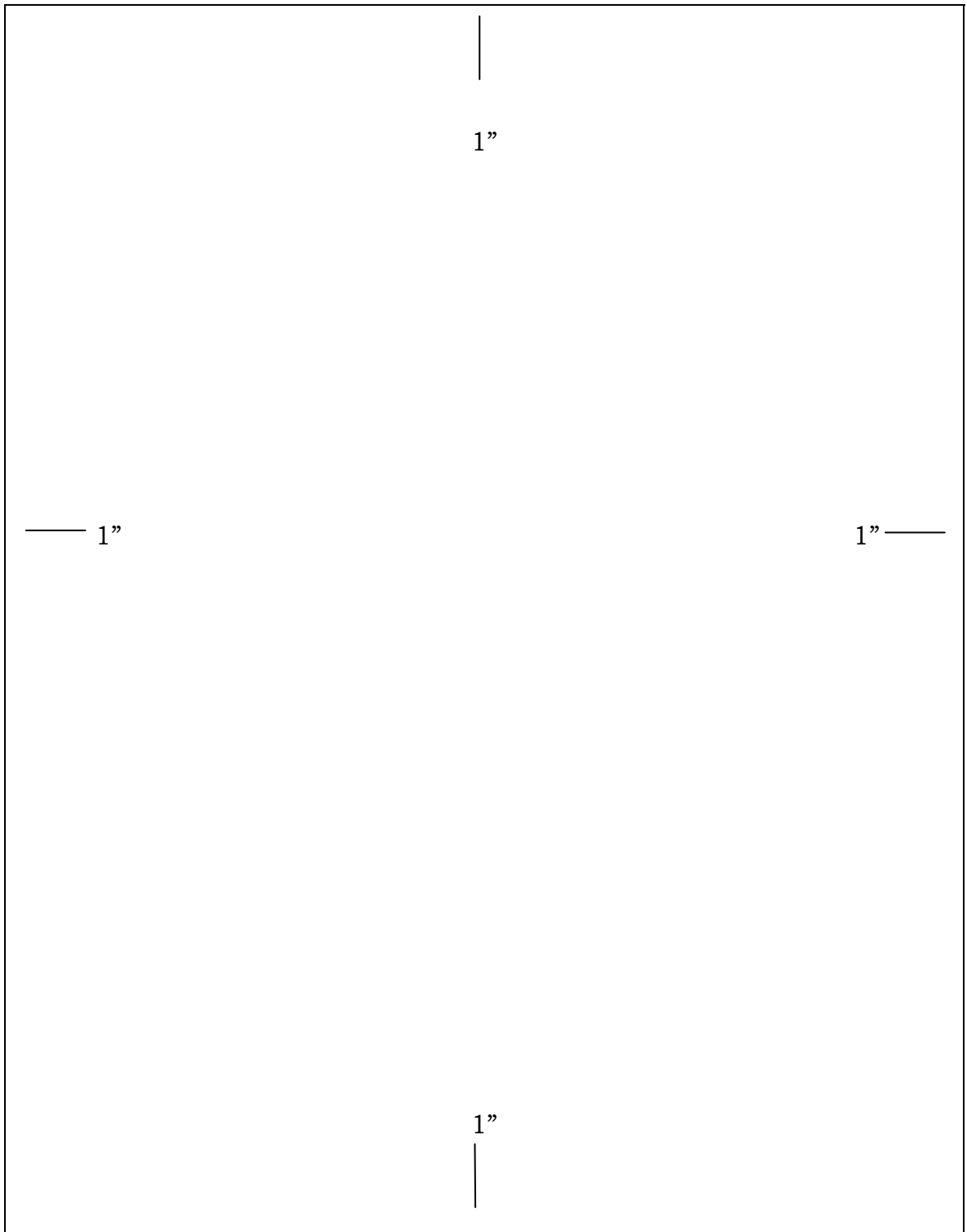


Figure 2. Correct Margin Settings.

Formatting the Header

Each of your pages must have a header consisting of the following:

- Short version of the title
- Page number

Let's say that the full title of your report or project is "Problems with Reorganization Factors at ABC Company." The short title can be "Reorganization Factors."

The short title and the page number are on the same line; leave five spaces between the two, as shown in Figure 3. This format is called a "running header"; it must appear on every page of your document. Check the documentation provided with your word-processing program for instructions on how to set up the header.

Appendices A through E show examples of full reports and chapters with a running header.

Reorganization Factors 23

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Duis aute irure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore feugiat nulla facilisis at vero eros et accumsan et odio dignissim qui blandit praesent luptatum zzril delenit augue dui dolore te feugait nulla facilisi.

Nam liber tempor cum soluta nobis eleifend id congue nihil imperdiet doming id quod mazim placerat fusce in pretium nibh ipsum consequat. Nam quis ipsum autem vero aliquam lobortis quisquam.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet odio dignissim qui blandit praesent luptatum zzril delenit dolore magna aliquam erat volutpat. Ut wisi enim minim veniam, quis nostrud exercitation ullamcorper.

Figure 3. Example Header.

Formatting the Headings

Determining the Number of Levels

Headings (as opposed to *head-ers*) are the section titles in your document. For instance, a report might have the following headings:

- Introduction
- Body Headings (example: "Findings")
- Conclusion and Recommendations

This setup uses one heading level; however, if the body were further subdivided into subheadings, two heading levels would exist (i.e., dividing "Findings" into "Attitudes Among Management Personnel" and "Attitudes Among Employees").

Every heading level must contain at least two listings; otherwise, incorporate the material into the heading above that level. In other words, you cannot have just one subheading under "Findings"; you must have at least two.

Figure 4 shows an example of the headings for Chapter 1 of a University of Phoenix (UOP) Business Research Project. As you can see, this chapter uses three levels of headings. That is, it divides the information into three levels of importance:

- The title of the chapter (1st level heading)
- The main heading level (2nd level heading)
- One subheading level (3rd level heading)

Let's say you are using the format shown in Figure 4. You may decide to further subdivide the heading "Dependent and Independent Variables" into "Dependent Variables" and "Independent Variables." If so, you have now reached four levels of headings (see page 20.) Some of the sections of other chapters may include a fifth level heading (see page 22).

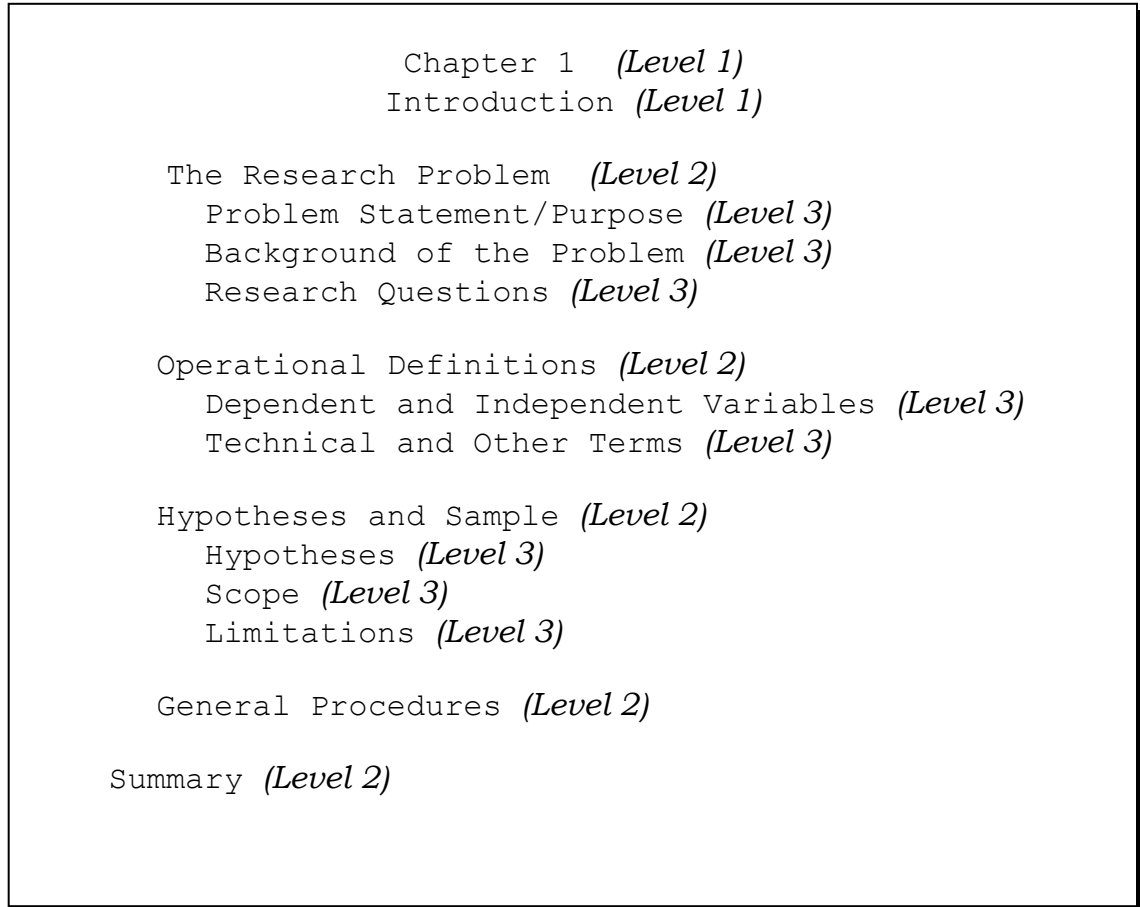


Figure 4. Levels of Headings Used in Chapter 1 of the UOP's Business Research Project.

Selecting the Heading Styles

The APA requires you to use different heading *styles* depending on the number of heading *levels* you have. While the *APA Publication Manual* itself refers to these styles as "levels," they are called "styles" in this book to avoid confusion with the levels of importance you are using in your report or chapter. *The World's Easiest Guide* does follow the APA numbering system for these styles, however. Therefore, then, the APA has five heading styles, as shown in Figure 5. In this figure, "flush left" refers to flush with the *margin*--not with the edge of the paper.

This section shows the styles to use for the different numbers of heading levels. Most short reports use one or two heading levels; comprehensive reports, projects, and theses may use three or more.

To determine which styles to use, count the number of heading levels in your report or select the chapter of your thesis or project that contains the most heading levels and turn to the instructions in this book for that number of headings:

1 heading level	page 14
2 heading levels	page 16
3 heading levels	page 18
4 heading levels	page 20
5 heading levels	page 22

Use the selected set of headings throughout your document. Pay close attention to the upper/lower case requirements.

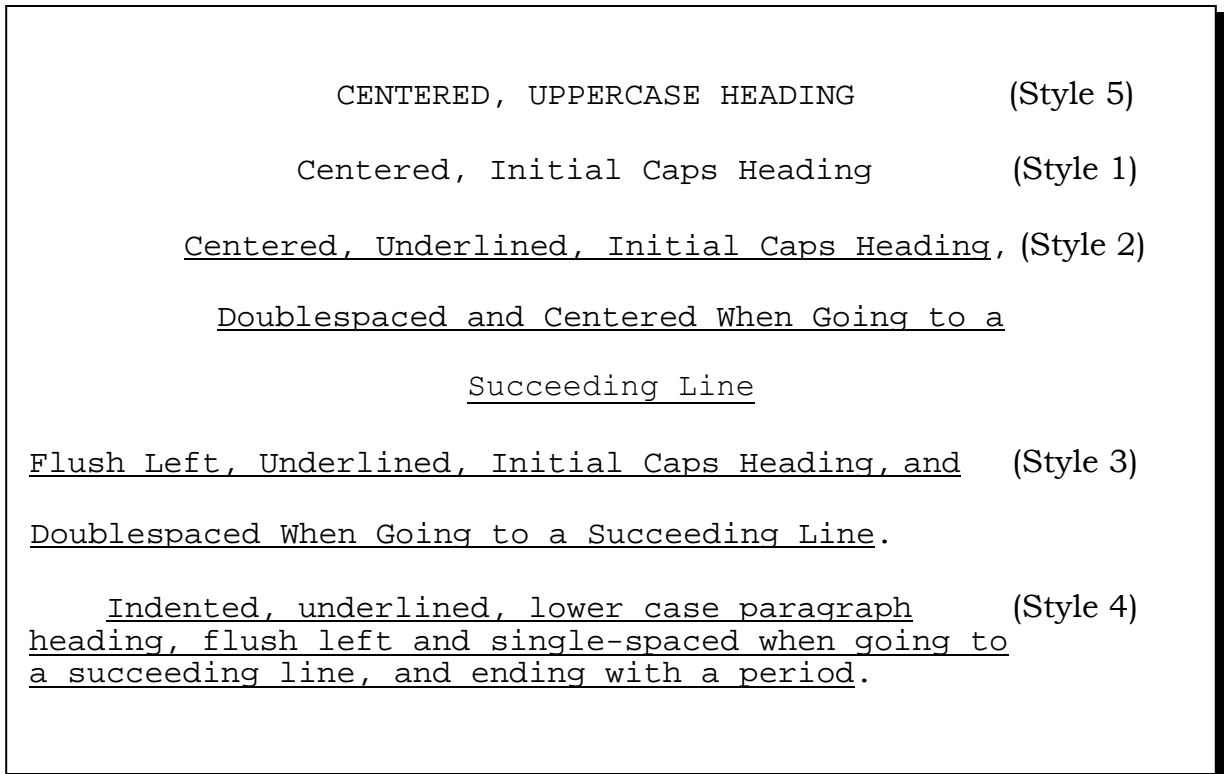


Figure 5. The Five APA Heading Styles.

Using One Heading Level

Table 1 shows the correct style for one heading level: APA style 1.

Table 1. Correct Style for One Heading Level

LEVEL	APA STYLE	DESCRIPTION
1	1	Centered, With Initial Caps

Figure 6 shows an example of the heading style for one heading level. See Appendix A for a complete sample report with one heading level.

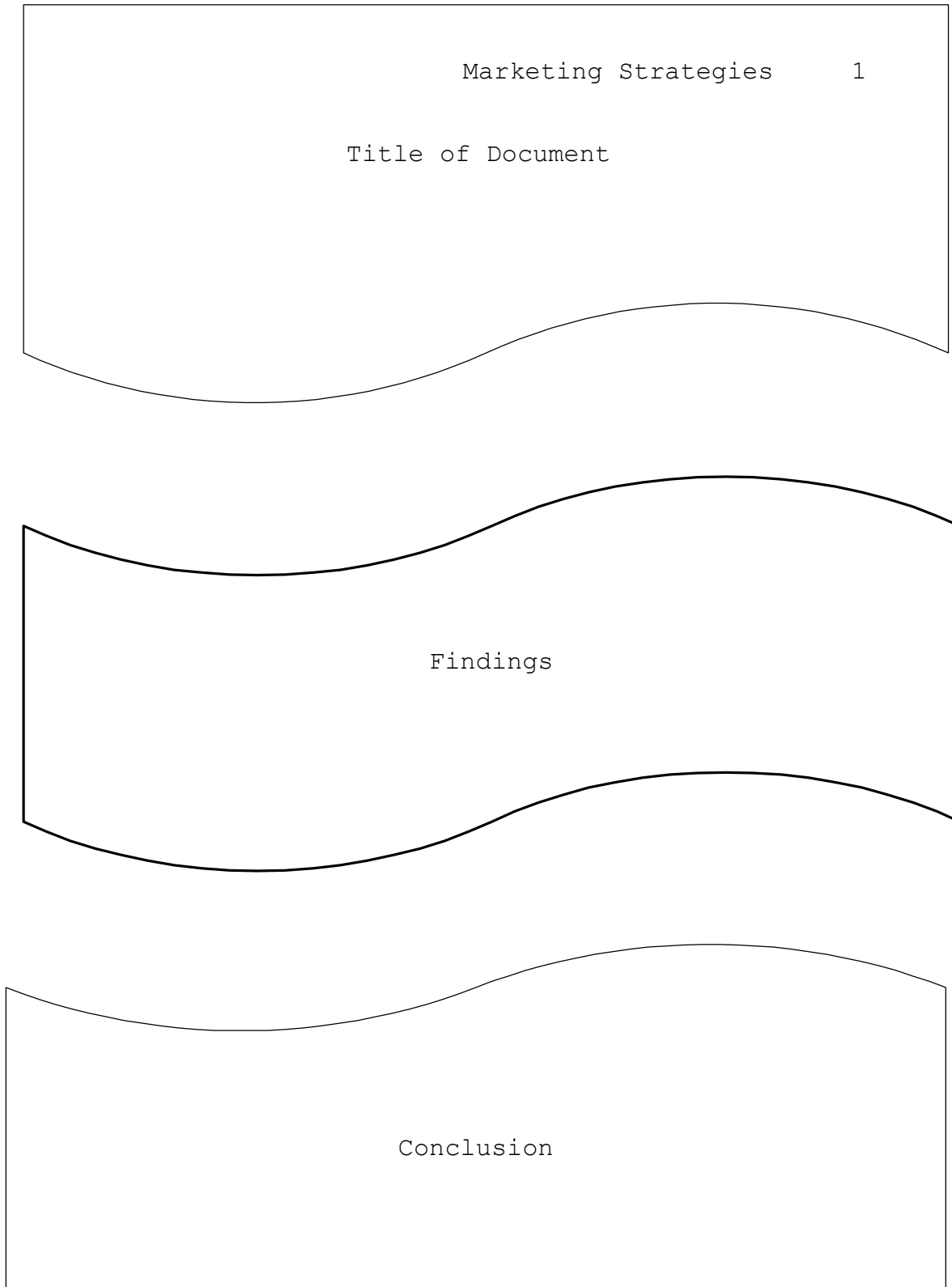


Figure 6. Example of Style for One Heading Level.

Using Two Heading Levels

Table 2 shows the correct styles for two heading levels: APA styles 1 and 3.

Table 2. Correct Styles for Two Heading Levels

LEVEL	APA STYLE	DESCRIPTION
1	1	Centered, With Initial Caps
2	3	<u>Flush Left, Underlined, With Initial Caps</u>

Figure 7 shows an example of the styles to use for two heading levels. See Appendix B for a complete sample report with two heading levels.

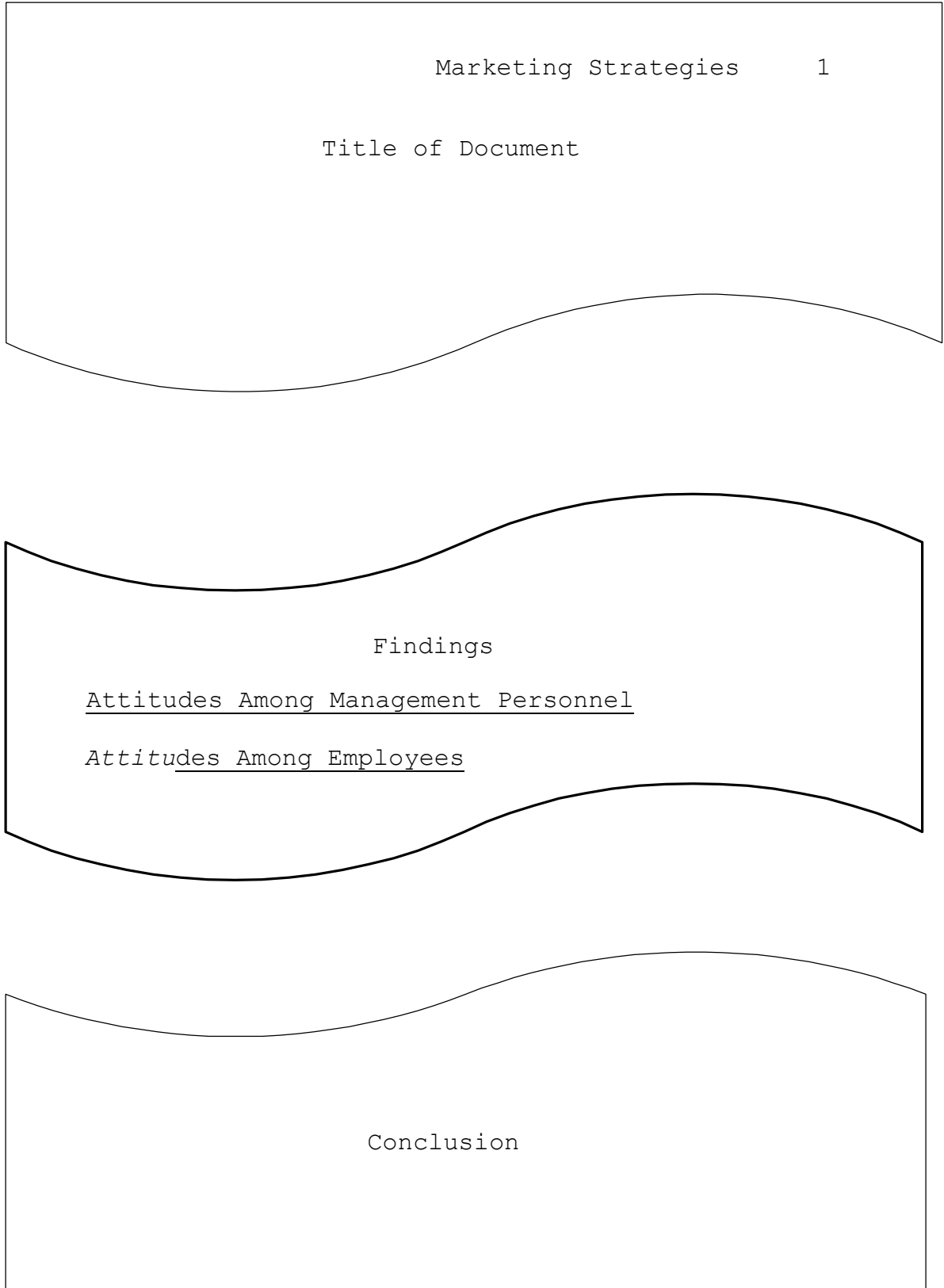


Figure 7. Example of Styles for Two Heading Levels.