
Chapter 1

Setting Up Your Pages

A report includes the following:

- Title page
- Executive Summary (optional)
- Table of Contents
- List of Figures (if more than five)
- List of Tables (if more than five)
- Body of document
- References
- Appendix(ces) (optional)

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

- Using the correct font
- Page layout
 - 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, double-spacing 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. As you can see, Courier and Courier New may appear exactly the same; likewise, Times Roman and Times New Roman. The name will depend on the software you are using; for example, if you are using MS Word 97 or above, you will find these fonts listed as Courier New and Times New Roman.

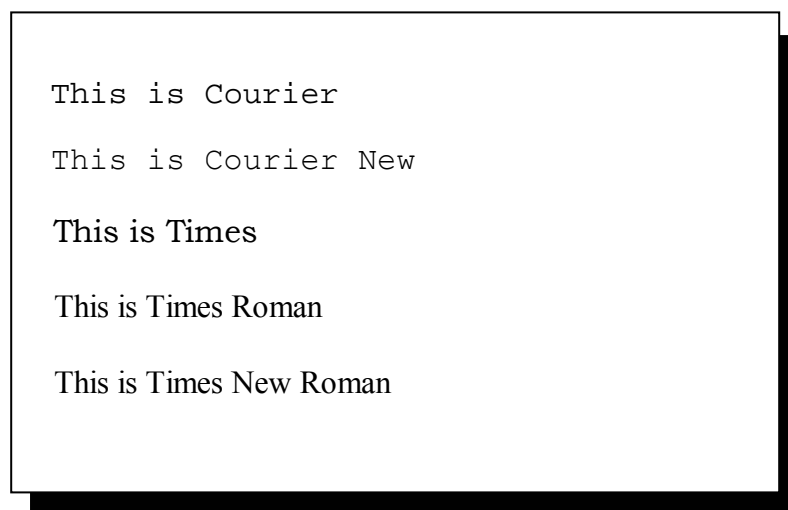


Figure 1. Examples of Acceptable Fonts.

Page Layout

Your document'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.

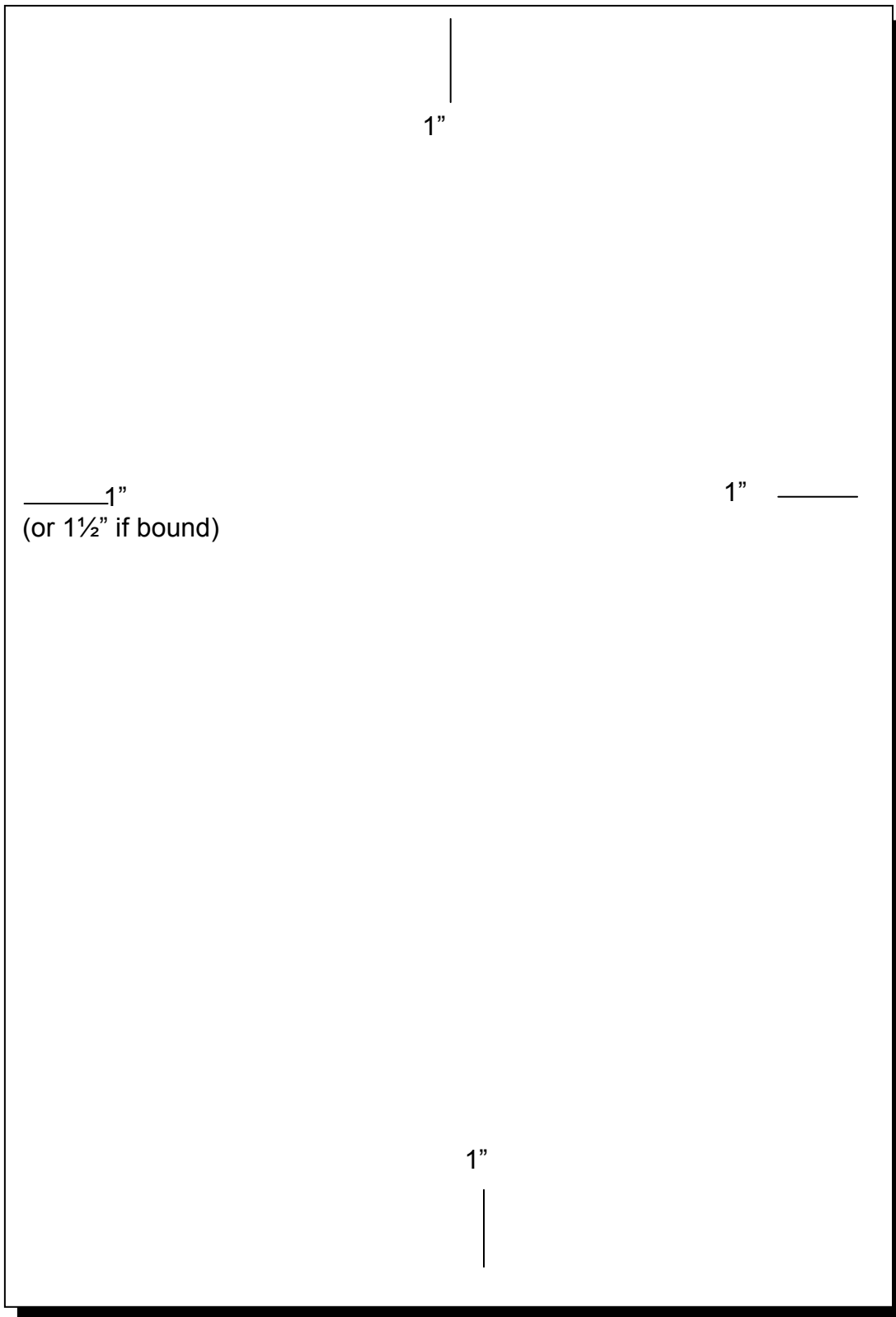
Setting the Margins

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.

EXCEPTION: *If you intend to bind your document, you may set the left margin to 1½".*



Formatting the Page Header

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

- Short version of the title
- Page number

The header should be the first two or three words of the title. 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 "Problems With Reorganization."

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 must appear on every page of your document. Do not add these physically to each page, or when you add or move information around in your report, the headers could end up in the middle of the page. Instead, use your word processor's header command to create the page header. Check the documentation provided with your word-processing program for instructions on how to use the header command.

Appendices A through E show examples of full reports with a page header.

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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:

- Report Title
- Body Heading(s) (example: “Findings”)
- Conclusion
- References

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 a report. As you can see, this report uses three levels of headings; that is, it divides the information into three levels of importance:

- Title of the article (1st level heading)
- Main heading level (1st level heading)
- Subheading level (2nd level heading)
- Subsubheading level (3rd level heading)

Let’s say you are using the format shown in Figure 4. You may decide to further subdivide the headings “Company-owned” and “Employee-owned” into brand names. If so, you have now reached four levels of headings (see page 20.) Some very long reports may include a fifth level heading (see page 22).

Count the number of heading levels in the section of your report with the most breakdowns. You must select the heading styles based on this number (see page 12).

Pros and Cons of Electronic Communication
At Three Large Companies (*Level 1*)

Types of Electronic Communication at Company A (*Level 1*)*

- E-mail (*Level 2*)
- Pagers (*Level 2*)
- Cell Phones (*Level 2*)
 - Company-owned (*Level 3*)
 - Employee-owned (*Level 3*)
- Fax Machines (*Level 2*)

Types of Electronic Communication at Company B (*Level 1*)

- E-mail (*Level 2*)
- Pagers (*Level 2*)
- Cell Phones (*Level 2*)
- Fax Machines (*Level 2*)

Types of Electronic Communication at Company C (*Level 1*)

- E-mail (*Level 2*)
- Pagers (*Level 2*)
- Cell Phones (*Level 2*)
- Fax Machines (*Level 2*)

Conclusion (*Level 1*)

Figure 4. Levels of Headings Used in a Report With Three Levels of Headings.

**The APA style does not use the word "Introduction" before the introduction because the title of the report is at the top of the page (unless a title page is used; in that event, the first paragraph of the introduction begins at the top with no heading). The headings shown above appear in the report after the introduction.*

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. *The World's Easiest Guide* does follow the APA numbering system for these styles, however.

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; more comprehensive reports may use three or more.

As mentioned on page 10, to determine which styles to use, count the number of heading levels in your report 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.

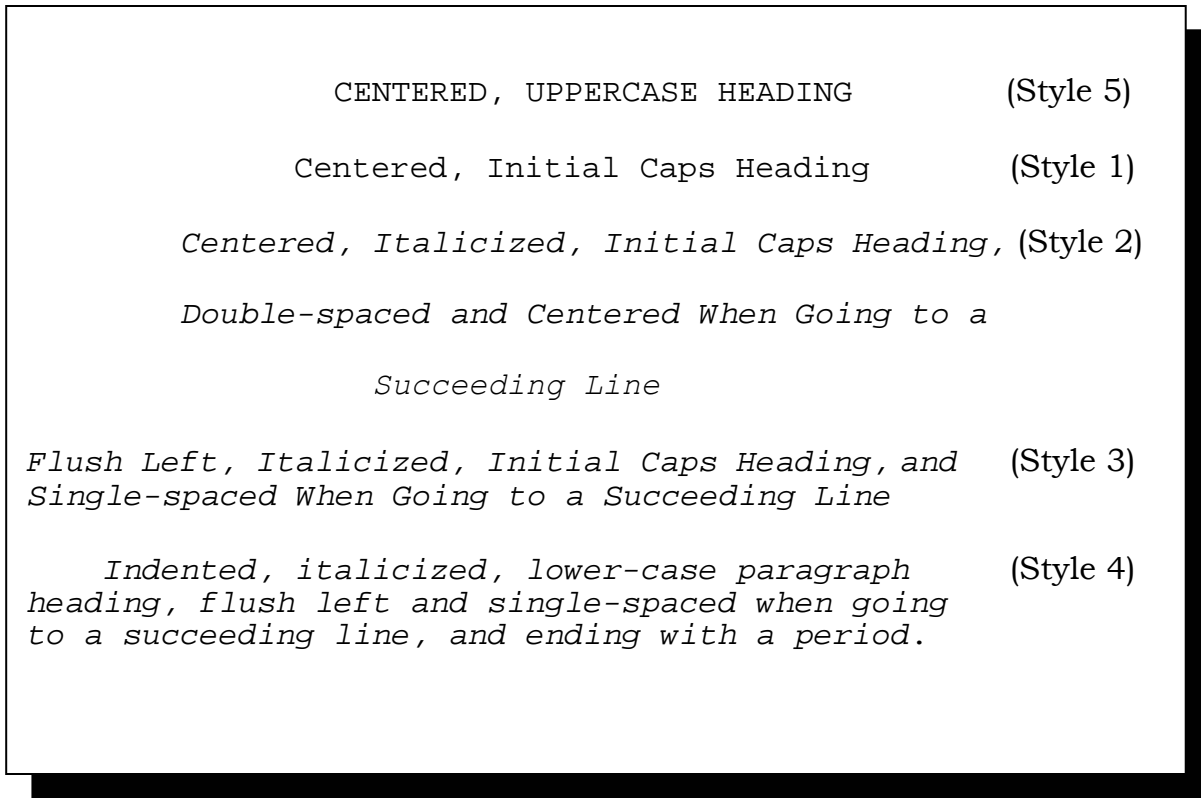


Figure 5. The Five APA Heading Styles.

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.

NOTE: *The title of the report is a first-level heading like the main headings of the report; therefore, it also uses Style 1.*

NOTE: *As mentioned on page 11, the title “Introduction” is not used in APA style, because this section is identified by its position in the document.*

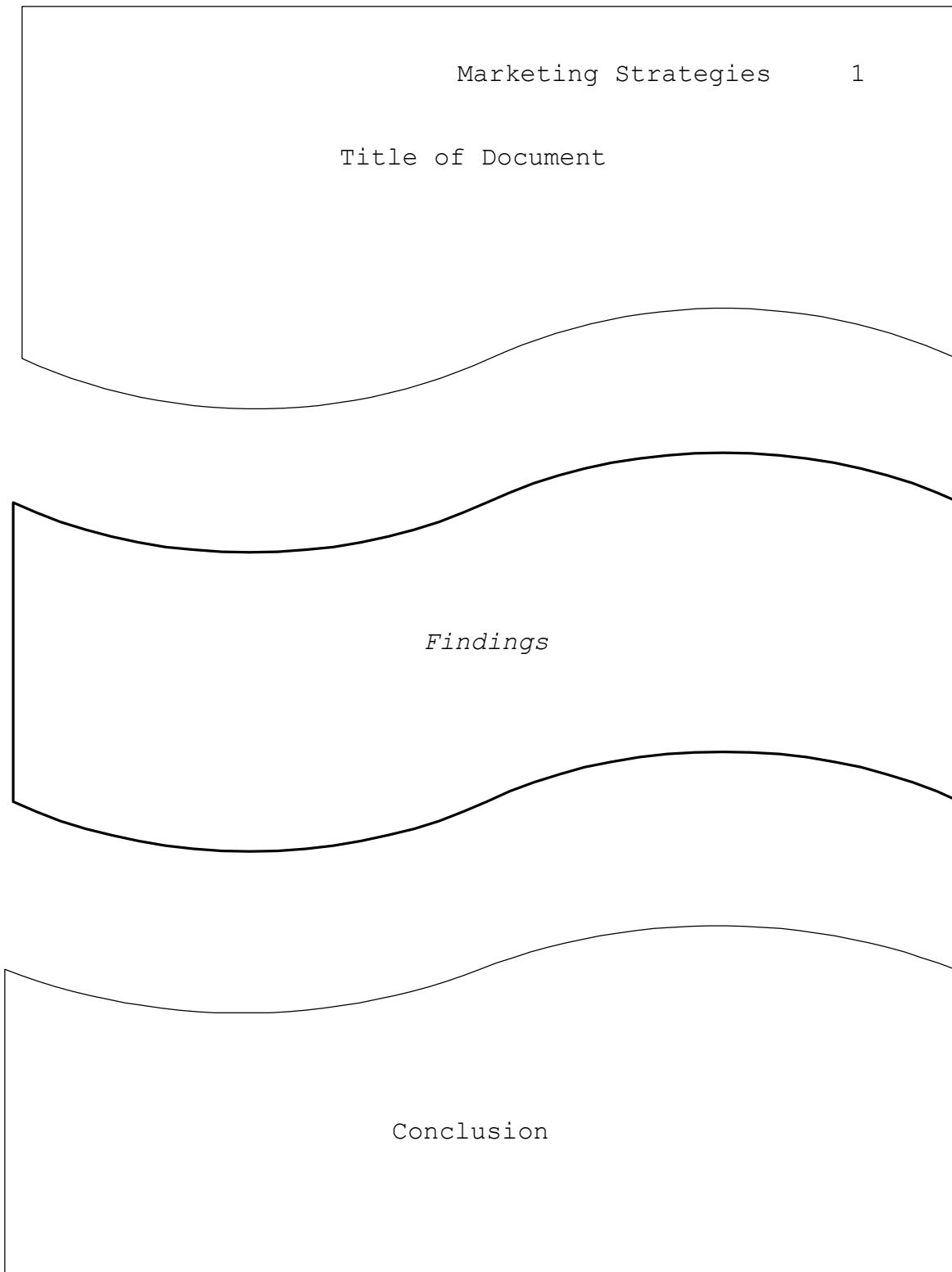


Figure 6. Example of the Style for One Heading Level.

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	<i>Flush Left, Italicized, With Initial Caps, and Single-spaced When Going to a Succeeding Line</i>

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.

NOTE: *The title of the report is a first-level heading like the main headings of the report; therefore, it also uses Style 1.*

NOTE: *As mentioned on page 11, the title “Introduction” is not used in APA style, because this section is identified by its position in the document.*

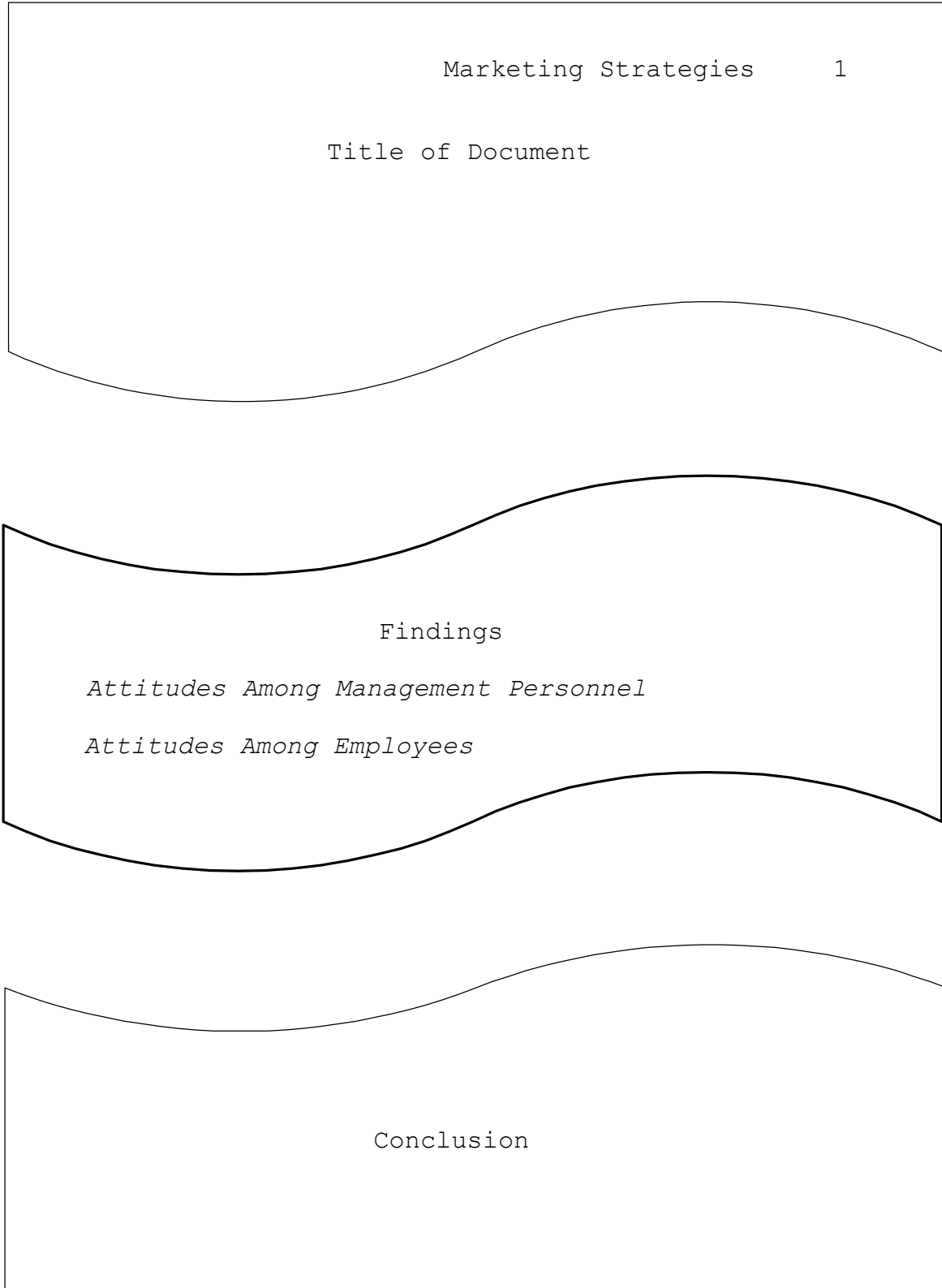


Figure 7. Example of the Styles for Two Heading Levels.