Unbound Report, MLA Report & Reference Page Styles

Unbound Reports:

A report is an account or summary of research findings, business proceedings, or some other topic that is written in an organized format. ==Short (one- or two-page) reports are often prepared without covers or binders. Pages are usually fastened together in the upper-left corner by a staple or paper clip. Such reports are called== **unbound reports**. The following table shows the standard margins for unbound reports.

Top Margin	2 Inch first page
	1 Inch second and succeeding pages
Side Margins	1 Inch
Bottom Margins	1 Inch

Longer reports (three or more pages) are generally bound at the left margin. The binding takes about 0.5" of space. To accommodate the binding, the **left margin is increased to 1.5"** on all pages. Other standard margins in the above table apply to ==bound reports.== Word processing software automatically enters a soft page return when the bottom margin is reached. An exact 1" bottom margin is not always possible; it may be adjusted to prevent a side heading or first line of a paragraph from printing as the last line of a page (orphan), or the last line of a paragraph from occurring at the top of a new page (widow). The Widow/Orphan feature automatically adjusts the bottom margin to accommodate these rules.

HEADINGS

Three types of headings are commonly used in reports:

==**Main heading (report title).**== Center the main heading in the Title style. The Title style is 14-point Times Roman.

==**Side Headings.**== Begin side headings at the left margin. Capitalize the first letter of the first word and all other main words in each heading. Use Heading 1 style. The Heading 1 style is 12-point Times Roman.

==**Paragraph headings.**== Paragraph headings are keyed at the left margin in 12-point Times Roman and are bolded and italicized. Capitalize only the first letter of the first word and any proper nouns. Place a period after the heading.

==Reports are double spaced and more than four lines of quoted material is single spaced.==

Page Numbering. The first page of a report usually is not numbered. If a page number is used on the first page, position it at the bottom of the page using center alignment. On the second and subsequent pages, position the page number at the top-right margin. Use the software feature – Insert Page Numbers.

TITLE PAGE

A title page, or cover, is usually prepared for a bound report. To format a title page:

■ Center and bold the title in ==ALL CAPS, bold and 14-point, 2" from the top of the page.==
■ Center the writer's name in ==capital and lowercase letters 5" from the top. Use 12-point type.==
■ Center the school name (or other organization) a ==DS below the writer's name.==
■ ==Center the date approximately 9"== from the top of the page. Use 12-point type.
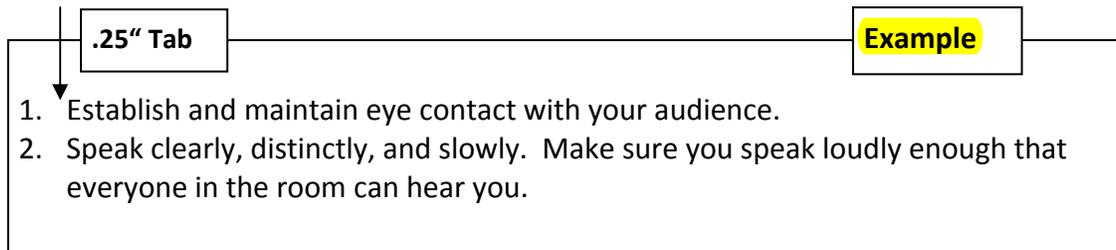
TABLE OF CONTENTS

A table of contents lists the side and paragraph headings of a report and the page numbers where those headings can be found in the body. To format a table of contents:

■ Use the same side and top margins that were used in the report.
■ Key the heading Table of Contents in Title style, 2" from the top of the paper. DS below the heading.
■Begin side headings at the left margin.
■ Indent paragraph headings 0.5".
■ Insert dot leaders to lead the reader's eye from the headings to the page numbers.

NUMBERED AND BULLETED LISTS

Number items or paragraphs to show the proper order of a series of steps. Use bullets in a list to add emphasis to text.

■ Indent numbered items **0.25"** from the left margin; block the lines at that point as shown in the following example. If the Numbering feature is used, enumerated items are automatically indented correctly.
■ Leave a blank line above and below a numbered or bulleted list.

.25" Tab		Example	

1. Establish and maintain eye contact with your audience.
2. Speak clearly, distinctly, and slowly. Make sure you speak loudly enough that everyone in the room can hear you.

INSERTED TABLES

Insert a table as near as possible to the text that it illustrates. Format the table as follows:

■ Leave a blank line above and below the table.
■ Center the main heading (identification) above the table or in Row 1.
■ Center the table horizontally within the left and right margins.
■ Gridlines may be shown or hidden.

DOCUMENTATION

Documentation refers to providing proof that information contained in a report is accurate. Citing published material—books, magazine articles, pamphlets, Web sites, etc.—of numerous authors adds credibility to the report. Credit must be given for citations of both direct quotations (someone else's actual words) and paraphrased words (someone else's idea stated in the report writer's words). Quotations of up to three keyed lines are enclosed in quotation marks in the body of the report. Long quotations (four lines or more) should be indented 0.5" from the left margin. (Long quotations may be left and right indented 0.5".) Paraphrased material is not enclosed in quotation marks, nor is it indented. An ellipsis (. . .) is used to indicate material omitted from a quotation. An ellipsis is three periods, each preceded and followed by a space. If the omitted material occurs at the end of a sentence, include the period or other punctuation before the ellipsis, as shown on the next page.

Methods of referencing cited material in the body of reports include textual citations, footnotes, and endnotes.

Textual Citations. Textual citations are generally keyed in parentheses in the report body immediately following the quoted material. Textual citations include **the name(s) of the author(s), year of publication,** and **page number(s)** of the reference material. The words year and page are not included. See example below.

> Nothing can engage an audience more quickly, or make a point more effectively, than a well-chosen illustration . . . (Brown, 2009, 28).

When the author's name is used in the text introducing the quotation, only the year of publication and the page number(s) appear in parentheses. See example below.

> J. Blackburn (2009, 426) stated that. . . .

When no author is listed for a work, cite the title of the work and the year published. Use quotation marks around the title of an article or chapter and italicize the title of a periodical or book.

Footnotes. The footnote method of documentation identifies the reference cited by a superscript number. (The superscript number is inserted automatically if the Footnote and Endnote feature is used to insert footnotes.)

The complete documentation for the reference is placed at the bottom of the same page and is identified with the same superscript number. The first line of each footnote is indented 0.5". Footnotes are keyed SS, with a DS between them. (If paragraphs are SS and blocked, footnotes are not indented.) Footnotes should be numbered consecutively throughout the report. See the footnotes illustrated.

Endnotes. The endnote method of documentation also identifies the reference cited by a superscript number. However, the complete documentation for the reference is placed on a **separate page** at the end of the report in a section titled Endnotes. To format an endnotes page:

■ Identify each endnote with a corresponding superscript number. (The Footnote and Endnote feature automatically inserts a superscript number).
■ Use the same top and side margins as the first page of the report.
■ Center the heading Endnotes.
■ Insert a page number at the top right margin.
■SS each endnote, and DS between endnotes.
■ Indent the first line of each endnote 0.5" from the left margin; all other lines begin at the left margin.

Century 21 style. When keying footnotes and endnotes, follow the conventions for formatting names, titles, dates, etc. The examples shown on the next page illustrate the Century 21 footnote/endnote style.

For a Book:

       [1]Author(s)' First and Last Name(s), Book Title (City of Publication: Publishing Company, Year of Publication), p. #.

Examples

       [1]Robert K. Schaeffer, *Understanding Globalizaon*, (Lanham, MD: Rowman & Lilefield Publishers, Inc., 2007), p. 1.

       [1]Nancy Prince and Jeanie Jackson, *Exploring Theater* (Minneapolis/St. Paul: West Publishing Company, 2007), p. 35.

       [1]Robert Gerver, et al., *South-Western Geometry: An Integrated Approach* (Cincinnati: South-Western, Cengage Learning, 2008), p. 637.

For a Magazine or Journal:

       [2]Author(s)' First and Last Name(s), "Article Title," *Magazine Title* (Publication Date), p. #.

Example

       [2]Richard G. Harris, "Globalization, Trade, and Income," *Canadian Journal of Economics*, November 2003), p. 755.

For an Encyclopedia or Reference Book:

       [3]*Reference Book*, Vol. # (City of Publication: Publishing Company, Year of Publication), p. #.

Example

       [3]*Encyclopedia Americana*, Vol. 25 (Danbury, CT: Grolier Incorporated, 2008), p. 637.

For a Web Site:

       [4]Author(s)' First and Last Name(s) (if given), "Article Title," Web Address, (Month Day, Year).

Note: Show the date the site was posted; if not given, show the date of online visit.

Example

       [4]Stephen Railton, "Your Mark Twain," http://www.etext.lib.virginia.edu/railton/sc_as_mt/yourmt13.html, (24 September, 1999).

For an Online Journal, Magazine, or Newspaper:

⁵Author(s)' First and Last Name(s) (if given), "Article Title," *Magazine Title*, Publication Date, Web Address, Month Day, Year.

> **Example**
>
> ⁵John E. Lee, "Technology Aids in Stopping Copyright Offenders," *Hopper Business Journal*, Fall 2006, http//www.hpj.edu/technologyaids.htm, December 26, 2008.

For an E-mail:

⁶Sender(s)' First and Last Name(s), Sender(s)' E-mail Address. "Subject of E-mail."
E-mail to Receiver(s)' First and Last Name(s), Receiver(s)' E-Mail Address(es), Month Day, Year.

REFERENCE PAGE

Each type of documentation (textual citation, footnotes, and endnotes) requires a references page. All references cited in the report are listed on a separate page under the heading References or Works Cited. Short unbound reports can list references on the last page of the report. See the illustration on p. 30.

Use the heading Bibliography if related materials were also used. This heading will encompass all material that was referenced, as well as material used but not cited.

Format the references page as follows:

■ Use the same margins as the first page of the report.
■ Include a page number at the top right.
■ Center the heading References in Title style.
■ DS between the heading and the first reference. SS each reference; DS between references.
■ Begin the first line of each reference at the left margin; indent additional lines 0.5" (hanging indent style).

Note that on the references page, the references are keyed in a different format than that used for footnotes and endnotes. See the examples below.

For a Book:

Schaeffer, Robert K. *Understanding Globalization.* (Lanham, MD: Rowman & Littlefield Publishers, Inc., 2007).

Prince, Nancy, and Jeanie Jackson. *Exploring Theater.* Minneapolis/St. Paul: West Publishing Company, 2009.

Gerver, Robert, et al. *South-Western Geometry: An Integrated Approach.* Cincinnati: South-Western, Cengage Learning, 2008.

For a Journal or Magazine Article:

Harris, Richard G. "Globalization, Trade, and Income." *Canadian Journal of Economics*, November 1993, 755–776.

For an Encyclopedia or Reference Book:

Encyclopedia Americana, Vol. 25. "Statue of Liberty." Danbury, CT: Grolier Incorporated, 2009.

For a Web Site:

Railton, Stephen. "Your Mark Twain." http://www.etext.lib.virginia.edu/railton/sc_as_mt/yourmt13.html (24 September, 1999).

For an Online Journal, Magazine, or Newspaper:

Lee, John E. "Technology Aids in Stopping Copyright Offenders." *Hopper Business Journal*, (Fall 2000). http//www.hpj.edu/technologyaids.htm (December 26, 2008).

For an E-mail:

Devaul, Payton. pdevaul@mail.com. "Basketball Scholarship." E-mail to Kirk Stennis, kstennis@umt.edu. April 15, 2006.

MODERN LANGUAGE ASSOCIATION (MLA) REPORT STYLE

The Modern Language Association (MLA) style is often used to format and document school reports. The MLA documentation method, also called *parenthetical reference.* The MLA report style has these distinctive format features (illustrated on p. 33):

Margins. On all pages, the top, bottom, left, and right margins are 1".

Header and page number. The header contains the page number, right-aligned. Every page is numbered, including the first. The writer's last name precedes the page number.

Line spacing. The entire report is DS, including long quotations, bulleted and numbered items, report identification, tables, and works cited. Before you begin to key, set Line Spacing to 2.0 with 0 points of spacing after paragraphs.

Report identification. The writer's name, instructor's name, course title, and date (day/month/year style) are keyed DS on separate lines at the top left margin on the first page.

Report title. The title is centered a DS below the date in title case. The body begins a DS below the title.

Indentations and long quotations. The first line of each paragraph is indented 0.5". Long quotations (four or more lines) are indented 1" (or at the second default tab setting) from the left margin and DS.

Inserted tables. A table should be inserted as near as possible to the text that it illustrates. Format the table as follows:

■ Key a number (*Table 1*) and caption (title) above the table, left-aligned.
■ DS above the table number, below the last line (or source note) of the table, and between lines within the table.
■ Hide table gridlines and adjust the table width to fit within the left and right margins.

References page. Format the MLA reference page as follows: (See the Works Cited page illustrated).

■ Use 1" margins.
■ Center the heading **Works Cited** at the top margin.
■ DS below the heading.
■ List all references in alphabetical order by authors' last name.
■ DS all entries as well as between entries.
■ Begin the first line of each reference at the left margin; indent other lines 0.5" (hanging indent style).

Binding. Staple or clip all pages of the report at the top left corner.

RELATED DOCUMENTS

Many business documents may be keyed in unbound or bound report format. Two such documents are the news release and summary meeting minutes. A **news release** is a document used by a company to make a public announcement.

Summary meeting minutes are the official record of what was said and done at a meeting. See illustration.

News release. Use the format guides for unbound reports except:

■ Key the heading **News Release** at the top left margin in Title style.
■On the next line at the left margin, key **For Release:** in Subtitle style. Below it, key **Contact:** in Subtitle style at the left margin. Tap ENTER once; begin the news release body.
■Key the news release body in 1.15 line spacing.
■Center the symbols ### below the last line.

Summary meeting minutes. Use the format guides for unbound reports except:

■ Use 1.15 line spacing with 10-point spacing after paragraphs.
■ Number each item of business summarized in the minutes. The Numbered List feature may be used.

Use Line Spacing 2.0 for
all lines in a MLA Report

1" TM

Henderson 1   Header

DS I.D.
Information
James Henderson

Professor Lewis

HC101 Composition

15 February 20

Career Planning

Indent ¶ 0.5"
and DS ¶s → Career planning is an important, ongoing process. It is important because the career you choose
will affect your quality of life.

One important step in career planning is to define your career goals.

Indent long
quotes 1" from
LM and DS
Whatever your present plans for employment or further education, you should

consider your long-term career goals. You might wonder why someone who is

considering a first job should be thinking beyond that job. Thinking ahead may

help you choose a first job that is closely related to long-term interests. . . . With a

career goal in mind, you can evaluate beginning job offers in relation to that goal.

1" LM and RM   (Oliverio, Pasewark, and White 516)   1" LM and RM

Another useful step in career planning is to develop a personal profile of your skills, interests, and

values.

An analysis of your skills is likely to reveal that you have many different kinds: (1) functional

skills that determine how well you manage time, communicate, and motivate people; (2) adaptive skills

that determine your efficiency, flexibility, reliability, and enthusiasm; and (3) technical skills such as

keyboarding, computer, and language skills that are required for many jobs.

Values are "principles that guide a person's life" (Fulton Calkins and Stulz 543), and you should

identify them early so that you can pursue a career that will improve your chances to acquire them.

Values include the importance you place on family, security, wealth, prestige, creativity, power, and

independence.

At least 1" BM

**MLA Report,
page 1**

1" TM

Henderson 2   Header

Interests are best described as activities you like and enthusiastically pursue. By listing and

analyzing your interests, you should be able to identify a desirable work environment. For example, your

list is likely to reveal if you like to work with things or people, work alone or with others, lead or follow

others, or be indoors or outdoors.

**MLA Report,
page 2**

1" TM

Henderson 3   Header

Works Cited

Fulton-Calkins, Patsy and Karin M. Stulz. *Procedures & Theory for Administrative*

Hanging indent
with 0.5"
indentation → *Professionals*. 5th ed. Cincinnati: South-Western, 2004.

Oliverio, Mary Ellen, William R. Pasewark, and Bonnie R. White. *The Office: Procedures and*

Technology. 4th ed. Cincinnati: South-Western, 2003.

**Works
Cited
Page**

Source: Century 21" Computer Applications and Keyboarding/Cengage Learning