FORMAT GUIDE

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OVERVIEW

In today's business world, communication is consistently expressed through writing. Successful businesses require a consistent message throughout the organization. A foundation of this strategy is the use of a format guide, which enables a corporation to maintain a uniform image through all its communications. Use this guide to prepare for Computer Applications and Word Processing skill events.

GENERAL GUIDELINES

Font Size:	11 or 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	1 space after punctuation ending a sentence (stay consistent within the document) 1 space after a semicolon 1 space after a comma 1 space after a colon (stay consistent within the document) 1 space between state abbreviation and zip code
Letters:	Block Style with Open Punctuation Top Margin: 2 inches Side and Bottom Margins: 1 inch
Bulleted Lists: (enumerated items)	Single space individual items; double space between items
Memorandums:	Standard Style Top Margin: 2 inches Side and Bottom Margins: 1 inch
Unbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side and Bottom Margins: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Leftbound Report:	Body double spaced Top Margin: 2 inches first page, 1 inch remaining pages Side Margins: Left 11.5 inches – Right 1 inch Bottom Margin: 1 inch Page number is placed 0.5 inches at right margin starting on page 2
Miscellaneous Documents:	Top Margin: 2 inches (Agenda, Itinerary, Minutes, News Release, Outline, Table of Contents) Side and Bottom Margins: 1 inch
Miscellaneous Notes:	Left justification of documents is to be used unless otherwise indicated. Main and subheadings should be keyed in boldface.
References:	All references must be placed in alphabetical order.
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Note: Documents in this style manual may not show the correct top margins because of the instruction box at the top of the page.



ELECTRONIC RESUME GUIDELINES

Job seekers now turn to email and online job databases to apply for open positions. Currently, almost 50 percent of mid-size employers and just about all large-size employers use on online job tracking systems. This results in more requests for online job applications and a need for applicants to create an scannable, electronic resume.

Here are tips to create a clear, readable electronic resume:

- do not use boldface, italics, underlining, script, bullets, logos, symbols, or shading
- do not use artistic or decorative font
- do not use condensed typeface; white space separates letters and no space mashes them together
- do not use vertical lines, only horizontal lines
- do not use two column formats or designs
- begin each line at the left margin and do not justify the right margin
- use a laser printer, black ink, and resume paper to achieve the sharpest possible image for effective scanning

STANDARDS OF MAILABILITY

The following regulations apply to the Computer Applications and Word Processing events. Materials submitted in these events are graded against the standard of zero errors and businesslike format. The Format Guide must be followed to ensure proper formatting of any word processing document in these events.

In grading these materials, the following errors will make the copy mailable with slight corrections and will result in a penalty of two (2) points.

- omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- minor errors in vertical or horizontal placement
- minor spacing errors
- inserted or omitted words that do not change the meaning of the sentence
- The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions

FAIR USE GUIDELINES FOR EDUCATIONAL USE

		Fine Print
	Fair Use Guidelines for Educational Multimedia	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media".	Fair Use Guidelines for Educational Multimedia	"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San</i> <i>Diego 12/08/95</i> .
	•	
	Fair Use Guidelines for Educational Multimedia	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.	Fair Use Guidelines for Educational Multimedia	Older illustrations may be in the public domain, but the collection may be copyrighted.
Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes.	Fair Use Guidelines for Educational Multimedia	Some authorities site a maximum length of 30 seconds. <i>(www.indiana.edu)</i> , some do not mention a maximum <i>(Tina Ivany, UCSD,</i> <i>12/08/95).</i>
Images may be downloaded for student projects. Sound files may be downloaded for use in projects (see portion restrictions above).	Fair Use Guidelines for Educational Multimedia & DMCA	Images may not be reposted onto the Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
	words, whichever is less. Teachers may incorporate into multimedia for teaching courses. Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media". Students "may use portions of lawfully acquired copyrighted working in their academic multimedia". Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less. Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or student for educational purposes. Images may be downloaded for student projects. Sound files may be downloaded for use in projects (<i>see portion restrictions</i>	Students may incorporate text in multimedia projects up to 10% or 100 words, whichever is less. Teachers may incorporate into multimedia for teaching courses. Fair Use Guidelines for Educational Multimedia Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media". Fair Use Guidelines for Educational Multimedia Students "may use portions of lawfully acquired copyrighted working in their academic multimedia". Fair Use Guidelines for Educational Multimedia Students "may use portions of lawfully acquired copyrighted working in their academic multimedia". Fair Use Guidelines for Educational Multimedia Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less. Fair Use Guidelines for Educational Multimedia Up to 10% or no more than 30 seconds of a copyrighted musical composition may be reproduced, performed, and displayed as part of a multimedia for educational purposes. Fair Use Guidelines for Educational Multimedia Images may be downloaded for student projects. Sound files may be downloaded for use in projects (see portion restrictions Fair Use Guidelines for Educational Multimedia & DMCA

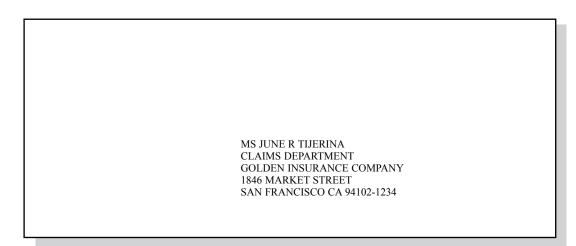
Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).

AGENDA

Sec	cond Page Top: 1"
	FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA (DS)
	(DS) Board of Directors Agenda (DS)
	Tuesday, (DS) (DS)
1.	Call to Order—Jean Buckley, Chief Executive Officer (DS)
2.	Roll Call—Mary Anvil, Secretary
3.	Reading of the Minutes—Mary Anvil, Secretary
4.	Treasurer's Report—Harvey Weinberg, Treasurer
5.	Other Officer Reports
6.	Committee Reports Accounting—Mildred Wright Social—Betty Einstein (SS) Fund-raising—Bret Rushmore
7.	Unfinished Business
8.	New Business
9.	Date of Next Meeting
10.	Adjournment
<i>Note</i> Nun	e: nbers may be left or right aligned.

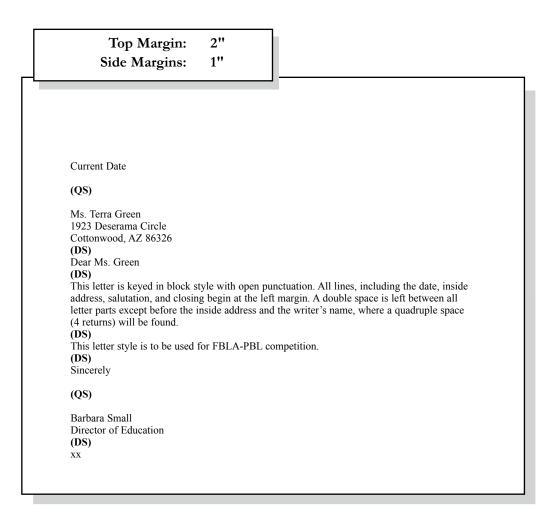
Top Marg	
Side Margi Second Page T	
	ITINERARY (DS)
	M. J. Lawson
	(DS) October 10–13, 20
	(DS)
Sunday, October 10 (DS)	
9:30 a.m.	Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served
(DS) 1:02 p.m.	Arrive San Francisco International Airport
(DS)	-
5:30 p.m.	Depart hotel for Chinatown visit
Monday, October 11	
9:00 a.m.	Conference at Mark Hopkins Hotel
Reminder:	Call Pat Martin to confirm dinner arrangements for tomorrow
Tuesday, October 12	
9:00 a.m.	Conference at Mark Hopkins Hotel
7:00 p.m.	Dinner with Pat Martin
Wednesday, October	13
9:30 a.m.	Depart hotel for airport
12:20 p.m.	Depart San Francisco International Airport, United Airlines, Flight 700, one stop, lunch served
7:15 p.m.	Arrive Memphis Municipal Airport





The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

BUSINESS LETTER

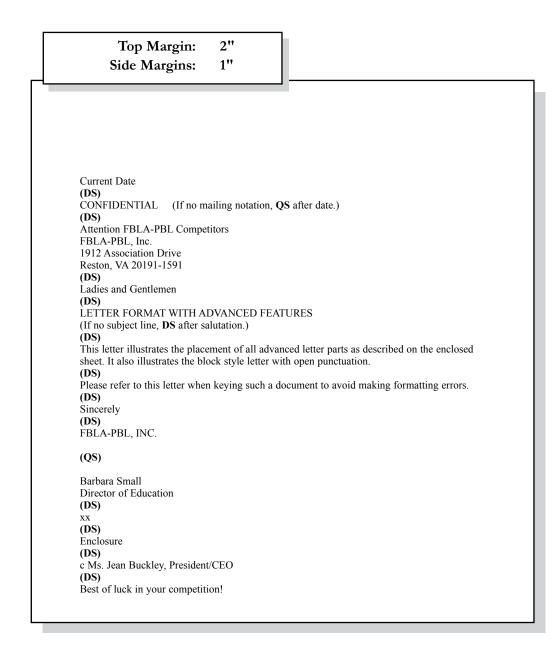


PERSONAL LETTER

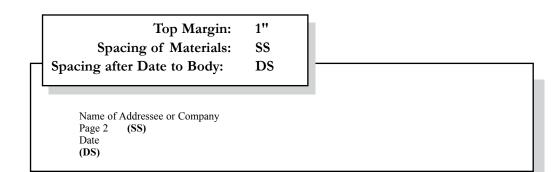
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Reston, VA 20191-1591 Current Date (QS) Ms. Terra Green 1923 Deserama Circle Cottonwood, AZ 86326 (DS) Dear Ms. Green (DS) This letter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additional- ly, reference initials are not included. (DS) Sincerely (QS)					
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Barbara Small	(QS)				
	Barbara Sm	all			



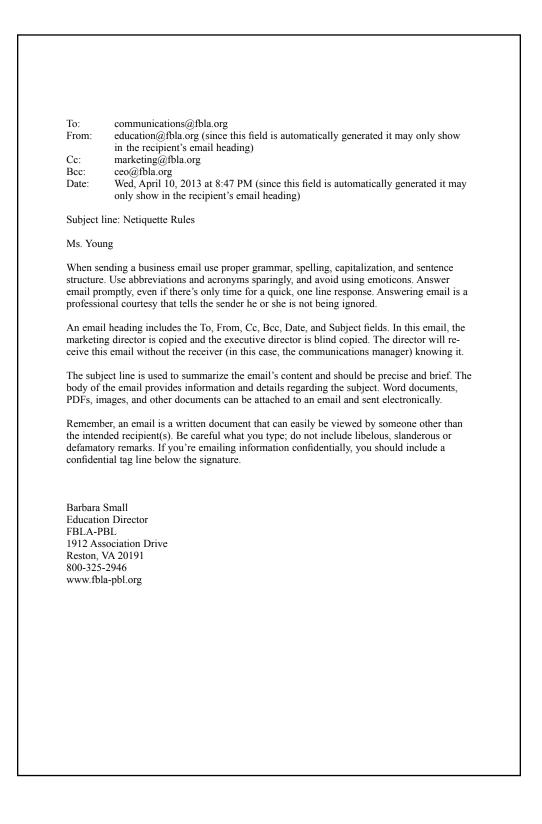
LETTER WITH ADVANCED FEATURES



LETTER & MEMO SECOND PAGE



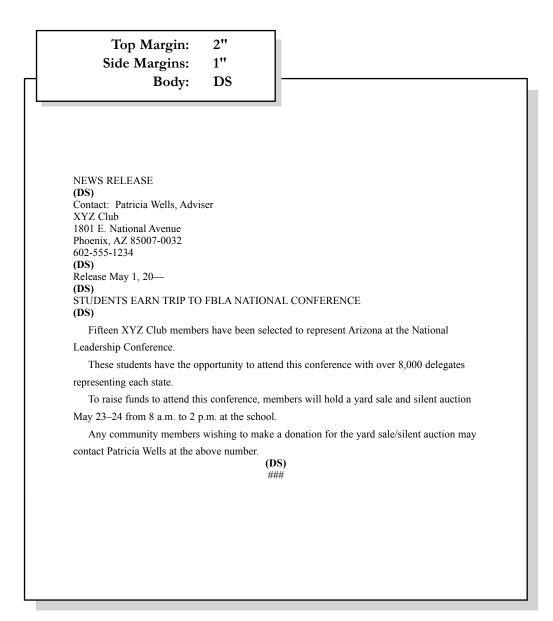
EMAIL



MEMORANDUM

Top Margin: 2" 1" Side Margins: TO: FBLA-PBL Competitors (DS) FROM: Judging Committee (DS) DATE: Current (DS) SUBJECT: Formatting a Standard Memorandum (DS) When formatting a standard memorandum, use a 2-inch top margin. Next, key the heading lines with a double space between each. Note that each heading is typed in ALL CAPS and informational lines are aligned on the left. The subject line should be keyed with initial caps and followed by a double space. Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials. XX (DS) Enclosure

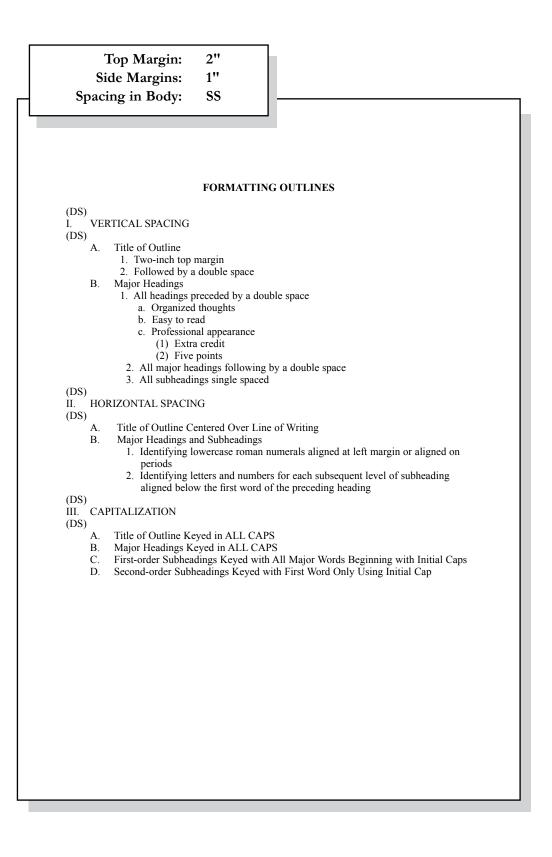
NEWS RELEASE



MINUTES

XYZ CLUB (DS) Minutes of September 1, 20 (DS) Call to Order (DS) The regular meeting of the XYZ Club was called to order on Monday, September 1, 20 at 3:30 p.n. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes. (DS) Attendance All members were in attendance. Minutes The minutes of the August 1, 20 meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved. Treasurer's Report Treasurer's Report Treasurer Kelly Osborne reported a chapter balance as of September 1, 20 of \$347.16. The report was filed. Unfinished Business The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple. Nore. Announcements Reminder for all members to begin collecting pledges for the March of Dimes March for Babies. Adjournment There being no further business, the meeting was adjourned at 4:10 p.m. (OS) Terra Green, Secretary	(DS) Minutes of September 1, 20	Top Margin: Side Margins:	2" 1"		
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(QS)	(QS)	Adjournment			
		There being no further busines	s, the meeting wa	as adjourned at 4:10 p.m.	
Terra Green, Secretary	Terra Green, Secretary	(QS)			
		Terra Green, Secretary			

OUTLINE



REPORT

Top Margin:2"Side Margins:1"Spacing in Body:DS

REPORT FORMATTING (DS)

(DS)

Standard Margins

With the exception of the left margin, all margin settings are the same for the unbound and leftbound reports. The right margin is one inch. A top margin of two inches and a bottom margin of one inch are used on the first page of reports. All remaining pages are keyed with one inch top and bottom margins.

Page Numbering

The first page of a report is not numbered. On the second and subsequent pages, place the page number in the upper right side of the page header. Reference pages should also be numbered.

Long Quotes

Quoted material of four or more lines should be single spaced, indented 0.5 inches from both the left and right margins, and double space above and below the quoted materials.

Enumerated or Bulleted Items

Indent enumerated or bulleted items 0.5 inches from the left margin; block the lines at the beginning of the first word of the item. The right margin for enumerated and bulleted items remains at one inch. Single space individual items; double space between items as well as above and below a series of items.

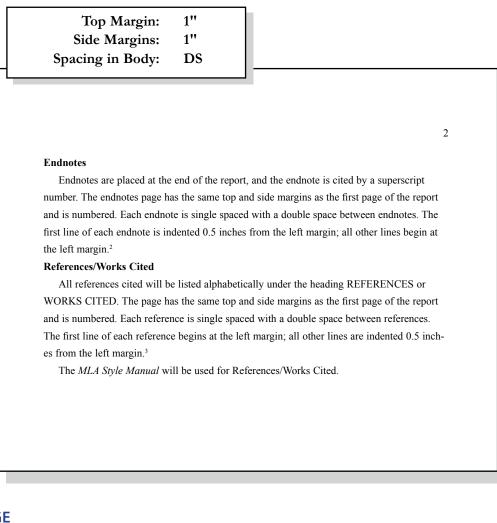
Headings and Subheadings

Main heading. Center the main heading in ALL CAPS and bold over the body. 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. Bold side headings. Paragraph headings. Indent paragraph headings 0.5 inches from the left margin. Capitalize first letter of the first word only. Underline the heading and follow it with a period.¹

Citations

A parenthetical citation places relevant source information in parenthesis after a quote or paraphrase. A citation includes the last name of the author and a page number where the information can be found (Mays 4).

REPORT CONTINUED



ENDNOTE PAGE

Top Margin: Side Margins: Spacing in Body:	2" 1" SS	
Hillsdale, NJ: Lawrence Erlba (DS)	Strategy Resea num, 1999, p. 11 dents How to St	S) ch," <i>Thinking and Learning Skills</i> , Vol. 1, udy," <i>Eastside Weekend</i> , September 1–7, 1998,

CITATIONS

In-text Citation Within the Report CITATIONS (DS) **Paraphrasing:** He was ready to move forward with the plan and encouraged his friends to work quickly (Woodsworth 283). **Quotation:** Woodsworth stated, "It's time to get the ball rolling" (Woodsworth 283). Work with multiple authors: Woodsworth received a Nobel Prize for the work on this project (Jones, Smith, and Moore 79). "What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used Print sources with no author: The average surface temparature of earth has increased more than one degree Fahrenheit since 1900 ("Impact of Global Warming" 7). Internet: A gradual increase in the average temperature of earth's atmosphere is termed global warming (Allen, News on Global Warming, www.globalwarming.abc).

REFERENCE PAGE

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		MLA Sty	J RENCES vle Manual
Sample Book Reference Bohlman, Herbert M., ar 5th ed. Cincinnati	nd Mary Jane	Dundas. The Le	DS) gal, Ethical and International Environment of Business.
Sample Book Reference The Economist, Princeto			nt.
Sample Magazine Refe Cohen, Stephen S., and J		eLong. "Shaker	and Stirred." Atlantic Monthly JanFeb. 2005: 112. Print.
Sample Magazine Refe "Coca-Cola Paid CEO \$			ronto Star 4 Mar. 2008: B2.
	L Tip: Why V		rs. Webmaster Tips Newsletter. Dec. 2003. chanic.com/ news/vol6/html_no20.htm>.
Sample Encyclopedia: Nazi Party. New Encyclo	pedia Britan	nica. New York	Somerset, 1997 ed.
Sample Interview Refer Chirac, Jacques. Intervie http://www.time.c	w by John Si		ob. 2003. 10 Oct. 2005 003/0224/cover/interview.html>.
Sample Booklet/Pamph Diabetes Care: Blood G			BC: LifeScan Canada, 1997.
Sample DVD Reference Encarta 2004 Reference		ROM. Microsof	t, 2003.
Sample Radio/Televisio "New York Museum Cel Nov. 2002.			Martha Graybow. Reuters, New York. WBFO, Buffalo. 13
	Council on D acing the Civ	isability. <i>Carryi</i>	ng on the Good Fight Summary Paper from Think ights of People with Disabilities from Diverse Cultures.

TABLES

Special Instructions

- Bold titles and column headings.
- Column headings may be centered over column or blocked at left of column.
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell.
- For two-line column headings in tables without gridlines, underline the bottom word of the heading.
- Gridlines are optional unless otherwise stated.
- If gridlines are not used, underline column headings and DS after heading.

- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in Total Row.
- All columns containing numbers should be right or decimal aligned.
- All columns containing text should be left aligned.
- The body of the table may be single or double spaced.
- Tables within another document should be centered horizontally unless otherwise indicated.
- DS before and after the table.
- Gridlines should not be used in titles.

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Example Table with Gridlin	es			
	SALARY CH	ART TABLES		
	I)	DS)		
2	Administrative Su	ipport Departn	nent	
	(0	QS)		
Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26.000.00	6.5	1.690.00	27,290.0
Administrative Assistant	23,000.00	5.5	1,050.00	24,265.0
Data Entry Clerk	16.500.00	4.5	742.50	17.242.5
Executive Assistant	25,000.00	6.5	1.625.00	26.625.0
Office Specialist	19,000.00	5.0	950.00	19,950.0
Total	\$109,500.00		\$6,272.50	\$115,372.5
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Total <i>Example Table without Grid</i> Position Accountant	<i>llines</i> SALARY (I Administrative Su (C Current <u>Salary</u> 26,000.00	DS) apport Departn QS) <u>Percent Increase</u> 6.5	Amount <u>Increase</u> 1,690.00	New <u>Salary</u> 27,290.00 24,265.00
Total <i>Example Table without Grid</i> Position Accountant Administrative Assistant	<i>llines</i> SALARY (I Administrative St Current <u>Salary</u> 26,000.00 23,000.00	DS) apport Departn QS) Percent <u>Increase</u> 6.5 5.5	Amount <u>Increase</u> 1,690.00 1,265.00	New Salary 27,290.00 24,265.00 17,242.50
Total Example Table without Grid Position Accountant Administrative Assistant Data Entry Clerk	<i>llines</i> SALARY (I Administrative St Current <u>Salary</u> 26,000.00 23,000.00 16,500.00	DS) apport Departm QS) Percent <u>Increase</u> 6.5 5.5 4.5	Amount <u>Increase</u> 1,690.00 1,265.00 742.50	New

ELECTRONIC RESUME

Top Margin: 1" Side Margins: 1"
JENNIFER SMITH 1234 Jupiter Lane- Jupiter, Florida 33458 777-888-9999 jupitergirl@gmail.com
CAREER OBJECTIVE
Marketing Manager with the ability to promote sales growth and exceed profit goals while utilizing exceptional organizational, time management, and interpersonal relationship skills
MARKETING SKILLS
Research and assess potential market size for new products, identify problems and the need for changes in product design, develop detailed marketing plans based on team input, create catchy slogans and jingles to attract new customers
TECHNICAL SKILLS
Proficient in Microsoft Word, Excel, Access, and PowerPoint, knowledge- able in HTML code, extensive Internet search capabilities utilizing key words and phrases, ability to type 75 words per minute with accuracy
EDUCATION (Note if education is recent include it here; if work experience is more recent, move education down after employment experience)
XYZ High School, Reston, VA, pending graduation 2014 or graduated 2014 (FBLA)
Bachelor of Science in Marketing with minor in Business Administration, 2013, Old Dominion University, Norfolk, Virginia, GPA: 3.97/4.0 (include GPA if greater than 3.0) (PBL)
EMPLOYMENT EXPERIENCE
Sales Associate for Dip and Dots, Jupiter, Florida, May 2007-Oct. 2007
Engaged customers and promoted ice cream; answered customer questions, and provided additional information as needed; processed cash, check and credit card transactions; cleaned store on a daily basis, and opened and closed store as needed
Jupiter Marketing Office, Jupiter, Florida, January 2013–June 2013 (internship)
Analyzed marketing objectives and developed a training manual for new employees; generated over 300 new customer leads; wrote, designed, and created annual fundraising brochures; collaborated with office staff and produced quality work; and completed 400+ internship hours
REFERENCES
Available Upon Request

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