5:1a Reports

Report Purposes

A report is a formal document used by businesses and learning organizations to provide information. The report often contains material gleamed from research. It is important for the writer of a report to acknowledge the sources from which the information came. Report Formatting Includes the following:

General formatting

- The title is centered and all in caps
- There is a triple space after the title
- Paragraphs within a report are double spaced

Additional formatting elements

- Subtitles or Bylines are a double space below the title
- Long Quotations are single spaced and indented
- Side headings are all caps and placed at the left margin.
- There is a triple space before and a double space after Side headings
- Tables may be double spaced or single spaced

5:1b Reports

The Basic Report

The basic report is a one-page informational report. The title begins two inches from the top (12 lines). The default top margin already gives six lines; go down to the 7th line to begin the title. The title should be all in caps and centered. The body of the report is double spaced with paragraph indentations. DO NOT HIT ENTER AT THE END OF EACH LINE.

The Two-page Report

The Margin for the first page of a two or more page report is the same as for a one-page report. Margins are two inches at the top and one inch on the other sides. The Margins for continuing pages are 1 inch on all sides. A header can be made by clicking on VIEW-HEADER AND FOOTER and then typing in the header that would include the name of the report, the writer's name, and page number. Do not type a 2; use the **INSERT PAGE NUMBER** icon. Remember, if you place the cursor over each icon, a small box will appear with the name or purpose of the icon.

5:1c Reports

Side Headings

Side headings divide reports into sections. They are formatted as follows:

- Triple space before a side heading.
- Type the heading all in caps.
- Double space after a side heading.

Paragraph Headings

Paragraph headings indicate the main topic for paragraphs. They are formatted as follows:

- Indent the paragraph one tab (equivalent of 5 spaces) as usual.
- Turn <u>Underline</u> on by clicking on the **U** on the toolbar.
- Type the paragraph heading followed by a period.
- Turn off the <u>Underline</u> feature, space twice and continue with the paragraph.

5:1d Reports

Quoting Sources

The following are ways to quote sources:

<u>Footnotes</u> – Complete information about source of material. They are located at the bottom of each page where direct or indirect quotes are found.

<u>Endnotes</u> – Contain the exact information that footnotes do, but are located on one page at the back of the document.

<u>Paragraph Citations</u> – Information on source of material, but in abbreviated format. They are located within parentheses at the end of the paragraphs and refer the reader to the endnotes or bibliography at the end of the document for full information.

<u>Bibliography</u> – Listing of sources in alphabetical order by author's last name on page at the back of the document. They are in hanging-indented format, author's last name first.
The above are covered more completely in Unit 8.

5:1e Reports

Plagiarism

Plagiarism is taking work done by others and claiming it as your own. It is actually stealing. You should always give credit where it is due.
This can be more of a problem with reports, because usually, you must do research to complete a report.
Some may be under the mistaken idea that as long as you don't quote what the author said directly, word for word, that you do not need to mention where it came from. That is incorrect. Whether it is direct or indirect, or just referred to…..GIVE CREDIT!