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.
Nata Daguna anto in this stulla was	

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

	According to	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. (www.indiana.edu), some do not mention a maximum (<i>Tina Ivany, UCSD,</i> 12/08/95).
Images may be downloaded for student projects. Sound files may be downloaded for	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
	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.	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 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 program produced by an educator or student for educational purposes. Fair Use Guidelines for Educational Multimedia Images may be downloaded for student projects. Fair Use Guidelines for Educational Multimedia

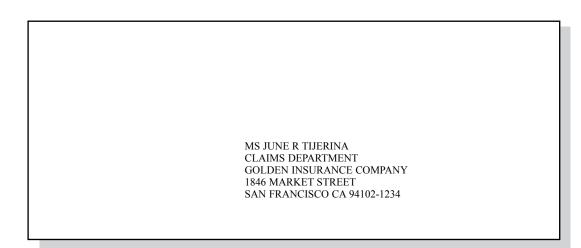
Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).

AGENDA

Sec	ond Page Top: 1"
	FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA (DS)
	Board of Directors Agenda (DS)
	Tuesday, March 20, 20(DS)
1.	Call to Order—Jean Buckley, Chief Executive Officer (DS)
2. 3.	Roll Call—Mary Anvil, Secretary Reading of the Minutes—Mary Anvil, Secretary
<i>3</i> . 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: abers may be left or right aligned.

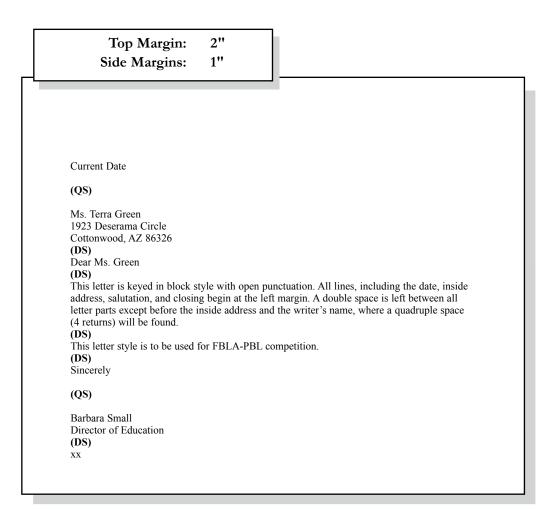
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	ITINERARY (DS)
	M. J. Lawson
	(DS) October 10–13, 20
Sunday, October 10	(DS)
(DS)	
9:30 a.m.	Depart Memphis Municipal Airport, United Airlines, Flight 433, nonstop, lunch served
(DS)	Arrive San Francisco International Airport
1:02 p.m. (DS)	Arrive San Francisco international Airport
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

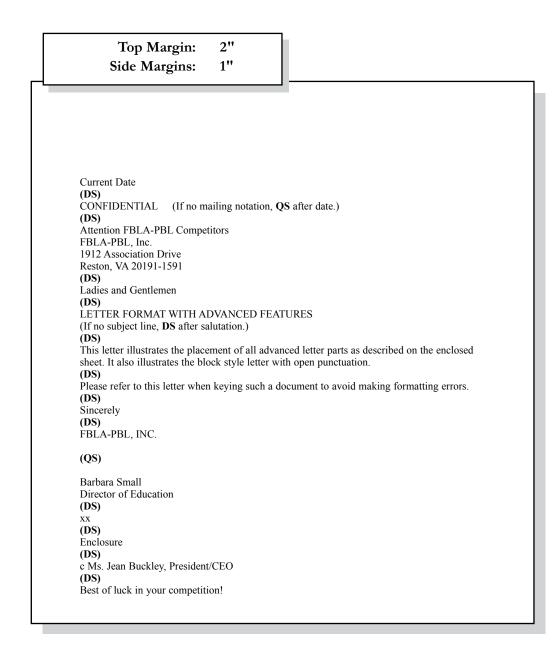


PERSONAL LETTER

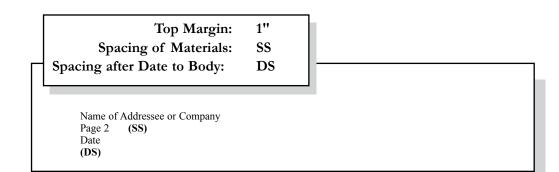
1912 Association Drive Reston, VA 20191-1591 Urrent Data (DS) Ms. Terra Green 1920 Descrema Torle Cottonwood, AZ 86326 (DS) Dark Green (DS) This Heter represents an acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included. (DS) Sincerely Barbara Small	Top Margin: Side Margins:	2" 1"	
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)			
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)			
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)	Reston, VA 20191-1591		
 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) 	(Q8)		
	1923 Deserama Circle Cottonwood, AZ 86326 (DS) Dear Ms. Green (DS) This letter represents an accept format is identical to a busine ly, reference initials are not in (DS)	ss letter keyed in	a personal business letter. As you can see, the block style with open punctuation. Additional-
Barbara Small			
	Barbara Small		



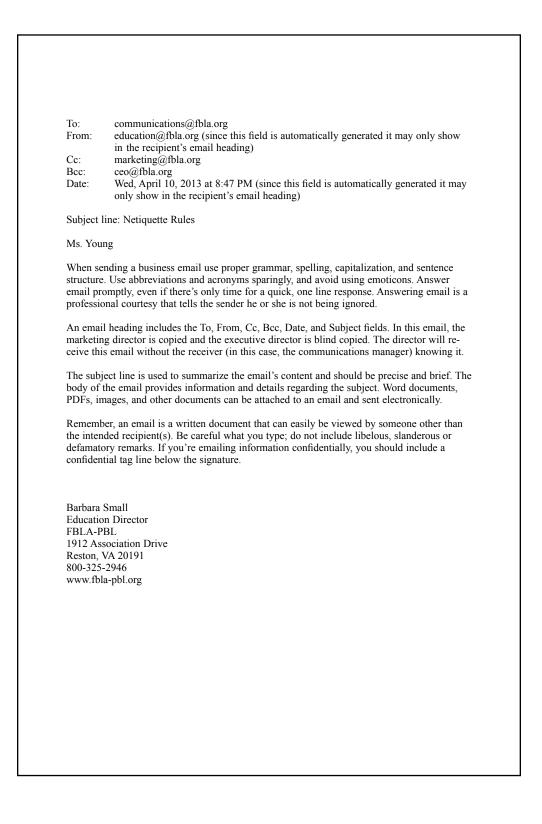
LETTER WITH ADVANCED FEATURES



LETTER & MEMO SECOND PAGE



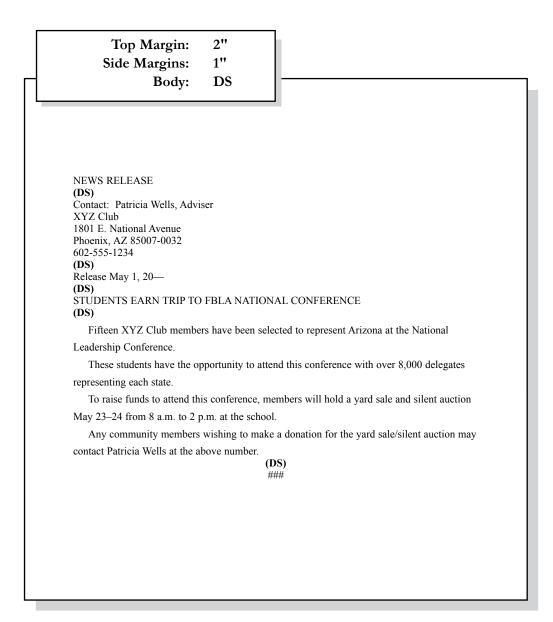
EMAIL



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

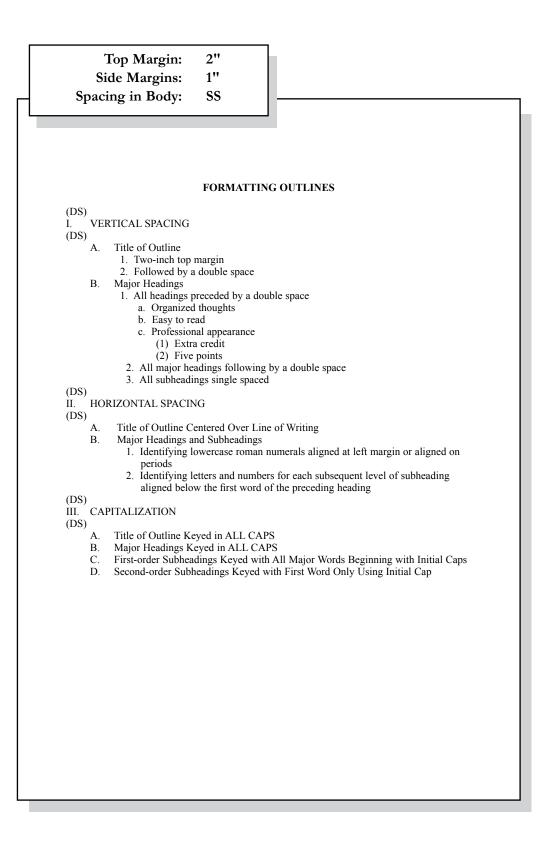
NEWS RELEASE



MINUTES

Top Margin: Side Margins:	2" 1"	
	XYZ	CLUB
		DS) ptember 1, 20
(DS) Call to Order		
		led to order on Monday, September 1, 20 at meeting to order with Secretary Dale Williams
All members were in attenda	nce.	
Minutes		
The minutes of the August 1, minutes as read. They were s		ere read. Justin Vaughn moved to approve the roved.
Treasurer's Report		
Treasurer Kelly Osborne repo report was filed.	orted a chapter ba	lance as of September 1, 20 of \$347.16. The
Unfinished Business		
The date for the Winter Danc The price per person will be		I. It will be held November 27 in the main gym couple.
New Business		
None.		
Announcements		
Reminder for all members to Babies.	begin collecting	pledges for the March of Dimes March for
Adjournment		
There being no further busine	ess, the meeting v	vas adjourned at 4:10 p.m.
(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.

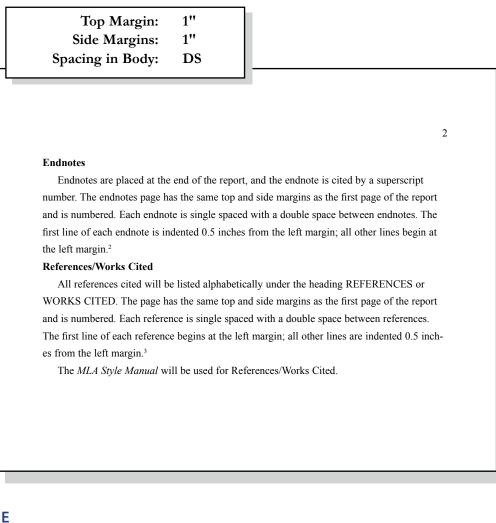
Headings and Subheadings

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

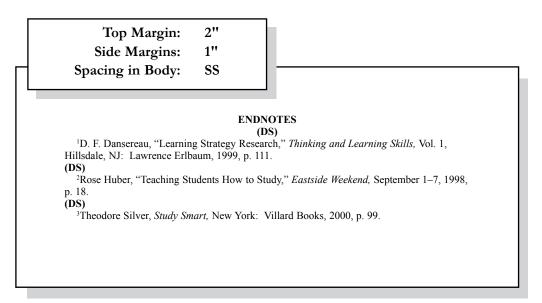
Citations

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



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

Top Margin: Side Margins: Spacing in Body:	2" 1" SS]
opwing in 2009.	REFE	RENCES
Sample Book Reference: Bohlman, Herbert M., and Mary Jan 5th ed. Cincinnati, OH: Pengu	() e Dundas. <i>The Le</i>	de Manual DS) Igal, Ethical and International Environment of Business.
Sample Book Reference without A The Economist, Princeton Press: Prin		ıt.
Sample Magazine Reference: Cohen, Stephen S., and J. Bradford I	DeLong. "Shaker	and Stirred." Atlantic Monthly JanFeb. 2005: 112. Print.
Sample Magazine Reference witho "Coca-Cola Paid CEO \$32 Million U		ronto Star 4 Mar. 2008: B2.
		rs. Webmaster Tips Newsletter. Dec. 2003. chanic.com/ news/vol6/html_no20.htm>.
Sample Encyclopedia: Nazi Party. New Encyclopedia Britan	<i>inica</i> . New York	Somerset, 1997 ed.
Sample Interview Reference: Chirac, Jacques. Interview by John S http://www.time.com/time/eu		b. 2003. 10 Oct. 2005 003/0224/cover/interview.html>.
Sample Booklet/Pamphlet Referen Diabetes Care: Blood Glucose Moni		BC: LifeScan Canada, 1997.
Sample DVD Reference: Encarta 2004 Reference Library. CD	-ROM. Microsof	t, 2003.
Sample Radio/Television Reference "New York Museum Celebrates Life Nov. 2002.		Martha Graybow. Reuters, New York. WBFO, Buffalo. 13
	Disability. <i>Carryi</i>	ng on the Good Fight Summary Paper from Think ghts 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.

Center H	r Vertica orizonta	-			
Example Table w	ith Gridlind	<i>es</i>			
			ART TABLES		
	A	Administrative S		nent	
		(0	QS)		
Position		Current Salary	Percent Increase	Amount Increase	New Salary
1 031000		Salal y	Increase	Increase	Salary
Accountant		26,000.00	6.5	1,690.00	27,290.0
Administrative.	Assistant	23,000.00	5.5	1,265.00	24,265.0
Data Entry Cler	k	16,500.00	4.5	742.50	17,242.5
Executive Assis		25,000.00	6.5	1,625.00	26,625.0
Office Specialis	st	19,000.00	5.0	950.00	19,950.0
		\$109.500.00		\$6.272.50	\$115,372.5
Total					
Example Table w		llines SALAR	Y CHART)S) 1pport Departn		
		llines SALAR (I Administrative St	DS)		
		llines SALAR (I Administrative St	DS) upport Departn		New <u>Salary</u>
Example Table w		<i>llines</i> SALAR (I Administrative St ((Current <u>Salary</u>	DS) ipport Departn QS) Percent <u>Increase</u>	nent Amount <u>Increase</u>	New <u>Salary</u>
Example Table w	A	llines SALAR (I Administrative St ((Current	DS) upport Departn QS) Percent	nent Amount	New <u>Salary</u> 27,290.0
Example Table w <u>Position</u> Accountant	Assistant	<i>llines</i> SALAR' (1 Administrative St (0 <u>Current Salary</u> 26,000.00	DS) apport Departn QS) <u>Percent Increase</u> 6.5	nent Amount <u>Increase</u> 1,690.00	New <u>Salary</u> 27,290.0 24,265.0
Example Table w Position Accountant Administrative . Data Entry Cler Executive Assis	Assistant k	<i>llines</i> SALAR (I Administrative St (C Current <u>Salary</u> 26,000.00 23,000.00	DS) apport Departm 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
Example Table w Position Accountant Administrative . Data Entry Cler	Assistant k	<i>lines</i> SALAR (1) Administrative St (0) <u>Current 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 Increase 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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Cost Factors		. 5
Summary and Recommendation		
-		
Bibliography		28
Appendices		
	omputer Terms I Chart	
Note:		
Page numbers should be right al	ligned with leader lines.	