Bound and Unbound Reports

Information Processing 10/20/30

ECS Business Ed. | Mr. LeBlanc | Fall 2011

The Unbound Report

There are 2 types of reports unbound and bound reports. This web page will discuss the Unbound Report.

Unbound Reports
Unbound Reports are <u>short reports</u> often prepared without covers or binders. If more than one page is in the report, it is fastened together with a staple or paperclip.

Standard Margins for Unbound Reports

First Page of Report:

Side Margins: (Left and Right)	1 inch
Top margin:	2 inches
Bottom Margin	1 inch
Page number	These are optional, but is normally placed at the bottom center

Second and subsequent pages:

Side margins	1 inch
Top margin	1 inch
Bottom margin	1 inch
Page number	top and right aligned

Formatting & Spacing the Unbound Report
Report Title: Should begin at the 2 inch top margin mark. After the report title, one should QS (quad space or hit the return 4 times) to begin the body of the report.

Note: If the report title contains more than one line, then the lines in the title should be **<u>double spaced.</u>**

Side headings: If the report contains sub-headings or side headings within it, then a **DS** (double space) should be placed **above and below the side heading**.

<u>Example of Side Headings:</u>
The Internet *(a report title)*

<u>Benefits of the Internet</u> *(a side heading)*
There are many benefits to the internet. One of the benefits is that it is a great research tool.

Body of report: The body of the report may be SS (single-spaced) or DS (double spaced), however **<u>DS is preferred.</u>**

Between paragraphs: A DS (double space) should be left between the paragraphs.

Citing References or Textual Citations
within an Unbound Report

Textual citations are references used to give credit for quoted or paraphrased material. They are <u>typed in parentheses in the report body.</u>

<u>**Textual citations from a book or magazine include the the following:**</u>
a) Name of the author(s)
b) Year of publication
c) Page number(s) of the reference material

<u>**Example of a textual citation within a report:**</u>
It has been said that the Internet is rapidly replacing the library (Ortiz, "Surf The Net," 2000) *(a textual citation within a report)*

<u>**If the reference is an electronic reference from the Internet, it should include the following:**</u>
a) The name(s) of the author(s)
b) Year of publication

<u>**Quotations from a book, magazine, or internet**</u>
** If the report uses up to 3 lines from a book, magazine, or internet, then it should be enclosed in quotation marks.

** If the report uses long quotations (four {4} lines or more, then the lines are <u>left indented by .5 inches</u> from the left margin.

Reference List

A listing of all the references used within a report are listed under the heading(s): REFERENCES (or BIBLIOGRAPHY or WORKS CITED)

<u>**Formatting for the Reference List**</u>
** Typed on the last page of the report under the body of the report
a) A **QS (quad space)** is left between the body of the report and the Reference List.
b) The title (**REFERENCES**) should be in **ALL CAPS**
c) References should be listed alphabetically by authors' last names.
d) Each reference should be <u>SS (single spaced) with DS (double space) in between.</u>
e) The <u>first line of the reference begins at the left margin</u>, but all other lines below it <u>indent at .5 inches.</u>

(Hanging indent)

Example of a reference list

thus the Internet has served us well over the past few years. *(last sentence of the report text)*

<div align="center">

REFERENCES

</div>

Adkins, Stephanie. "Are You Surfin." www.surfin.com
(24 September 2000).

Beldon, Thomas. "The Internet." (24 August 1999).

(Note: If the reference list appears on a separate page from the report text, then the same margins for the first page of a report should be used.)

The Bound Report

Bound Reports

Bound Reports are <u>longer reports</u> that usually have a report cover, binder, or professional binding encompassing the report. Bound Reports are fastened at the left margin, thus moving the left margin on all pages to 1.5 inches.

Standard Margins for Unbound Reports

First Page of Report:	
** Side Margins: (Left and Right)	** **Left Margin: 1.5;** Right Margin: 1 inch
Top margin:	2 inches
Bottom Margin	1 inch
Page number	These are optional, but is normally placed at the bottom center. ***Note: No page number is usually put on the first (1st) page of the bound report.***
Second and subsequent pages:	
Side margins	** **Left Margin: 1.5;** Right Margin: 1 inch
Top margin	1 inch
Bottom margin	1 inch
Page number	top and right aligned

Formatting & Spacing the Bound Report
Report Title: Should begin at the 2 inch top margin mark. After the report title, one should QS (quad space or hit the return 4 times) to begin the body of the report.

Note: If the report title contains **more than one line,** then the lines in the title should be **double spaced.**

Side headings: If the report contains sub-headings or side headings within it, then a **DS** (double space) should be placed **above and below the side heading**.

Example of Side Headings:
The Internet *(a report title)*

<u>Benefits of the Internet</u> *(a side heading)*
There are many benefits to the internet. One of the benefits is that it is a great research tool.

Body of report: The body of the report may be SS (single-spaced) or DS (double spaced), however **DS is**

preferred.

Between paragraphs: A **DS (double space)** should be left between the paragraphs.

Enumerated or Bulletted Items are indented .5 inches from the left margin. See below:

** Bullets (below):

     · Internet Address *(indented .5 inches)*
     · Web space

** Enumerated items below:

     1. Internet Address
     2. Web Space

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a) Name of the author(s)
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Example of a textual citation within a report:
It has been said that the Internet is rapidly replacing the library (Ortiz, "Surf The Net," 2000) *(a textual citation within a report)*

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** If the report uses **long quotations (four {4} lines or more**, then the lines are <u>left indented by .5 inches</u> from the left margin.

** Footnotes identify the references within a report by a superscript number, however the complete documentation for the reference is placed at the bottom of the same page and identified with the same superscript number. **(Microsoft Command: Format, Font, Effects, then choose Superscript)**

** The complete footnote should be placed at the bottom of the page and indented .5 inches from the left margin. It should also be SS (single spaced) with DS (double space) in between each reference. The reference should be numbered consecutively.

** **Example of a footnote within a report.**
According to Thomas, the internet is the best technology ever developed.[1] *(superscript within a report)*

** **Example of all the footnotes placed at bottom of the page of a report.**

The Internet has produced many great jobs. What a great opportunity for computer enthusiasts. *(last sentence on a report page)*

_____ *(footnote line separator before typing the actual footnote.)*
[1]Brett Thomas, "The Internet Is Great," PC Today Magazine (June 2002), p. 25

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d) Each reference should be SS (single spaced) with DS (double space) in between.
e) The first line of the reference begins at the left margin, but all other lines below it indent at .5 inches. (Hanging indent)

Example of a reference list

thus the Internet has served us well over the past few years. *(last sentence of the report text)*

<div align="center">**REFERENCES**</div>

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(24 September 2000).

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