|  |  |
| --- | --- |
| Item | Formatting |
| Font face : | Sans serifCalibri or Arial preferred |
| Normal body text | 11 or 12 points |
| Line Spacing | 1.08 |
| Paragraph Spacing | Equal to font size |
| Margins | 2.54 cm for left, right, bottom, top |
| Title Page | Select and follow the appropriate Style Guide, such as APA, MLA, Vancouver to create |
| Executive Summary-optional | Select and follow the appropriate Style Guide, such as APA, MLA, Vancouver to create |
|  |  |
| In-Text Citations with page numbers | Select and follow the appropriate Style Guide, such as APA, MLA, Vancouver to createFor Office Administration – Health Services, APA is used for most formal documents |
| Table of Contents | Generated automatically by using Heading Styles |
| Heading Styles within the document | * Title: 16 points
* Heading 1: 14 points
* Heading 2: 13 points
* Heading 3: 11/12 points
* Normal body text: 11/12 points, no bolding

Headings with the most visual contrast, to support AODA compliance are:* Bold
* Black

Right click on the Heading Style and select **Modify**, select the required changes.Heading Styles in MS Word are formatted according to the Theme instructions |
| Sections: | Next Page Section Breaks are to be used, to control Section formatting including:* Columns such as those in a newsletter [only time a Continuous Section Break is to be used]
* Footers
* Headers
* Margins
* Page Borders
* Page Numbers
* Page Orientation
* Watermarks

Other types of Section Breaks for book and magazine creation are: Even Page and Odd Page |
| Page Numbers | * Title Page – no, unless specified by the Style Guide in use
* Executive Summary – starting at 1, lower case Roman numerals, usually between parenthesis or dashes, at the bottom of the page
* Table of Contents, centered in the footer, lower case Roman numerals, usually between parenthesis or dashes, at the bottom of the page
* Individual Sections of content, as per the Style Guide in use
* Common formatting is each chapter/segment/section uses Different First Page, and uses no page number on the first page, and then normal Arabic numerals for the remaining pages of the section
	+ May be placed in either header or footer
* Appendices, centered in the footer, lower case Roman numerals, usually between parenthesis or dashes, at the bottom of the page, starting at 1 for each appendix
* Glossary, centered in the footer, lower case Roman numerals, usually between parenthesis or dashes, at the bottom of the page, starting at 1
* Bibliography / References / Works Cited, centered in the footer, lower case Roman numerals, usually between parenthesis or dashes, at the bottom of the page, starting at 1

**NOTE**: Some less formal reports, may allow individual content sections, appendices, to continue numbering from the previous section, rather than restarting at 1Always double-check the Style Guide in use |
| Appendices | Include content that is relevant to the report, but is supporting the content of the report such as maps, photos, tables of information, raw data, etc.Normally appendices are titled as a, B, C, etc. |
| Glossary | Includes specific terms in use in the report |
| Bibliography / References / Works Cited | Select and follow the appropriate Style Guide, such as APA, MLA, Vancouver to create |