

# Report Writing Mechanics

## **Paper:**

White, 8 1/2 inches by 11 inches.  
Use one side only.  
Left alignment.

## **Header - Pagination:**

Right alignment.  
Last name, space, automatic numbering, header set at .5

## **Heading:**

Left alignment.  
Student name, [return] teacher name, [return] class, period, [return] date D M Y (month spelled out). (double-spaced)

## **Title:**

Centered. Double space above and below title.  
Do not underline title, or put in quotation marks, or type it in all caps.  
Title page, if used, should include title, name, course and/or teacher, and date.

## **Margins:**

One inch at top, bottom, and sides.

## **Indenting:**

Indent five spaces (or one inch for handwriting) for each new paragraph.  
Set-off long direct quotations (four or more lines) by indenting one inch (10 spaces) from the left margin.  
For works cited entries, indent all lines one half inch except the first line. Set your word processing program to do a hanging indentation.

## **Text:**

Double space body text and works cited entries.  
Double space set-off quotations. Block quotations are usually introduced with a colon.  
Use standard 12 point fonts.  
When ending a sentence, use one space before starting the next sentence. Two spaces can be used if you are consistent.

## **Quoting:**

When quoting directly, use quotation marks with reference citation.  
Do not use quotation marks for set-off quotations.  
Use three spaced periods. . .when omitting anything within a quotation.  
Use brackets [ ] to enclose anything added or changed within a quotation.