

FORMAT GUIDE

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Revised 2013



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 so that a corporation maintains a uniform image through all its communications. As the premier student business organization, it is our responsibility to guide our students according to today's business practices. With this in mind, we have crafted a Format Guide by which our students and advisers can prepare for the Computer Applications and Word Processing skill events.

GENERAL GUIDEI Font Size:	11 or 12
Font Size.	11 01 12
Font Style:	Times New Roman, Arial, Calibri, or Cambria
Spacing:	 space after punctuation ending a sentence (stay consistent within the document) space after a semicolon space after a comma space after a colon (stay consistent within the document) 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 1 ¹ / ₂ 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.

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

With the speed and efficiency of the Internet, job seekers are now turning to e-mail 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

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

- 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

The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

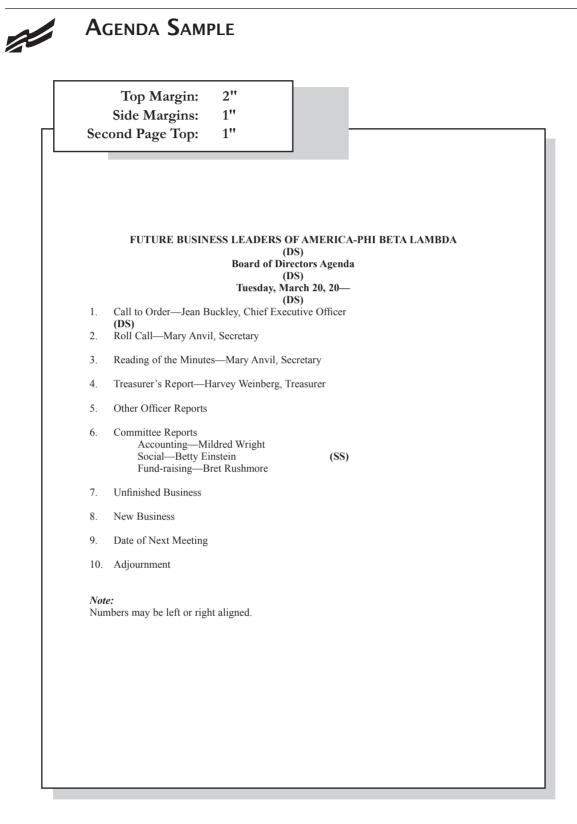
- keying or spelling errors
- inserted or omitted words that change the meaning of the sentence
- formatting errors
- failure to follow directions



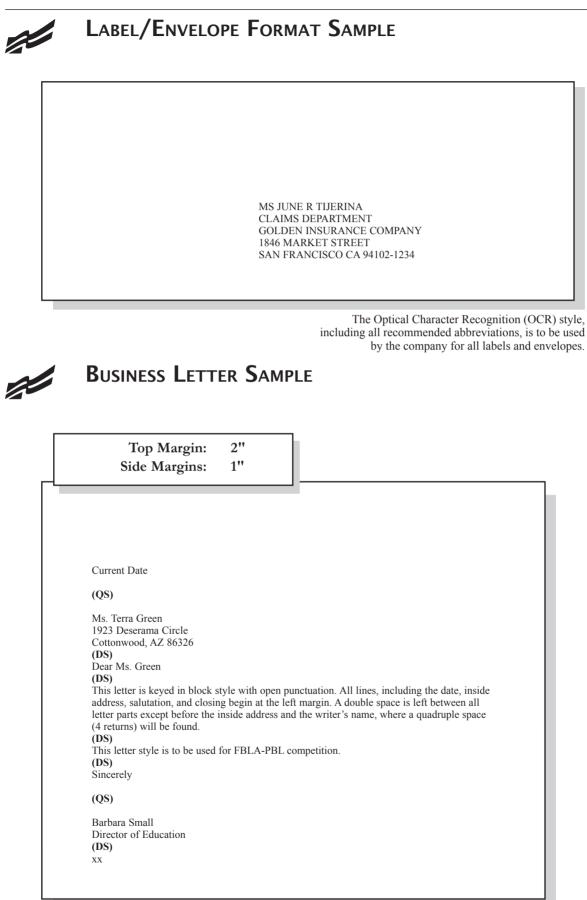
FAIR USE GUIDELINES FOR EDUCATIONAL USE

Text for Use in			
Multimedia Projects	What You Can Do	According to	Fine Print
Same rights as "Printed Material" above	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	Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.
Video ("Motion Media") for Use in Multimedia Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	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>
Video for Integration into Video Projects			
Videotapes DVD Laser Discs QuickTime Movies Encyclopedias (CD ROM)	Students "may use portions of lawfully acquired copyrighted working in their academic multimedia".	Fair Use Guidelines for Educational Multimedia	The material must be legitimately acquired (a legal copy, not bootleg or home recording).
Illustrations and Photographs			
Photograph Illustration Collections of photographs Collections of illustrations	Single works may be used in their entirety but not more than 5 images by an artitist 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.
Music for Integration into Multimedia / Video Projects			
Music	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. <i>(www.indiana.edu)</i> , some do not mention a maximum <i>(Tina Ivany, UCSD,</i> <i>12/08/95)</i> .
Internet			
Internet connections World Wide Web	Images may be downloaded for student projects. Sound files may be downloaded for use in projects <i>(see portion restrictions above)</i> .	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 and posted on the Internet without permission.

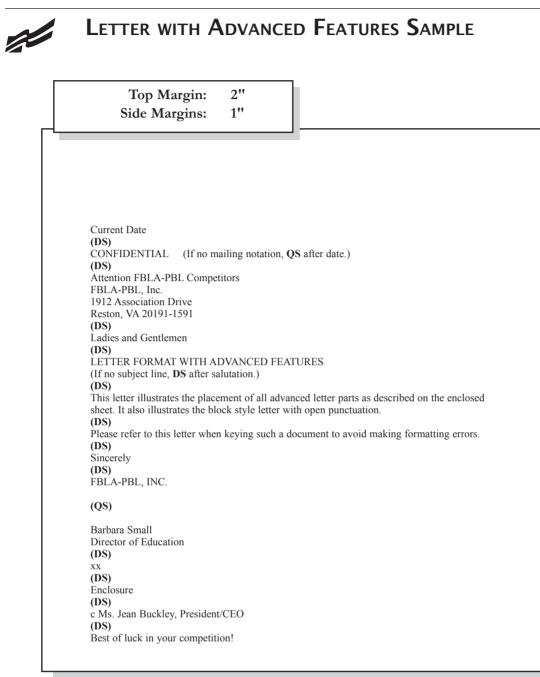
Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).



Top Marg Side Margi Second Page To	ns: 1"
	ITINERARY (DS) M. J. Lawson (DS) October 10-13, 20—
Sunday, October 10 (DS) 9:30 a.m.	(DS) Depart Memphis Municipal Airport, United Airlines, Flight 43 nonstop, lunch served
(DS) 1:02 p.m. (DS) 5:30 p.m.	Arrive San Francisco International Airport 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



Top Margin: Side Margins:	2" 1"	
 1912 Association Drive 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 accep format is identical to a busine ally, reference initials are not (DS) Sincerely (QS) Barbara Small 	table format for a personal business s letter keyed in block style with op ncluded.	letter. As you can see, the ben punctuation. Addition-



Letter & Memo Second Page

Top Margin: 1" Spacing of Materials: SS Spacing after Date to Body: DS

> Name of Addressee or Company Page 2 (SS) Date (DS)

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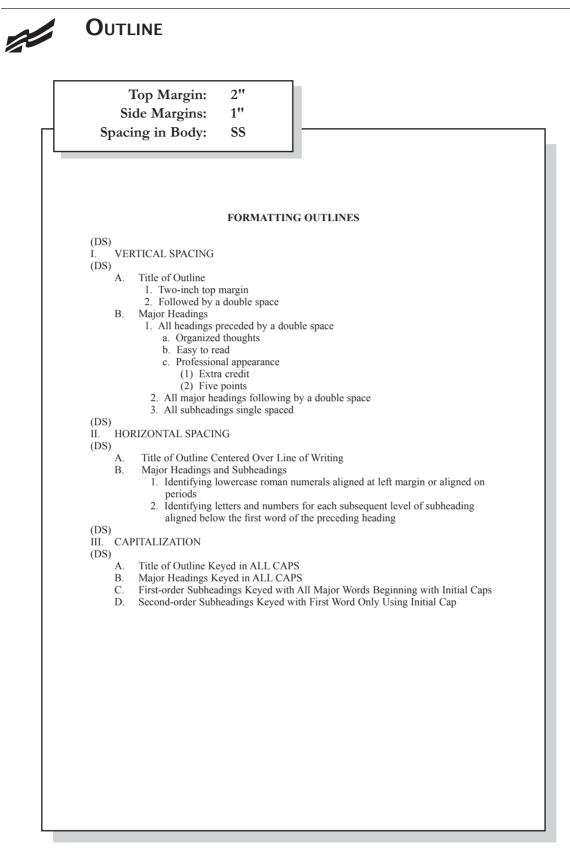
From:	communications@fbla.org education@fbla.org (since this field is automatically generated it may only show in the recipient's e-mail heading)
Bcc: Date:	marketing@fbla.org ceo@fbla.org Wed, April 10, 2013 at 8:47 PM (since this field is automatically generated it may only show in the recipient's e-mail heading)
Subject lin	e: Netiquette Rules
Ms. Young	
structure. U mail promp	Ing a business e-mail use proper grammar, spelling, capitalization, and sentence Use abbreviations and acronyms sparingly, and avoid using emoticons. Answer e- otly, even if there's only time for a quick, one line response. Answering e-mail is a al courtesy that tells the sender he or she is not being ignored.
the market	heading includes the To, From, Cc, Bcc, Date, and Subject fields. In this e-mail, ing director is copied and the executive director is blind copied. The director will s e-mail without the receiver (in this case, the communications manager) knowing
The body of	t line is used to summarize the e-mail's content and should be precise and brief. of the e-mail provides information and details regarding the subject. Word docu- Fs, images, and other documents can be attached to an e-mail and sent electroni-
the intende defamatory	, an e-mail is a written document that can easily be viewed by someone other than d recipient(s). Be careful what you type; do not include libelous, slanderous or remarks. If you're e-mailing information confidentially, you should include a cong line below the signature.
Barbara Sn Education FBLA-PBI 1912 Assoo Reston, VA 800-325-29 www.fbla-	Director ciation Drive 20191 046

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

Top Margin: Side Margins: Body:	2" 1" DS	
Leadership Conference. These students have the op representing each state. To raise funds to attend th May 23–24 from 8 a.m. to 2 p	FBLA NATIONA s have been select portunity to attend s conference, men m. at the school. wishing to make a	tted to represent Arizona at the National d this conference with over 8,000 delegate nbers will hold a yard sale and silent auct a donation for the yard sale/silent auction S)

MINUTES 2" **Top Margin:** Side Margins: 1" **XYZ CLUB** (DS) Minutes of September 1, 20-(DS) Call to Order (DS) The regular meeting of the XYZ Club was called to order on Monday, September 1, 20- at 3:30 p.m. President Steve Dockray called the meeting to order with Secretary Dale Williams recording minutes. (DS) Attendance All members were in attendance. Minutes The minutes of the August 1, 20-meeting were read. Justin Vaughn moved to approve the minutes as read. They were seconded and approved. **Treasurer's Report** Treasurer Kelly Osborne reported a chapter balance as of September 1, 20- of \$347.16. The report was filed. **Unfinished Business** The date for the Winter Dance was announced. It will be held November 27 in the main gym. The price per person will be \$5 each or \$8 per couple. **New Business** None. Announcements Reminder for all members to begin collecting pledges for the March of Dimes March for Babies. Adjournment There being no further business, the meeting was adjourned at 4:10 p.m. (QS) Terra Green, Secretary

FBLA-PBL FORMAT GUIDE



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

Top Margin:1"Side Margins:1"Spacing in Body:DS

Endnotes

Endnotes are placed at the end of the report, and the endnote is cited by a superscript number. The endnotes page has the same top and side margins as the first page of the report and is numbered. Each endnote is single spaced with a double space between endnotes. The first line of each endnote is indented 0.5 inches from the left margin; all other lines begin at the left margin.²

References/Works Cited

All references cited will be listed alphabetically under the heading REFERENCES or WORKS CITED. The page has the same top and side margins as the first page of the report and is numbered. Each reference is single spaced with a double space between references. The first line of each reference begins at the left margin; all other lines are indented 0.5 inches from the left margin.³

The MLA Style Manual will be used for References/Works Cited.



ENDNOTE PAGE

Top Margin:2"Side Margins:1"Spacing in Body:SS

ENDIO

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills,* Vol. 1, Hill-sdale, NJ: Lawrence Erlbaum, 1999, p. 111. **(DS)**

²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18. **(DS)**

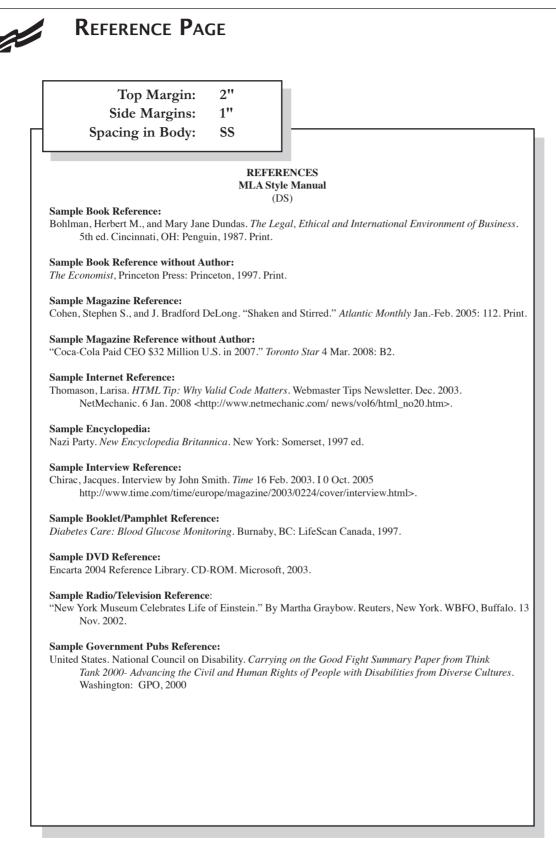
³Theodore Silver, *Study Smart*, New York: Villard Books, 2000, p. 99.

2

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).

FBLA-PBL FORMAT GUIDE



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 Vertically Center Horizontally

		IART TABLES DS) upport Departn		
	(QS)		
Position	Current Salary	Percent Increase	Amount Increase	New Salary
Accountant	26.000.00	6.5	1.690.00	27.290.00
Administrative Assistant	23,000.00	5.5	1.265.00	24.265.00
Data Entry Clerk	16,500.00	4.5	742.50	17.242.50
Executive Assistant	25,000.00	6.5	1,625.00	26.625.00
Office Specialist	19,000.00	5.0	950.00	19,950.00
I.			\$6.272.50	\$115.372.50
Total xample Table without Grid	\$109,500.00	II	<u> </u>	
xample Table without Grid	dlines SALAR	Y CHART DS) upport Departn		
xample Table without Grid	dlines SALAR (I Administrative S	DS)		
xample Table without Grid	dlines SALAR (I Administrative S	DS) upport Departn		New <u>Salary</u>
xample Table without Grid	dlines SALAR (l Administrative S ((Current	DS) upport Departn QS) Percent	nent Amount	New <u>Salary</u>
xample Table without Grid	dlines SALAR (I Administrative S (I Current <u>Salary</u>	DS) upport Departn QS) Percent <u>Increase</u>	Amount <u>Increase</u>	New <u>Salary</u> 27,290.00
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xample Table without Grid Position Accountant Administrative Assistant	dlines SALAR () Administrative S () Current <u>Salary</u> 26,000.00 23,000.00	DS) upport Departn QS) <u>Percent Increase</u> 6.5 5.5	Amount Increase 1,690.00 1,265.00	New Salary 27,290.00 24,265.00 17,242.50 26,625.00
xample Table without Grid Position Accountant Administrative Assistant Data Entry Clerk	dlines SALAR (1) Administrative S (1) Current Salary 26,000.00 23,000.00 16,500.00	DS) upport Departn QS) Percent <u>Increase</u> 6.5 5.5 4.5	Amount Increase 1,690.00 1,265.00 742.50	New Salary 27,290.00 24,265.00 17,242.50

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Top Margin:	1"	
Side Margins:	1"	
JENNIFER SMITH 1234 Jupiter Lane- Jupit 777-888-9999 jupitergi	er, Florida	a 33458
CAREER OBJECTIVE	<u></u>	
Marketing Manager with	ng excepti	ty to promote sales growth and exceed ional organizational, time management ls
MARKETING SKILLS		
lems and the need for ch	anges in p	ket size for new products, identify pro product design, develop detailed marke ate catchy slogans and jingles to attrac
TECHNICAL SKILLS		
able in HTML code, ext	ensive Int	el, Access, and PowerPoint, knowledg ternet search capabilities utilizing k pe 75 words per minute with accurat
EDUCATION (Note if e ence is more recent, mo	ducation i ve educati	is recent include it here; if work experi on down after employment experience
XYZ High School, Rest 2014 (FBLA)	on, VA, pe	ending graduation 2014 or graduated
Bachelor of Science in 1 2013, Old Dominion Ur GPA if greater than 3.0)	iversity, N	with minor in Business Administration Norfolk, Virginia, GPA: 3.97/4.0 (include
EMPLOYMENT EXPE	RIENCE	
Sales Associate for Dip	and Dots,	Jupiter, Florida, May 2007 October 20
and provided additional	informatio	ice cream; answered customer questio on as needed; processed cash, check ar tore on a daily basis, and opened and
Jupiter Marketing Office ship)	e, Jupiter,	Florida, January 2013-June 2013 (inter
employees; generated or created annual fundraisi	ver 300 ne ng brochu	d developed a training manual for new w customer leads; wrote, designed, an res; collaborated with office staff and leted 400+ internship hours
REFERENCES		
Available Upon Request		

(DS) Alphabetical List (DS) Introduction Philosophy Purpose (SS) Software Comparison Cost Factors Hardware Requirements Implementation Plan Training Needs Miscellaneous Factors Summary and Recommendations Summary Recommendations Bibliography Appendices Appendix A: Glossary of Computer Terms	(DS) Preface. (DS) Alphabetical List(DS) Introduction Philosophy Purpose (SS) Software Comparison Cost Factors	Top Margin: 2" Side Margins: 1"	
(DS) Alphabetical List	(DS) Alphabetical List		
Philosophy Purpose (SS) Software Comparison Cost Factors. Hardware Requirements Implementation Plan Training Needs Miscellaneous Factors. Summary and Recommendations Summary Recommendations Bibliography Appendices Appendix A: Glossary of Computer Terms Appendix B: Organizational Chart Note:	Philosophy	(DS) Alphabetical List (DS)	
Cost Factors Hardware Requirements Implementation Plan Training Needs Miscellaneous Factors Summary and Recommendations Summary Recommendations Bibliography Appendices Appendices Appendix A: Glossary of Computer Terms Appendix B: Organizational Chart	Cost Factors Hardware Requirements Implementation Plan Training Needs Miscellaneous Factors Summary and Recommendations Summary Recommendations Bibliography Appendices Appendix A: Glossary of Computer Terms Appendix B: Organizational Chart <i>Note:</i>	Philosophy	
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Appendix A: Glossary of Computer Terms Appendix B: Organizational Chart	Appendix A: Glossary of Computer Terms Appendix B: Organizational Chart	Bibliography	
		Appendix A: Glossary of Computer Terms	