A) Report Guidelines:

1. **Basic Format**: One inch margins all around. Use 12 point font (Arial, Times, or another easy-to-read font). Five space indent on the first line of double spaced paragraphs.

2. **Cover Page**: On the cover include: the Project Title, Your Full Name, Course, and Date.

B) In-Text Citation Guide: (You must cite all non-original work within the report.)

**Basic Rules**:

1. **Citation when the author is known**: (Author’s Last Name, Year, Page Number)
   Example: (Lazarony, 1998, p. 23)

2. **Citation when the author is unknown**: (First three words of title, Year, Page Number)
   Example: (Information Technology Project…, 2002, pp. 35-36)

3. **Citation with two or more authors**: (1st Author’s Last Name et al., Year, Page Number)
   Example: (Olinzock et al., 1998, p. 23)

Note: You may omit the page number if the referenced document has no page numbers. A section name or chapter number may also replace the page number.

**Direct Quotations**:

*In mid-sentence*. End the passage with quotation marks, cite the source in parenthesis immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation.

*At the end of a sentence*. Close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parenthesis.

*At the end of a block quote*. Cite the quoted source in parentheses after the final punctuation mark.
Summarized Information:

At the end of a sentence. Complete the summarized sentence, cite the source in parentheses immediately after the last word, and end with a period or other punctuation outside of the final parenthesis.

At the end of a paragraph. Cite the summarized source in parentheses after the final punctuation mark.

Visual Aids within the Report:

Figures (Graphs or Pictures) or Tables (Charts). Give source information in a note below the Figure of Table. Be sure to refer to (and discuss) the visual within the report.

Figure 1. Company Sales by Region

Note: From Title of book. by A. N. Author, 1999, Place of Publication: Publisher. Copyright 1999 by the Name of Copyright Holder.

C) Reference Page:

1. Center the word References at the top of the page.

2. Alphabetize the entries by Author’s last name (if no author then by the first “real” word of the title).

3. The first line of each entry should include a hanging-indent of 5 spaces. Each entry should be single spaced with a double space between entries.

4. The format of each entry will vary depending on its type (e.g. Book, Journal Article, Web Site, etc.). See page 3 for a sample reference page, which includes the proper formatting for the most common reference types. The reference type is listed (in red) on the right-hand side and should not be included in your report.

Note: The references on the sample page are taken from Business Communication Process and Product, by Mary Ellen Guffy, Copyright 1997 by South-Western Educational Publishing.
References


