



FORMATTING YOUR DOCUMENT

For IQP Proposal & Final Reports

Margins

The final document should have margins of **1”** on Top, Bottom, Right and Left.

Line Spacing

Finished proposals should be spaced using **1½ or double line spacing**.

Fonts

When printing, one could use several fonts, however we suggest **Times new roman or Garamond 12 Pt.** as the default "Normal" font.

Headings

All sections should be preceded by proper headings. Always use the “Heading 1”, “Heading 2”, etc. styles as indicated by APA Publications Guide. See the *Report Formatting Summary* Table at the end of this document for suggested heading style formats.

Page Numbers

All pages **MUST** be numbered from day one (i.e. from the very first draft of the very first chapter). Word will number the pages automatically, so use this feature. Page numbers should appear at the bottom **RIGHT** of the page.

Figures

Your report will contain numerous illustrations. Whether these are photos, graphs, charts or diagrams, they are all going to be called **FIGURES**. You should adhere to the following guidelines:

- As much as possible figures should be incorporated **into** the text and not placed on separate pages.
- The reader should be allowed to view the figure and the accompanying text simultaneously whenever possible.
- Full-page copies of the most important graphs could be placed in a special appendix referenced in the document’s body near where the smaller version will be inserted.
- The sources of figures that were not produced by your team should be referenced. This could be done with footnotes at the bottom of the individual pictures or on a separate page, either at the end of each chapter or at the beginning/end of the entire PQP.



Tables

Your report will contain numerous illustrations. Whether these are photos, graphs, charts or diagrams, they are all going to be called FIGURES. You should adhere to the following guidelines:

- As much as possible figures should be incorporated **into** the text and not placed on separate pages.
- The reader should be allowed to view the figure and the accompanying text simultaneously whenever possible.

Captions

- Each illustration should be accompanied by a “Caption” inserted right below it, and centered.
- To insert a caption select "Insert - Caption" in Word. This will guarantee that the captions will be automatically numbered and the List of Figures can be automatically produced.
- For all captions, we suggest using an Arial Narrow font, 10 points, not Bolded.
- You may need to use a Frame to place the illustration where desired and to let the text of the document flow around the illustration.

Cross-References

- All graphs, Tables and Figures should be referenced in the text and each should be numbered.
- References should be made by figure/table number and optionally by page, but never by page alone.
- The preferred numbering system is to use a combination of Chapter number and figure number, such as Fig. 6-12, i.e. the 12th figure in chapter 6. This makes it easier to put together the PQP without worrying about the numbering being dependent on previous unfinished chapters. However, simple, continuous numbering is OK too. Most word processors have an automatic numbering feature, **use it!**

Footnotes and References

- All material, data, and concepts that do not originate from your fertile minds should be referenced clearly. This applies to quotes (which should be quoted) as well as to generic concepts or ideas derived from outside sources. Details will be covered in class.
- Occasionally, there may be a word or a concept in the text that needs some explanation. In this case, a *footnote* is also in order at the bottom of the page, to explain the meaning of the word or to expand on the concept. A **Glossary** of terms could be included in one of the Appendices to explain all project-specific terms that appear frequently in the text.

Drafts

Please follow the instructions handed out in class when turning in DRAFTS for the advisors' revisions.

Final Project proposal

Special instructions on *Handing in the final PQP* will be provided as needed.



Report Formatting Summary

Item	Specification	Notes
Margins	1"	All (Top, Bottom, Right and Left)
Line Spacing	1 ½	
Heading Style Formats (recommended)		
Normal Font	Garamond, 11pt	
Heading 1	ARIAL 14, ALL CAPS, BOLD	
Heading 2	Arial 12, Bold	
Heading 3	<u>Arial 11, Underlined</u>	
Captions	Arial Narrow 10	Centered under figure/table