

General Formatting Requirements for Written Deliverables

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Course: BUS 302
Title: *The Gateway Experience* (3 units)

“I love being a writer. What I can’t stand is the paperwork.”
---Peter De Vries (1910-1993)

Introduction

The purpose of this document is to enumerate the minimal requirements for all written assignments in this course. Students will lose points for not following the instructions below. Students that are stronger writers have learned to allocate sufficient time (both lead time and re-writing time) to deliver quality work deliverables. At a minimum, quality work simply means “no sloppy errors.”

If this document is unclear, please contact the instructor.

Style

When making grammatical and word choices, students should choose formal writing over informal writing, standard English over non-standard English, active voice over passive voice, and idiomatic phrases over un-idiomatic phrases. Students should choose the indicative mood (that is, the style for facts, opinions, and questions), although the imperative or subjunctive mood may be useful occasionally. Note that the *length of the assignment is irrelevant*. Even a one page assignment needs to meet all of these criteria.

Layout

Each page, beginning with the Table of Contents, should have a page header indicating the team number, course department and number, class number, case name, and due date. There should be one blank line between the header and the rest of the text on the page below the header. This information should appear as follows:

Example:

BUS 302, #11387, Team 1
Let’s Go to the Movies
September 15, 2007

Each page, beginning with the Table of Contents, should have a page footer indicating the page number. There should be one blank line between the footer and the rest of the

text on the page above the footer. Please center the page number horizontally. This information should appear as one (and only one) of the following:

Example:

1
Page 1
Page 1 of 2

Margins

Each page should have a 1” top margin and a 1” bottom margin. Each page should have a 1.25” left margin and a 1.25” right margin. This is usually the default in most word processors. This document has these dimensions.

Paragraphs

First-line indentation, if used at all, must be consistent. This document, for example, does not use first-line indentation. Each new paragraph must be separated by one more line than the default line spacing. Use one space between words in a sentence. Use two spaces between sentences in a paragraph. If a sentence ends with a quotation mark, then place any other needed punctuation, such as a period or comma, inside the quotation marks.

Line Spacing

All text in the document is to be double-spaced. This requirement extends to the cover page and executive summary. The text in the page header is to be single-spaced. This document, for example, is single-spaced.

Alignment

All of the text on the page should be “left-aligned.” This is sometimes referred to as “left-justified” or “ragged-right.” Do not “fully-justify” the text on the page. This document, for example, is “left-aligned.” All numbers, including page numbers in the table of contents, are to be “decimal-aligned.” Numbers without a decimal, such as an integer, are to be aligned as if a decimal was present.

Fonts

The text on the page must be in a serif typeface—for example, Cambria or Times Roman. The size of the text is to be 12-point. This document uses 12-point Times Roman.

A mono-spaced (“fixed-width”) typeface, such as Consolas or Courier, may be used for special purposes, including that of displaying numbers that are aligned on a decimal place

or for a WWW URL (e.g., <http://www.csun.edu/>). The size of the Courier typeface may be 10- or 11-point as needed to improve aesthetics and clarity.

Print Quality

All text on each page should be readable. There should be no areas on any page where the ink or the toner is poor or uneven.

Tables, Figures, and Equations

All tables, figures, and equations are to be labeled. A label consists of three components—a word identifying the object (Table, Figure, or Equation), a number numbered consecutively from the beginning of the document, and a description of no more than two lines. The labeling requirement includes tables, figures, and equations that appear in any appendix. The labeling caption is to be placed above the table or figure. An example of a table caption, a figure caption, and an equation caption is as follows:

“Table 1. ABC Income Statement, for the period ended 2007 (unaudited)”

“Figure 3. Relationship of Sales (per ton) and Economic Profit”

“Equation 1. General Formula for Confidence Interval of a Proportion”

References

Each work cited requires an entry in the “References” section. Except for the formatting described above in this document, use the American Psychological Association (APA) citation style. For case-specific terms, use a textbook (or similar) from the appropriate lower-division core course. Some assignments may require a general word definition. For general terms, acceptable (print or online) dictionaries are The American Heritage Dictionary, The Random House College Dictionary, Merriam-Webster’s Collegiate Dictionary, or Webster’s New World Dictionary. For general business- or management-specific terms, Wikipedia is acceptable; however, do not assume by default that this citation source will be acceptable for other courses or in other contexts.