FBLA-PBL FORMAT GUIDE



Overview.

Today's 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. Please review the Format Guide carefully in preparing for these events.

GENERAL GUIDELINES Font Size: 11 or 12

Font Style:	Times New Roman or Arial
Spacing:	 or 2 spaces after punctuation ending a sentence (stay consistent within the document) space after a semicolon space after a comma or 2 spaces 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: Note: Documents in this st at the top of the page.	All references must be placed in alphabetical order. yle manual may not show the correct top margins because of the instruction box



Mailing Notation:	A mailing notation is keyed a double space below the date in ALL CAPS followed by a double space before the inside address.
Attention Line:	An attention line is keyed as the first line of the inside address. When an attention line is used, the salutation is "Ladies and Gentlemen."
Subject Line:	A subject line should be keyed a double space below the salutation in ALL CAPS. The subject line begins at the left margin. The word "subject" or "re" are not used when keying the subject line.
Second Page Heading:	If a letter contains more than one page, key a heading at the top of each subsequent page. Key the first line of the inside address, page number, and date at the left margin beginning one inch from the top of the paper. Double space below the date before continuing the body of the letter.
	Ms. Terra Green Page 2 Current Date
Company Name:	Key the company name a double space below the complimentary close in ALL CAPS. Quadruple space to the writer's name.
Enclosure Notation:	Place an enclosure (or attachment) notation a double space below the reference initials. If multiple enclosures are referred to in the letter, follow the word "Enclosures" with a colon and list each enclosure.
Copy Notation:	Use a lowercase (c) by the name of the person(s) to receive a copy. Place the copy notation a double space below the last line of the enclosure notation or the reference line if there is no enclosure.
Postscript:	A postscript should be keyed as the last line in the letter. It should be preceded by a double space and begin at the left margin. The initials "P.S." should not be used.

STANDARDS OF MAILABILITY

Materials submitted in these events are graded against the standard of zero errors and business-like format. The Format Guide must be followed for proper formatting of any type of word processing documents in Computer Applications (FBLA & PBL), Word Processing I & II (FBLA) and Word Processing (PBL).

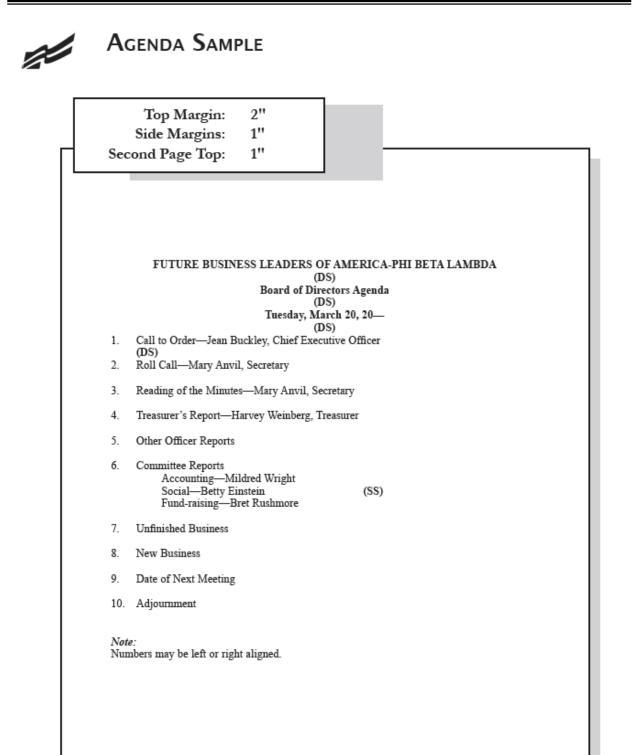
Errors that will make copy mailable with slight corrections will result in a penalty of two (2) points.

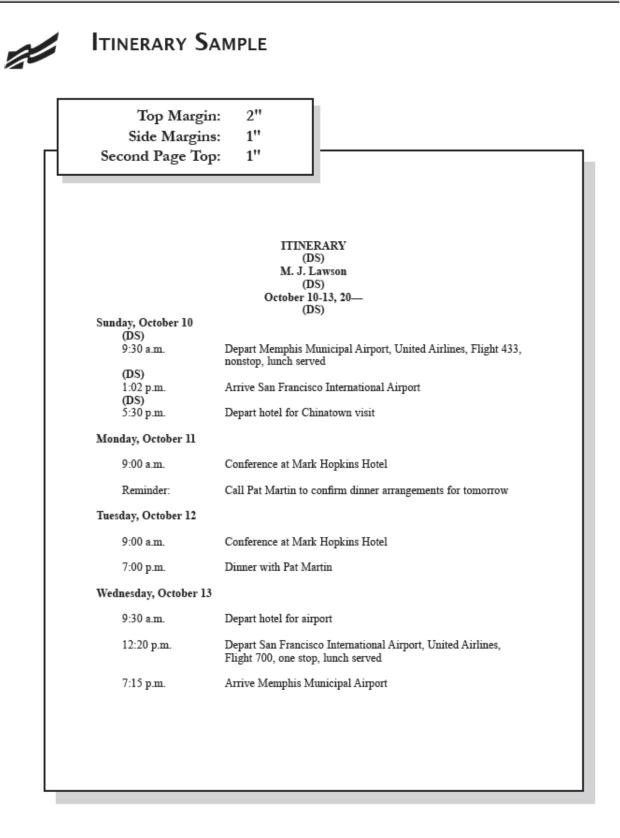
The following errors will make the copy mailable with serious corrections and will result in a penalty of five (5) points per error.

- ٠ Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Formatting error
- Failure to follow direction

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. (www.indiana.edu), some do not mention a maximum (Tina Ivany, UCSD 12/08/95).
Internet Internet connections	Images may be downloaded for	Fair Use Guidelines for	Images may not be reposted onto the
World Wide Web	student projects. Sound files may be downloaded for use in projects (see portion restrictions above).	Educational Multimedia & DMCA	Internet without permission. Sound or music files may not be copied and posted on the Internet without permission.
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LABEL/ENVELOPE FORMAT SAMPLE

MS JUNE R TIJERINA CLAIMS DEPARTMENT GOLDEN INSURANCE COMPANY 1846 MARKET STREET SAN FRANCISCO CA 94102-1234

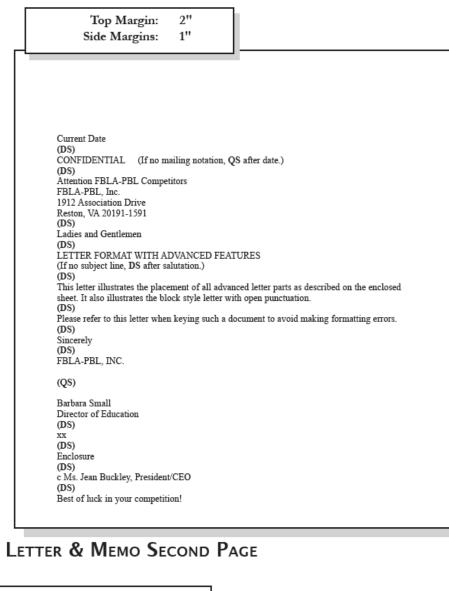
> The Optical Character Recognition (OCR) style, including all recommended abbreviations, is to be used by the company for all labels and envelopes.

Top Margin: 2" Side Margins: 1"
Current Date
(QS)
Ms. Terra Green 1923 Deserama Circle Cottonwood, AZ 86326 (DS) Dear Ms. Green (DS) This letter is keyed in block style with open punctuation. All lines, including the date, inside address, salutation, and closing begin at the left margin. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found. (DS) This letter style is to be used for FBLA-PBL competition. (DS) Sincerely
(QS)

PERSONAL LETTER SAMPLE Top Margin: 2" 1" Side Margins: 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 acceptable format for a personal business letter. As you can see, the format is identical to a business letter keyed in block style with open punctuation. Additionally, reference initials are not included. (DS) Sincerely (QS) Barbara Small

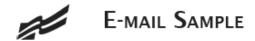


LETTER WITH ADVANCED FEATURES SAMPLE

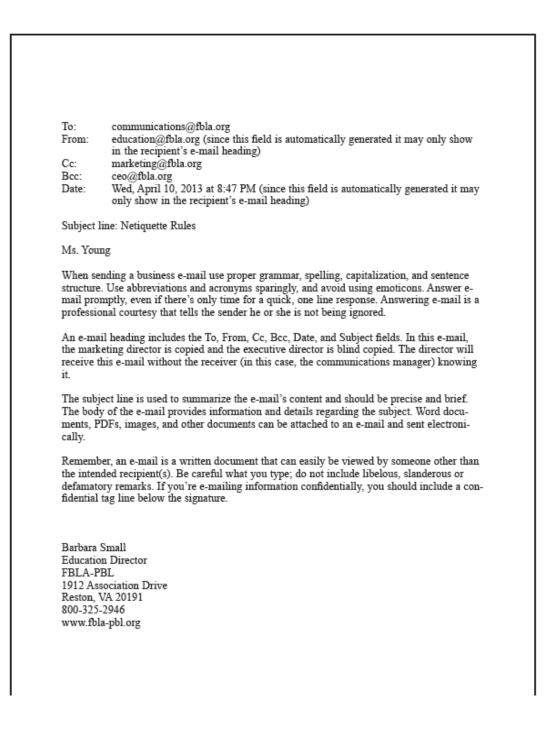


Top Margin: 1" Spacing of Materials: SS Spacing after Date to Body: DS Name of Addressee or Company Page 2 (SS) Date (DS)

(200)



Т





MEMORANDUM

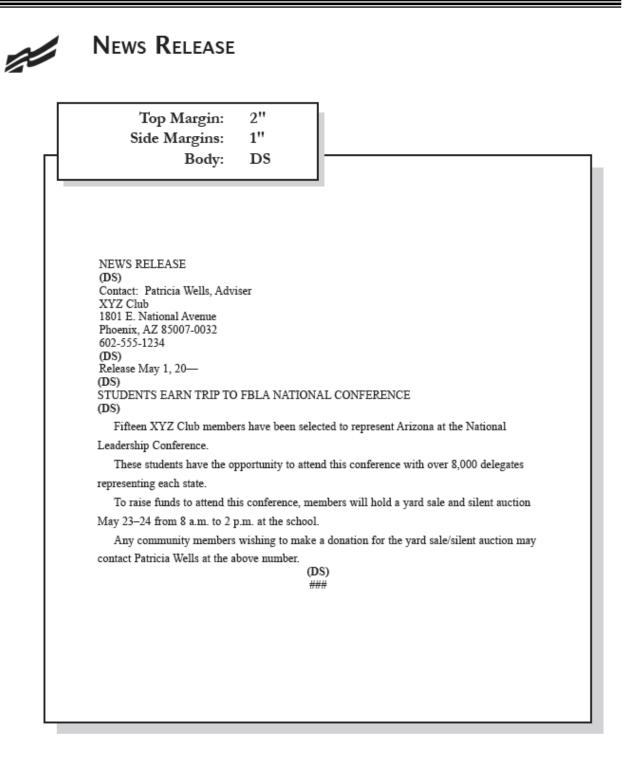
Top Margin: 2" Side Margins: 1"

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.

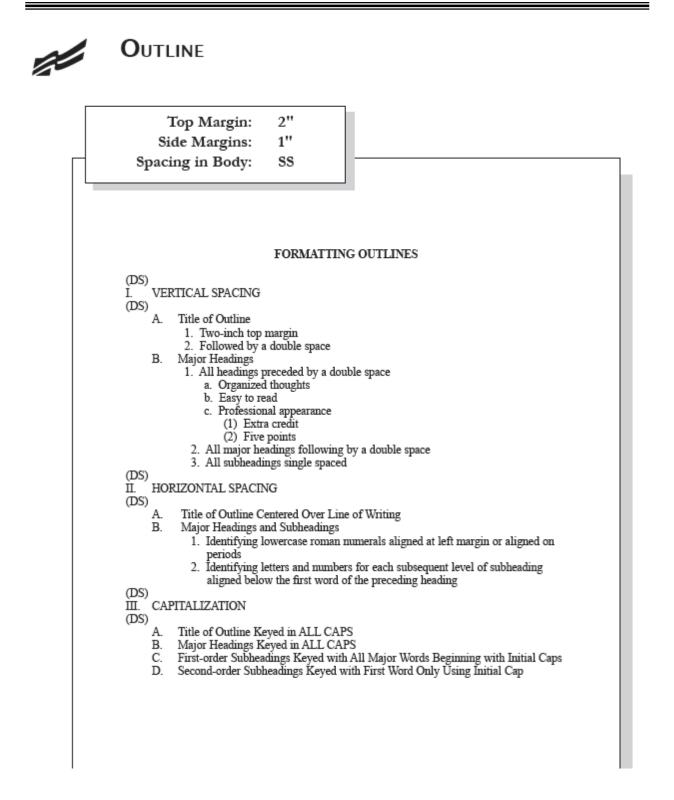
Paragraphs are aligned at the left margin and are single spaced with a double between each. The competitor should key his/her initials at the left margin a double space below the body of the last paragraph in lowercase letters. If an attachment or enclosure is included, the word "Attachment" or "Enclosure" should be keyed at the left margin a double space below the competitor's initials.

xx (DS) Enclosure



Minutes	
Top Margin: Side Margins:	
(DS)	XYZ CLUB (DS) Minutes of September 1, 20—
Call to Order (DS) The regular meeting of the	e XYZ Club was called to order on Monday, September 1, 20— at Dockray called the meeting to order with Secretary Dale Williams
All members were in atten	dance.
Minutes	
The minutes of the August minutes as read. They were	t 1, 20— meeting were read. Justin Vaughn moved to approve the e seconded and approved.
Treasurer's Report	
Treasurer Kelly Osborne re report was filed.	eported a chapter balance as of September 1, 20— of \$347.16. The
Unfinished Business	
The date for the Winter Da The price per person will b	ance was announced. It will be held November 27 in the main gyn be \$5 each or \$8 per couple.
New Business	
None.	
Announcements	
Reminder for all members Babies.	to begin collecting pledges for the March of Dimes March for
Adjournment	
There being no further bus	siness, the meeting was adjourned at 4:10 p.m.
(QS)	
Terra Green, Secretary	

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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

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

ENDNOTES (DS)

¹D. F. Dansereau, "Learning Strategy Research," *Thinking and Learning Skills*, Vol. 1, Hillsdale, NJ: Lawrence Erlbaum, 1999, p. 111. (DS) ²Rose Huber, "Teaching Students How to Study," *Eastside Weekend*, September 1-7, 1998, p. 18.

(DS)

^sTheodore Silver, Study Smart, New York: Villard Books, 2000, p. 99.



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).

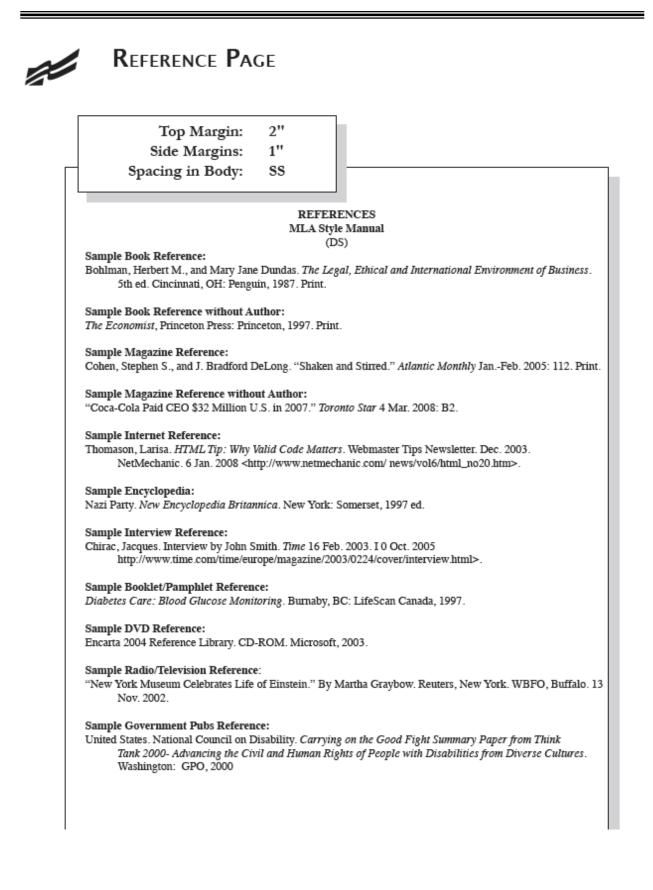
"What a success!" Stewart shouted (Jones et al. 99). *use this format repeatedly once the citation that includes all author last names has been used

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).

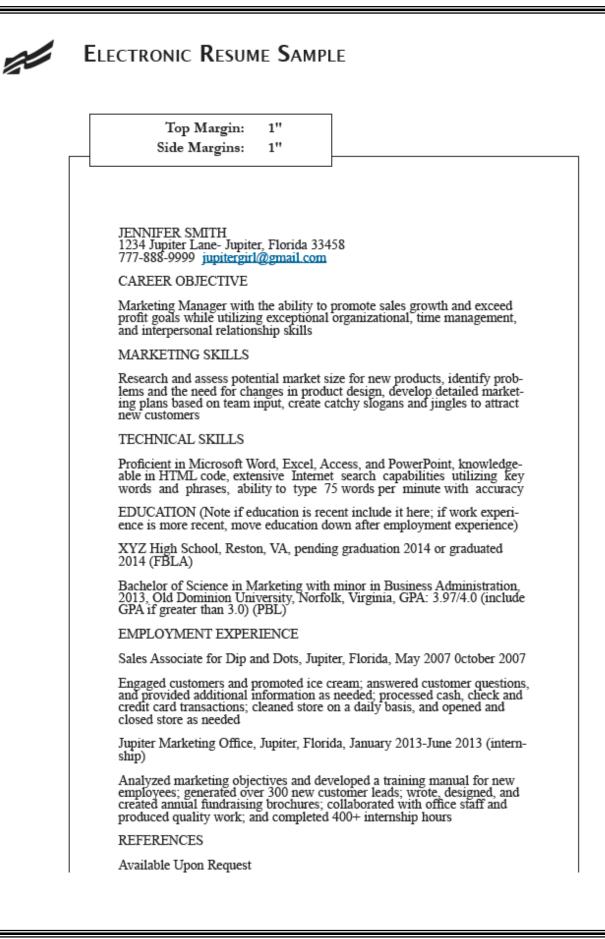




Special Instructions

- 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 Ho	Vertical orizontal				
Example Table wi	th Gridlines	5			
		SALARY CH	IART TABLES		
			DS)		
	A	diministrative S	upport Departn	nent	
		(QS)		
		Current	Percent	Amount	New
Position		Salary	Increase	Increase	Salary
Accountant		26,000,00	6,5	1.690.00	27.290.00
Administrative A	ssistant	23,000.00	5.5	1.265.00	24.265.00
Data Entry Clerk	c .	16,500.00	4.5	742.50	17,242,50
Executive Assist		25,000.00	65	1,625.00	26,625.00
Office Specialist		19,000.00	50	950.00	19,950.00
			1 1		
Total		\$109,500.00		\$6,272.50	\$115,372.50
Total Example Table wit		ines SALAR	Y CHART DS) upport Departu		\$115,372.50
		nes SALAR () dministrative S	DS)		\$115,372.50
		nes SALAR () dministrative S	DS) upport Departn	nent Amount	New <u>Salary</u>
Example Table with the second se		ines SALAR (I dministrative S (I Current <u>Salary</u>	DS) upport Departn QS) <u>Percent Increase</u>	nent Amount <u>Increase</u>	New <u>Salary</u>
Example Table with the second	A	Ines SALAR () dministrative S () Current <u>Salary</u> 26,000.00	DS) upport Departn QS) <u>Percent Increase</u> 6.5	Amount Increase 1,690.00	New <u>Salary</u> 27,290.00
Example Table with <u>Position</u> Accountant Administrative A	Ad	ines SALAR () dministrative S (() Current Salary 26,000.00 23,000.00	DS) upport Departm QS) <u>Percent Increase</u> 6.5 5.5	Amount Increase 1,690.00 1,265.00	New <u>Salary</u> 27,290.00 24,265.00
Example Table with Example Table with <u>Position</u> Accountant Administrative A Data Entry Clerk	Ao Assistant	ines SALAR (1) dministrative S ((<u>Current</u> <u>Salary</u> 26,000.00 23,000.00 16,500.00	DS) upport Departm QS) Percent Increase 6.5 5.5 4.5	Amount <u>Increase</u> 1,690.00 1,265.00 742.50	New <u>Salary</u> 27,290.00 24,265.00 17,242.50
Example Table with <u>Position</u> Accountant Administrative A	An Assistant c ant	ines SALAR () dministrative S (() Current Salary 26,000.00 23,000.00	DS) upport Departm QS) <u>Percent Increase</u> 6.5 5.5	Amount Increase 1,690.00 1,265.00	New <u>Salary</u> 27,290.00 24,265.00



Top Margin: 2" Side Margins: 1"	
TABLE OF CONTENTS (DS)	
Preface	
(DS) Alphabetical List	
(DS) Introduction	
Philosophy	
Pupose (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:	
Note: Page numbers should be right aligned with leader lines.	