YOUR LOGO HERE

TITLE HERE:

SUBTITLE HERE

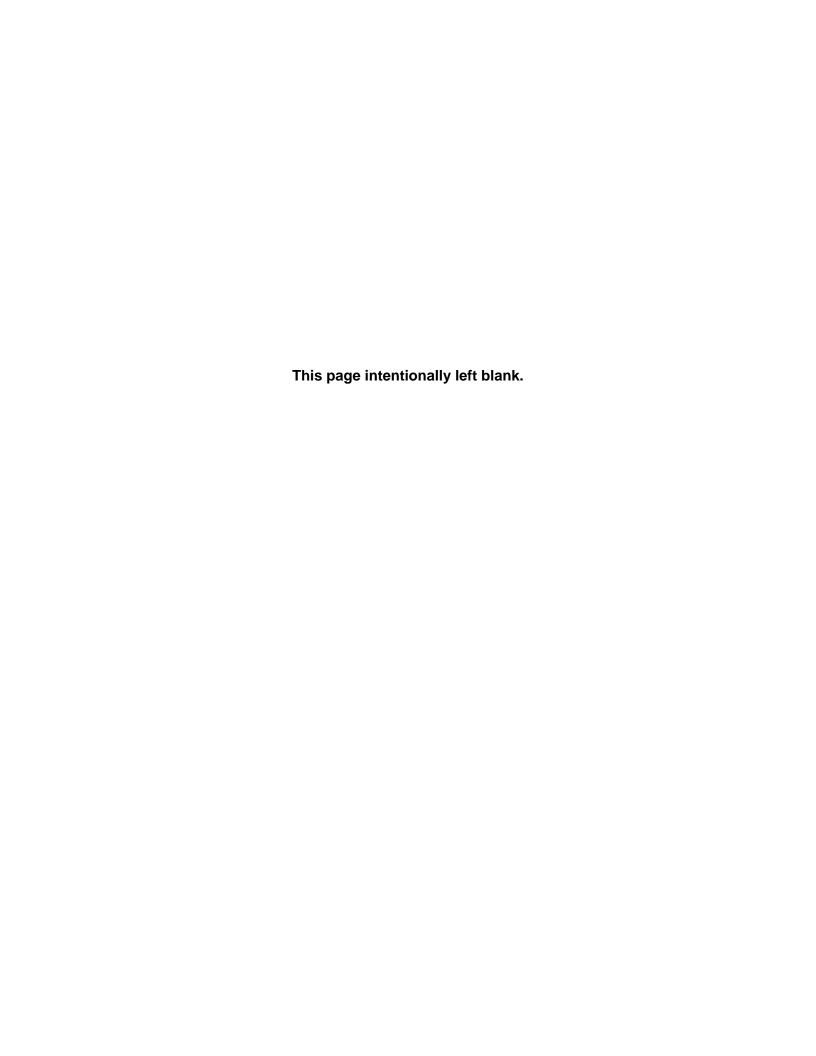Document No. HERE

Prepared for
Put Name and Client Logo Here

Prepared by:
Your Company Name & Logo
Address
Phone
Web Site

MONTH DAY, 2005

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TABLE OF CONTENTS

DO NOT TYPE IN. RIGHT CLICK AND SELECT UPDATE FIELD AFTER YOUR REPORT IS COMPLETE. TABLE OF CONTENTS IS AUTOMATICALLY UPDATED AS LONG AS YOU HAVE SET YOUR HEADINGS PROPERLY THROUGHOUT THE DOCUMENT (AND WE HAVE INCLUDED INSTRUCTIONS ON HOW TO DO SO IN THE DOCUMENT.]

LIST OF APPENDICES

THESE YOU WILL NEED TO MANUALLY TYPE IN.

ILLUSTRATIONS

LIST OF TABLES

<mark>DO NOT TYPE IN. RIGHT CLICK AND SELECT UPDATE FIELD AFTER YOUR REPORT IS COMPLETE. TABLE OF CONTENTS IS AUTOMATICALLY UPDATED AS LONG AS YOU HAVE INSERT YOUR CAPTIONS PROPERLY THROUGHOUT THE DOCUMENT.</mark>

LIST OF FIGURES

LIST OF ACRONYMS AND ABBREVIATIONS

NOAA	National Oceanic and Atmospheric Administration
USACE	U.S. Army Corps of Engineers
USEPA	U.S. Environmental Protection Agency

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We set up blank pages to show you what to do if you need to end on an even-numbered page for two-sided copying; just delete if you aren't going to use two-sided copying or if you already end up on an even-numbered page.

1.0   EXECUTIVE SUMMARY

Short summary of the proposal or report here.

Summarize the report or proposal here. Provide a complete summary of each section. Usually the Executive Summary is only 2-4 pages in length and is written after you have written the entire report.

Remember, the headings we have included are not always required headings. It depends on what the proposal asks for. You can change any heading and add sections and more headings as needed in this template.

If you would like us to make a proposal just for you based on the RFP, just email it to us at forms@formsinword.com (the RFP), and we will give you an estimate to set up a template just for that proposal!

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[The purpose for the blank statement is for documents that are copied 2-sided, the USACE and others require this notification when the section (or chapter) ends on an even page. No blank pages are allowed, but this statement suffices. That way, your new section will start on an odd page, as it should for readability.)

2.0   INTRODUCTION

Write an introduction to the report. Include a summary of the sections and appendices in the report. Following is an example:

- Section 1.0 is the Executive Summary.

- Section 2.0 introduces the report and provides an overview of the report organization. Section 2.0 also lists the appendices in the report.

- Section 3.0 describes…

- Section 4.0 includes…

- Section 5.0 is a list of the references cited in this report.

In addition, the following appendices are included with this report:

- Appendix A contains site photographs.

- Appendix B contains…

Figure 2-1 Title Here

3.0   TITLE HERE

Intro sentence here.

3.1   Heading 2 Here

Text Here

CHANGING FONTS: To change the font for the normal text or any other style (heading 1, heading 2, heading 3, captions), you simply need to make the change in the style once time, and that will change the entire document. If you do not know how to do this, just send your request with a list of your font size and type preferences to loswald@wordsworthwriting.net, and we will make this change for you for free.

Figure 3-1 Title Here

To insert a figure, table, or photo caption, use insert, and caption and use the automatic numbering so that the chapter number also shows. This way the contents page will automatically update these. Figures are usually listed on separate pages alone (note the page break—not section break—before this page. To save space in the Word document, we don't usually insert the actual figure until the final printing, or we never insert it, and just print it separately and insert it into the hard copy.

See the Section on inserting and designing tables for more information and working with Tables in Word.

4.0   NEXT MAJOR SECTION HEADING

ADD ADDITIONAL SECTIONS AS NEEDED. YOU WILL NEED TO HAVE A SECTION BREAK BEFORE GOING ON TO A NEW SECTION. TYPE ALL TITLES AND SUBTITLES NORMALLY, AND THE TECHNICAL EDITOR WILL APPLY ALL HEADING STYLES AS NEEDED.

5.0　NEXT MAJOR SECTION HEADING

<mark>ADD ADDITIONAL SECTIONS AS NEEDED. YOU WILL NEED TO HAVE A SECTION BREAK BEFORE GOING ON TO A NEW SECTION.</mark>

5.1　Section Titles – How to Format

<mark>TYPE ALL TITLES AND SUBTITLES NORMALLY, AND THEN CLICK ON THE LINE YOU WANT TO MAKE INTO A HEADING, AND SELECT EITHER HEADING 1, HEADING 2, HEADING 3, OR HEADING 4 IN THE STYLES LIST (OR JUST TYPE HEADING 1, ETC.). OR HAVE YOUR DOCUMENT FORMATTER OR TECHNICAL EDITOR WILL APPLY ALL HEADING STYLES AS NEEDED. WE WILL ALSO DO THIS IF YOU NEED VIA EMAIL. WE ALSO PROOFREAD PROPOSALS AND REPORTS IF YOU NEED: JUST CONTACT US AT</mark> EDITOR@WORDSWORTHWRITING.NET

6.0 NEXT MAJOR SECTION HEADING

ADD ADDITIONAL SECTIONS AS NEEDED. YOU WILL NEED TO HAVE A SECTION BREAK BEFORE GOING ON TO A NEW SECTION. TYPE ALL TITLES AND SUBTITLES NORMALLY, AND THE TECHNICAL EDITOR WILL APPLY ALL HEADING STYLES AS NEEDED.

7.0   CONCLUSIONS AND RECOMMENDATIONS

The report conclusions and recommendations go here.

Here is how you insert a table. Use the insert caption feature, the same as you did for the figure caption, but instead change it to a table instead of figure (you will see the choices when you try to do this).

Table 7-1 Title Here

Title	Title	Title	Title	Title
Key: USACE – U.S. Army Corps of Engineers				

8.0   REFERENCES

Smith, Jane A. Hydrographic Surveying in Alaska. Fairbanks: University of Alaska Fairbanks
     Press, 1993.

Note that this is the only place where instead of "normal," you use a different style for the
     standard text. Instead of normal, use "References." It has been created with the
     hanging indent.

9.0   FORMATTING TABLES

9.1   Captions

The captions, or titles, of tables and should be as follows:

Table I.A-2

     9.1.1.1.1   Title Here in Upper and Lower Case

Note the features of the above:
1. Arial 10 point bold.
2. Separate lines for table number and table title (0 spaces between title lines, 6 spaces between final title line and table).
3. Title in upper and lower case.
4. Space after table title is 6 points, to separate it slightly from the table title.
5. There is no period at the end of either the table number line or the table title line.

Note that if standard numbering is used instead of the alphanumeric numbering system, the table and figure numbers will be different than above, as in the following example:

Table 1-1

Title Here

Table 1-2

Title Here

Table 1-3a

Title Here

Table 1-3b

Title Here

9.2 Table Numbering

The numbering of the tables and figures should be consistent throughout the document and will depend on the numbering used in the main document.

9.2.1 Alphanumeric Numbering System

For standard MMS numbering (I.A, I.A.1, I.A.1.a., etc.), the numbering of the table starts with the main section number where it is first mentioned in the text, followed by a period, followed by the section letter where it is first mentioned in the text (i.e., Table II.A), followed by the table number (determined by the order of the tables). Here are some examples:

- II.A-1, II.A.2, II.A-3
- III.C-1, III-C-2

The writer or editor might also choose to number related tables with an additional small letter, as follows: IV.1-9a, IV.1-9b, IV.1-9c

9.2.2 Numeric Numbering System

For the more traditional numbering system, which uses numbering only (i.e., 1.0, 1.1, 1.1.1, 1.1.1.1), the tables and figures are numbered by the section that they appear in followed by a hyphen, followed by the number (which is determined by order). Here, as an example, are the first five table numbers from Section 2.0 of a report:

- Table 2-1
- Table 2-2
- Table 2-3
- Table 2-4
- Table 2-5

Note that for this method, the table (and figure) numbers only use two levels of numbering; it does not make a difference whether the tables appear in a first-, second-, third-, or fourth-level heading. They are still numbered in order of their textual reference. Also, no roman numerals are used. (As an example, this document uses this method for numbering sections and tables.)

9.3 Table Borders

9.3.1 Standard Borders

There are two major borders used in most MMS (Alaska) tables:

1. For the outside border, as well as the border around the outside of the table header row(s), we use a 1-1/2 point black border (or line).

2. For the inside of the table, we use a ¾-line border. Borders will be used around all items within a table for consistency and readability.

Table 3-1 is an example of our main borders.

Table 9-1

Standard Borders

9.3.2   Special Column Borders

A bolder line (1-1/2 points) may be used between columns in one case: when there are multiple cells within a column, as in the following example (Table 3-2).

Table 9-2

Table Showing Bold Borders within Table Columns

Title Here	Title Here	Title Here (Days)			Title Here (Days)			Title Here (Days)		
		10	20	30	10	20	30	10	20	30

9.3.3   Special Row Borders

The heavier border (1-1/2 points) may be used between rows in one case—when subtitle rows are included (subtitle rows are described in Section 4.2 of this document). Note that in such a case, only the row above the subtitle row has the thicker border. See Table 3-3 for an example.

Table 9-3

Table Showing Bold Border within Table Rows

Title Here	Title Here	Title Here	Title Here	Title Here
Subtitle Here				
Subtitle Here				
Subtitle Here				

9.4 Table Shading

We use shading in several ways and in several percentages, based on the area of the table the shaded areas are in, as described below:

9.4.1 Header Rows

The main use of the heading, and probably the only use for most tables, is in the header row. This is the first (top) row of the table, which sometimes includes several cells within a column. This entire area will be shaded at 15%. Table 4-1 is an example.
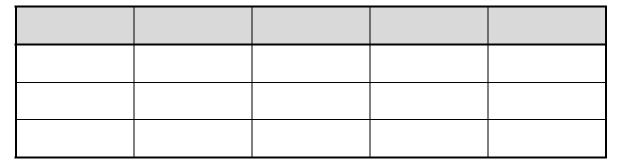
Table 9-4

Header Row Shading

Table 4-2 is another example, with multiple cells within a column.

Table 9-5

Multiple Cell Shading

Title Here	Title Here	Title Here (Days)			Title Here (Days)			Title Here (Days)		
		10	20	30	10	20	30	10	20	30

9.4.2 Shaded Rows within Table Body

This section describes the two ways shading is used within a table body: for subtitle rows and long data tables.

Subtitle Rows

For tables with subtitles (i.e., subheadings) within the table body, do the following:
1. Merge the cells for the subtitle row.
2. Use Arial 10 point bold for the subtitle font.
3. Left justify the subtitle.
4. Use 10% shading for the entire row where the subtitle is.
5. Use the bolder line (1-1/2 points) for the border above the subtitle row.
6. The paragraph spacing is 2 points above and below the text for the subtitle row, the same as the rest of the table body and header rows.

See Table 4-3 for an example.

Table 9-6

Subtitle Row Shading

Title Here	Title Here	Title Here	Title Here	Title Here
Subtitle Here				
Subtitle Here				
Subtitle Here				

<u>Data Tables Longer Than One Page</u>

For lengthy data tables (more than one page) with no subtitles, use alternating shaded lines to separate data lines from each other, as in the following example (Table 4-4). Note that the alternate shaded lines use 5% shading, but if this does not show when printed, use 10%.

Table 9-7

Shading for Data Tables Longer Than One Page

For consistency and readability, no shading should be used except for those three reasons described above.

9.5   Table Text

Table text, generally, should have the following features:

- Font—Arial, 10 points, centered, not bolded, not italicized
- Width—Table width is across the page. Margins for table and figure pages are 1" from top and bottom, and 1.5" from left and right.

- Paragraph Spacing—Table text is single space, with a 2-point space above and below the text.
- Justification—Most table text is centered, but here are exceptions:
    - Often the left-hand column and header will be left justified.
    - In addition, if numbers or figures (money) with decimal places are used, the columns will be right justified, allowing enough space to still look centered and balanced within the columns.
- Blank Cells—There should never be a "blank cell." Use either NA or -- to fill each cell where no data are listed. See Table 5-1 for an example.

Table 9-8

Sample "Blank Cell" Data and Notes

		--	NA	

Notes:

-- = No data are available for this sample.

NA = Not applicable.

A table font style with these features will be set up in the MMS templates for use by data processors, editors, and writers.

Exceptions: The table font size and table width can vary depending on need and text (see Section 6.0 for a discussion of table width). If, for example, it is possible to fit a table onto one page if the font size is changed to 9 points and the notes (as discussed in Section 7.0) are reduced to 8 point, the document processor has that freedom. Similarly, if the document processor needs to make the paragraph spacing above and below the table text 1 point instead of 2 to fit the table to one page, that is acceptable.

9.6   Table Width and Justification

In general, the table width is across the page.

Margins for table and figure pages are 1" from top and bottom, and 1.5" from left and right.

Exception: It is acceptable for narrow tables (for example, 2 to 3 columns with little text) to not use the entire page width. In that case, keep the left justification, and just narrow the column width to a bit wider than the text. See Table 6-1 for an example.

Table 9-9

Exception to Page Width for Tables

9.7 Table Notes

Table notes can come with three headings: Notes, Key, and Source, and if more than one is used, they should appear in that order.

Table notes have the following features:

- Arial, 9 point
- The first word (such as "Notes:" in Table 7-1, below) should have a 3-point space between it and the bottom border of the table.
- Left justified
- The words "Key:" "Notes:" and "Source:" will be bold (the colon is also bold).
- There is no border around the table notes section (see Table 7-1).
- Footnotes are included under the "Notes" heading.
- "Key" is used when acronyms and abbreviations need to be defined; the format is shown in Table 6-1.
- The words "Notes:" "Key:" and "Source:" appear on a separate line from the text that follows, as show in Table 7-1.

Table 7-10

Table Notes, Key, and Sources Example

Title Here	9.7.1.1.1.1 Title Here	Title Here (Days)	Title Here (Days)	Title Here (Days)
		23^1		
		45		
		62		

Notes:
Production and reserve data as of December 2000.
[1]DAYS ESTIMATED BASED ON RESULTS FROM NOVEMBER 2001 SAMPLING.
Key:

DRO = diesel range organics
EPA = Environmental Protection Agency
Source:
Griffiths and Gallaway (1982).

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APPENDIX A