
**Final Report
Style Sheet
DRAFT
June 30, 1998**

The following should be taken as standard style practice for the Final Report. You should not deviate from it unless you have a good reason to do so.

Template/Format

Font: Garamond

Pitch: 13 (text); 10 (footnote); 16 Bold (Chapter Headings and Titles)

Bold: Chapter Titles and major sub-headings

Pagination: center top; consecutive numbering through text of entire report;

for Table of Contents, lower case roman numerals (i, ii, iii, iv, etc.);

for Appendices, App. followed by page number (App. 1, App. 2, App. 3, etc.)

Header/footer: Bar across top and bottom, first-page suppress for Chapters,

Table of Contents, Appendices, etc.

Justification: full (text and footnotes)

Margins: 1.55 (left, right); 1.25 (top, bottom)

Paragraphs: indent at beginning of paragraph

Footnotes: begin renumbering footnotes at each chapter

WARNING: do not use italics and bold together

Draft number system

Draft file names will follow this format:

ch401LD.wpd

ch402JG.wpd

ch403LD.wpd

Place name of draft at top of document immediately under the title.
Save drafts in T drive.

Chapter Organization in Outline Format

To the extent that chapters in the Final Report follow an outline format, it will be as follows:

Chapter 4: Title of Chapter

[note: Chapter and title are in 16 pt.]

A. Main Heading Within Chapter [initial caps]

1. Major sub-heading within chapter [first word and proper nouns caps]

a. Minor subheading in chapter. [ital, two spaces after period; end period]

i. Tiny sub-heading.

ii. Tiny sub-heading.

b. Minor subheading in chapter revisited.

i. Tiny sub-heading.

ii. Tiny sub-heading.

2. Major sub-heading within chapter revisited

a. Minor subheading in chapter.

i. Tiny sub-heading.

ii. Tiny sub-heading.

b. Minor subheading in chapter revisited.

i. Tiny sub-heading.

ii. Tiny sub-heading.

B. Second Main Heading Within Chapter

1. **Yada, yada, yada**
 2. **Blah, blah, blah**
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Chapter Headings in Non-outline Format.

To the extent that your Chapter does not follow outline format, the following style should be used.

Chapter 6: Title of Chapter

Main Sub-Heading

The main sub-heading stands alone, unindented, one line above the paragraph, with each major word capitalized, as is illustrated here. The paragraph should go on and on just as I am doing here. When you have completed a section with a Major Sub-Heading, you should stop and take a coffee break.

Minor sub-heading in bold. The minor sub-heading should be indented and only the first word should be capitalized (unless it is a proper noun) just as I have done here. It should not be a complete sentence, but it should end with a period. You may not have a coffee break after completing a paragraph with a sub-heading, but you may call Starbucks and ask them when they close.

Even more minor sub-heading in italics. For the truly obsessive, you may wish to use the minor sub-heading in italics as is illustrated here. Minor sub-headings are not, however, encouraged. If you use minor sub-headings, as is illustrated here, Tracy will come to your office to collect 25 cents.

Abbreviations and short identifications:

the CIA (include definite article)

Ex. “We gave the document back to the CIA.”

JFK Act

JFK Collection

National Archives (not NARA)

Review Board (not ARRB or Assassination Records Review Board)

Use when referring to the Review Board members or to the agency as a whole.

Ex. “The Review Board voted to release”

Ex. “The Review Board ultimately transferred to the National Archives more than”

Review Board members

Use as appropriate when exclusively referring to Review Board members

Review Board staff

Use when referring to something that was specifically done by the staff and not by the Review Board members

Ex. “The Review Board staff interviewed Sandy Spencer on
.”

Stylistics

General

A-number 1 rule: write simply and clearly

The principal stylistic manual is: Strunk and White, *The Elements of Style*

The citation manual (and backup style manual) is: *The University of Chicago Manual of Style*

Use italics (rather than underlines) for emphasis or titles of books

Keep emphasis to a minimum (no exclamation points!)

Do not use **bolded** fonts for emphasis

Avoid the passive form

Do not split infinitives

Ex. He wanted to go quickly. (Not: He wanted to quickly go.)

Ex. She tried to stop him abruptly. (Not she tried to abruptly stop him.)

Avoid colorful or prejudicial adjectives in the ordinary course.

Ex. The Review Board was not persuaded by the argument.
(NOT The Review Board found this argument to be extremely weak.)

Block quotes

Double-indent once. (CONTROL+SHIFT+FUNCTION-7). (This indents both left and right sides.)

Commas in lists

When more than two items are included in a list, there should be a comma before the “and”

Ex. Dogs, cats, and horses make wonderful pets. (NOT: Dogs, cats and horses are delicious foods.)

Emphasis

Avoid emphasis whenever possible. When you do emphasize, it should be done in italics. If you are adding emphasis to a quotation, include (emphasis added) in parentheses.

Footnote placement

Whenever possible, place footnotes at the end of a sentence or paragraph rather than in the middle of a sentence.

Hyphenation

Do not include hyphens for words for line breaks.

Hyphenate two-word adjectives; do not hyphenate two-word adverbs.

Ex. Please employ a large-scale font.

Ex. The work was extremely well done. (Not: extremely-well done.)

Personal pronouns

Please pay attention to personal pronouns. The following are the rules of thumb.

“I” is a subject. “Me” is an object.

“We” is a subject. “Us” is an object.

Ex. I am going to town.

Ex. He is going to town with me. (“Me” is the object of the preposition “with”).

Ex. He is going to town with John and me. (“Me” is *still* the object of the preposition “with.” It is very common to use “I” incorrectly here.)

Ex. Please give it to John and me. (“Me” is an indirect object. It is very common to use “I” incorrectly here.)

“Which” versus “that”

Use the restrictive “that” (when appropriate) rather than the non-restrictive “which.”

Rule of thumb: if the phrase is set off by comments or parenthesis, use “which”; if not set off, use “that.” (Don’t worry about this too much -- just don’t change it back after I have changed it.)

Ex. The dog, which lives in my house, bit my toe.

Ex. The dog that bit my toe has rabies.

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