
DOCUMENT FORMATTING REQUIREMENTS

1. Page Appearance and Margins:

- Single column pages. **Exception:** paragraphs with text wrapping for inserted graphics
- Text margins from page edge: 1 inch min., 1.25 inches max.
- Header, footer, and page number margins: 0.25 inch min. from text, 0.5 inch min. from page edge.

2. Font type and size (body text): Arial or Times New Roman; 10 pt. min.-12 pt. max. with consistent font usage throughout the document.

3. Properly sequenced page numbers. Consistent alpha/numeric numbering format³ used continuously on all pages within the main body of text.

- **Cover and Title pages** are not numbered.
- **Appendices page numbers** can either be: **a)** continued from the main text or **b)** treated as separate sections and numbered appropriately [e.g., A-1, A-2, etc.]. Page number format must be consistent for all appendices.

4. All graphics (photos, drawings, blueprints, etc.) appropriately **identified** with a **title/label** on the **same page as the graphic**. Page numbers are not required to be printed on full-page graphics; however, pages must be either included in the overall page numbering⁴; OR the graphics are referenced as “following page XX” in the table of contents

All reports must have a :

5. Title Page in standard format (see attached examples) **that includes:**

- An appropriate and consistently named **Title⁵ / Subtitle⁶**
- Both the **project number** and the **contract number** in the following formats
projects are 9 digits ####-###-## contracts are 8 digits 000#####
- **Reporting Period⁷** - begin month and year to end month and year (day optional)
- **Author(s) and Author Association** (agency, company, etc., with city and state) in the order they are to be cited

Title pages should NOT include: street addresses, email addresses, or phone numbers⁸.

- **Publication date** - Month (non numeric⁶) and year document is submitted to BPA

Any report in excess of ten pages must also include a:

6. Table of Contents identifying sections, graphics, tables, and appended data (i.e., appendices) and

7. An Abstract and/or Executive Summary

Cover pages are optional. [A BPA publications cover page and citation page will be added to all documents before posting to the Web site].

³ If the main body includes distinct sections, sectional page numbering **may** be used [e.g., section 1 page 1-1, 1-2, 1-3, ..., section 2 page 2-1, 2-2... ,etc.].

⁴ e.g., text pages 1 through 26 are followed by graphic page, which would be considered page number 27, and the following text page number would be 28

⁵ Reports that are annual or published in a series for a project or contract should have the same title

⁶ Subtitles identify variations in serial publication content (specific topics, locations, etc.)

⁷ e.g., May 2004 - April 2005

⁸ Useless and/or misleading as a reference unless current.

**Standard Title capitalization should be used for all titles and subtitles -
Do not begin lines with lower case words.
See Example #3 for titles with scientific names**

EXAMPLE #1

1. Title → **Effects of Vitamin Nutrition on the Immune Response of Hatchery-Reared Salmonids**

2. Subtitle **no subtitle indicated**

3. Type of Report → **Annual Report**

4. Reporting Period in this format → **January 1984 - December 1984**

**Authors should be listed in citation order
Authors and their organization should be separated by one line**

5. Prepared by: → Prepared by:

6a. Author(s) → Dave Leith, Project Leader
John Holmes, Project Biologist

7a. Author's Organization/
Association → Abernathy Salmon Culture Technology Center
Longview, WA 98632

and

6b. Author(s) → Dr. Stephen Kaattari, Project Leader
Ms. Mary Yui, Research Associate
Mr. Tobin Jones, Research Associate

7b. Author's Organization/
Association → Department of Microbiology
Oregon State University
Corvallis, OR 97331

8. Prepared for **OR** Funded by:: → Prepared for:

BPA PO Optional → Dr. Gerald R. Bouck; Project Officer

9. BPA Listed as project funder
in this format → United States Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
P.O. Box 3621;
Portland, OR 97208

10a. BPA Project Number(s)
10b. BPA Contract Number(s)
in these formats → Project No. 1984-045-00 and 1984-045-01
Contract No. DE-AI79-84BP18007

11. Publication Date
Month and Year submitted to BPA → **September 1985**

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

Font Usage [style and size] should be consistent throughout the document

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

← Paragraphs/groupings should be single spaced

Standard Title capitalization should be used for all titles and subtitles - Do not begin lines with lower case words. See Example #3 for titles with scientific names

EXAMPLE #2

1. Title → Umatilla River Fish Passage Operations Program

2. Subtitle → Fish Passage Operations in the Umatilla River

3. Type of Report → Annual Report

4. Reporting Period in this format → September 2001 - August 2002

Authors should be listed in **citation order**
Authors and their organization should be separated by one line

Acceptable Page formatting

Page Margins:

Left - 1"-1.25" and Right - 1"

Top - 1" and Bottom - 1"

Header/Footer Margins -

minimum 0.25" from text/page edge

5. Prepared by: → Prepared by

6a. Author(s) → Brian C. Zimmerman

7a. Author's Organization/
Association → Fisheries Program, Department of Natural Resources
Confederated Tribes of the Umatilla Indian Reservation
Pendleton, Oregon

And

6b. Author(s) → Bill B. Duke

7b. Author's Organization/
Association → Oregon Department of Fish and Wildlife
Pendleton, Oregon

8. Prepared for OR Funded by:: → Funded by

9. BPA Listed as project funder
in this format → U.S. Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
Portland, OR. 97208-3621

← Paragraphs/groupings
should be single spaced

10a. BPA Project Number → Project No. 1988-022-00

10b. BPA Contract Number
in these formats → Contract No. 00004112

11. Publication Date
Month and Year submitted to BPA → September 2002

Font Usage [style and size]
should be consistent throughout
the document

Acceptable Fonts

- Times/Times New Roman

- Ariel

Acceptable Font Size

Titles:

- Minimum 12 pts.

- Maximum 18 pts.

Body Text:

- Minimum 10 pts.

- Maximum 12 pts.

Headers and Footers

- Minimum 8 pts.

- Maximum 12 pts.

Standard Title capitalization should be used for all titles and subtitles - Do not begin lines with word in lower case . See Examples 1 and 2 for title page formatting detail.

EXAMPLE #3

Prioritization of Naturally Produced Snake River Spring/Summer Chinook Salmon (*Oncorhynchus tshawytscha*) and Summer Steelhead (*O. mykiss*) Populations based on Population Trends

Chinook Salmon (*Oncorhynchus tshawytscha*) and Summer Steelhead (*O. mykiss*)

If possible, both common and scientific names should appear on the same line (to accomplish adjust Title font size)

If necessary common names may be separated but scientific names should be on the same line with the second part of the common name (to accomplish adjust Title font size)

Reporting Period
Month Year to Month Year

Font Usage [style and size] should be consistent throughout the document

Acceptable Page formatting
Page Margins:
Left - 1"-1.25" and Right - 1"
Top - 1" and Bottom - 1"
Header/Footer Margins -
minimum 0.25" from text/page edge

Prepared by:

Saang-Yoon Hyun, and André J. Talbot

Columbia River Inter-Tribal Fish Commission
729 NE Oregon St, Suite 200
Portland, OR 97232

- Acceptable Fonts
 - Times/Times New Roman
 - Ariel
- Acceptable Font Size
- Titles:
 - Minimum 12 pts.
 - Maximum 18 pts.
- Body Text:
 - Minimum 10 pts.
 - Maximum 12 pts.
- Headers and Footers
 - Minimum 8 pts.
 - Maximum 12 pts.

Prepared for:

United States Department of Energy
Bonneville Power Administration
Division of Fish and Wildlife
P.O. Box 3621
Portland, Oregon 97208-3621

Paragraphs/groupings should be single spaced

Project number: 2002-004-00
Contract number: 00011652

August 2004