
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.