Production Guidelines

paper size:
paper color:
type of bind:
illustrations: color or black & white (circle one)

Style Sheet: choose the styles you want for your report and list them below. Keep in mind the following:

* To distinguish among levels of headings, use at least four points size difference or some other clear distinction

Choose one of the **serif fonts for the body text, and no more than 2 font families per document

***Put page numbers on the top right, bottom right, or bottom center

• For size, use no font smaller than 12 point

• For spacing, set either the bottom value or the top value to zero on all

	font	size	alignment	spacing around paragraphs	indents	highlighting	other
EXAMPLE	**Times New Roman**	**16 pt.**	**center**	**6 pts above, 0 pts below**	**0.1"**	**bold**	
title							
*level 1 headings							
*level 2 headings							
*level 3 headings							
**body text							
bulleted lists							
captions							
headers/footers			right				
***page numbers							
table formatting							
other							