

Specifications for Staff Reports

General

Size: 8½ x 11 inches.

Margins: 1¼ inches on all sides.

Font: Times Roman, 12 pt. base font for text. See sample for sizes of titles, authors, affiliations, and headings.

Page numbering: center at bottom margin.

Running heads: no.

Text page: type on one side only.

Photocopying: may be photocopied on one side only or back to back (duplex).

Binding: plastic binding.

Page Design — *see sample*

When you are ready to design the document, insert Times Roman, 12 pt., at the beginning. This is the default size, the base font for the text of the Staff Report. After any size changes for titles, headings, etc., the font will revert to 12 pt. At this time put “Reveal Codes” at the bottom of the screen. It is important to know where the cursor is in relation to the hidden codes you’ll be inserting in the document.

Cover

- Title: 24 pt., upper & lower case, centered; point size may be set slightly larger or smaller depending on length and look on the page.
- Author: 16 pt., upper & lower case, centered. No “by” unless edited or compiled.
- Staff Report & number; month & year: 12 pt., bottom left.
- Agency & Moscow address: 12 pt., bottom right.
- Illustration optional.

Title Page

- Same font, wording, and layout as Cover, minus illustration (if any).
- This is unnumbered preliminary page *i*.
- Disclaimer: 12 pt., italic, centered above bottom text. *Staff Reports present timely information for public distribution. This publication may not conform to the agency’s standards.*

Back of Title Page

- Blank. This is counted as unnumbered preliminary page *ii*.

Contents

- The heading “Contents” is 16 pt., centered near the top of page. Do not include “table of.”
- Number this preliminary page *iii* (in italic) and so on if more than one page.

- List contents of report by 1st-4th order headings in an indented format to show subordination. Next list the figure captions together, then the tables, and finally the plates.

Preface/Foreword

- Probably inappropriate for this kind of report.

Text

- Begins on a right-hand page that is unnumbered page 1.
- Text on one side of the paper. When the document is released, it may be photocopied back-to-back.
- Page numbering in Arabic numerals. Page 1 begins on a right-hand page and is unnumbered. Numbering begins on page 2, center at the bottom margin. All pages are counted, including unnumbered blank pages.
- First page of text (page 1): Title and authorship are repeated at top of this page. Font sizes may be smaller. Allows for affiliations of author and coauthors to be inserted at bottom of page.
- Font size of text and captions is 12 pt., the default.
- Headings: font size & placement.
 - 1st: 14 pt., caps, centered. 3 HRs before; 2 HRs after.
 - 2nd: 14 pt., caps, flush left. 2 HRs before & after.

3rd: 14 pt., upper & lower case, flush left. 2 HRs before & after.

4th: 12 pt., italic, upper & lower case, begins paragraph and ends with period.

- Paragraph indent: at the beginning of document set tabs at 0.025 inch & repeated every 0.025 inch.

Layout of Final Report

- Single spaced.
- Margins: 1¼ inches on all sides.
- Justification: left; right margin is uneven.
- Hyphenation: off.
- Two HRs after paragraphs (one double-space between paragraphs).
- Page numbers at center of bottom margin. No number on page 1; begin numbering on page 2.

Illustrations, Photographs, Tables

- Collate into text after first mentioned.
- Assign a page number.
- Photographs and other original artwork remain with the document for photocopying.
- Oversize sheets: Fit your graphic information within these sheet sizes.
 - 11" x 14"—can be bound in the book.
 - 24" wide by any length.
 - 36" wide by any length.
 - Unbound sheets are folded to fit into an 7½" x 10½" envelope.