Various Types of Reports

DID YOU KNOW that a mere staple can change the title of a report? A left-bound report is bound in a folder, whereas an unbound report is simply stapled. Aside from assembling the reports, left-bound and unbound reports are almost identical. Read on to learn how to identify one or the other and learn about formatting and citing in these reports.

Objective:

Explain unbound and left-bound types of reports.

Key Terms:

format
left-bound
margins
reference list
textual citations
title page
unbound

Creating Various Reports

Reports are important for communicating information in businesses. You will learn about types of reports and formatting.

FORMATTING UNBOUND REPORTS

Short reports or **unbound** reports are documents prepared without a cover or binder and are stapled in the upper left corner. The **format** is the organization or style of a document.

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Margins

Margins are the spacing on the top, bottom, and sides of the document. The margins on the first page should be 2 inches from the top and 1 inch from the sides and bottom. The margins on the second and subsequent pages should be 1 inch from the top, bottom, and sides and should include a page number in the top right corner.

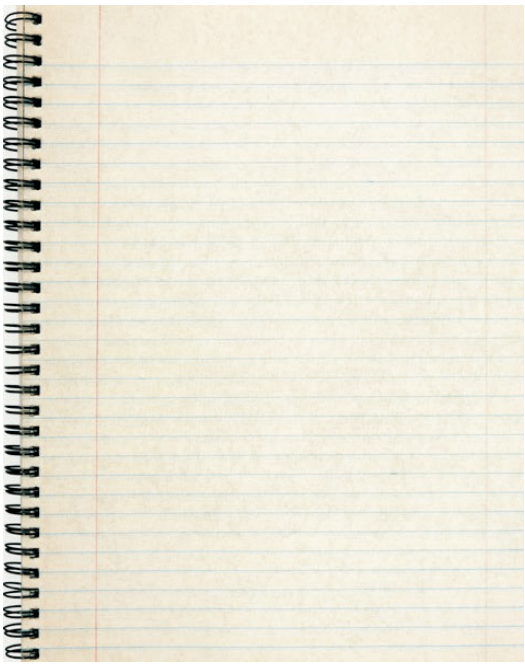

FIGURE 1. Mind your margins.

Internal Spacing and Citations

Four single-space returns should go between the title and first line of the body of a report or references. Double-space between side headings, following text, and between paragraphs. Key paragraphs should be double-spaced unless otherwise directed. **Textual citations** or references to give credit for paraphrased or quoted material are cited within the body of the report. The citations should include the author's name, the year of publication, and the cited page number. A **reference list** is an alphabetical listing of author's surnames. All work used is listed at the end of a report under the heading "References" with the same margins as the first page of the report. Single-space each reference, but double-space between references.

BROADENING AWARENESS...

AMAZING ASPECTS: Citations and References

Reports, especially for business purposes, must be credible and accurate. So the writer must show where he or she found the information in the report. This is especially true for statistics and numbers driving strategic business decisions. To help support credibility and accuracy, a citation and reference does two main things. First, a citation supports facts in the report by giving the source. This ensures that the writer did not just make up information. Second, the citation gives information on how the reader can find the other source of information outside of the report, if wanted.

The report gives just a few important facts from the original source, and some people are interested in going to the source to read more. Technically, several formats exist for citations and referencing, such as APA, MLA, and Chicago Manual of Style. The difference in these citation formats is usually how the information is arranged and punctuated as well as how footnotes are set up. All of the styles perform the same essential functions though, communicating the source of information cited and how the reader can find the source.

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Title Page

A **title page** or cover page for the report includes the name of the report, author, date, and school or business name. Center the title 2 inches from the top. Leave 5 inches between the title and author's name. Double-space and type the school name or business. In addition, double-space and type the date.

FIGURE 2. Do not forget your title page.

FORMATTING A LEFT-BOUND REPORT

A report that is **left-bound** is a document that usually includes more pages and/or needs to be assembled in a folder. The first-page margins should be 2 inches from the top, $1^1/_2$ inches from the left side, and 1 inch from the right side and bottom. The margins for the second and subsequent pages should be 1 inch from the top, bottom, and right side and $1^1/_2$ inches from the left side and should include a page number in the top right corner.

Internal Spacing

Four single-space returns should go between the title and the first line of the body of a report or references. Use double-spacing between side headings and following text as well as between paragraphs. Key paragraphs are double-spaced, unless otherwise directed.

FIGURE 3. Both reports require double-spacing.

Summary:

An unbound report is a short report generally too small to be put into a binder. Therefore, it should be stapled at the top left corner. A left-bound report, however, is longer than an unbound report and is put into a binder or folder upon completion. Aside from the differences in length and packaging, the two types of reports are similar in terms of formatting. Both reports have margins 2 inches from the top. An unbound report has 1-inch margins all around,

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whereas a left-bound report will have a $1^1/_2$-inch margin on the left and 1-inch margins on the right side. Both reports are double-spaced and should include a title page as well as textual citations.

Checking Your Knowledge:

1. Which margins should be used in the reports?
2. Which report is stapled in the top left corner?
3. What are examples of two types of citation styles?
4. What is another name for the cover page of your report?
5. What type of spacing should be used in the reports?

Expanding Your Knowledge:

Create an unbound report and a left-bound report about the newest video gaming systems or about the latest trends in clothing among teenagers. Include citations and reference pages to show the sources of information. Adapt the margins and bind using a series of staples down the left side of the left-bound report.

Web Links:

Report Formatting
http://www.washoe.k12.nv.us/galena/cl/report_formatting.html

Unbound Reports
http://www.cengage.com/school/digitools/corpview/Mission-CriticalFunctions/CorpCommunications/ubreport.htm

Margins
http://www.ehow.com/how_8260200_set-margins-bound-report.html

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