



**NATIONAL COMPETITIVE EVENTS  
PRODUCTION TEST  
REFERENCE GUIDE**

Updated: October 15, 2024

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## OVERVIEW

In today's business world, written communication remains important. One aspect of successful businesses is consistent messaging throughout the organization through a specific format guide. For FBLA, this format guide is offered to assist members in specific competitions and to assist advisers with classroom resources.

## COMPETITION USE

The format guide is approved for use during the production portion of specific production tests.

<u>Middle School</u>	<u>High School</u>	<u>Collegiate</u>
Exploring Computer Applications	Computer Applications	Business Communication
	Spreadsheet Applications	Computer Applications
	Word Processing	

## GENERAL GUIDELINES & FORMATTING NOTES

**Sample documents in the *Production Test Reference Guide* may not show the correct margins due to the instructions and formatting on the sample pages.**

## FONT INFORMATION

- Size: 11
- Font Style: Calibri
- Main and subheadings should be keyed in boldface.
- Left justification unless otherwise indicated
- Header and footer margins are .5" unless otherwise indicated.
- Quotes should be indented .5" from the side margins.

## SPACING

- 1 space after punctuation ending a sentence
- 1 space after a semicolon
- 1 space after a comma
- 1 space after a colon
- 1 space between state abbreviation and ZIP Code
- Line spacing should be single spaced unless otherwise indicated
- Paragraph spacing should be 0 pt unless otherwise indicated

## **COMMON ABBREVIATIONS**

- DS: Double Line Spacing
- SS: Single Line Spacing
- QS: Quadruple Line Spacing

## **BULLETED AND NUMBERED LISTS**

Lists may be inserted into most business documents.

- SS between items
- DS between item groups

## **TABLES**

Tables are commonly inserted into a variety of documents. While word processing software makes inserting tables easy, some standard business format guidelines remain.

- Titles and column headings should be in bold face
- Column headings may be centered over the column or blocked at the left of a column
- Tables using both one- and two-line column headings should be aligned at the bottom of the cell
- For two-line column headings in tables without gridlines, underline the bottom word of the heading
- Gridlines are optional unless specifically stated otherwise
- If gridlines are not used, underline column headings and DS after heading
- Do not include \$ with dollar amounts in columns. Dollar signs may be placed in the total row.
- All columns containing text should be left aligned
- The body of the table may single (SS) or double spaced (DS)
- Tables within another document should be centered horizontally unless otherwise indicated
- DS before and after the table

## **STANDARDS OF MAILABILITY**

Producing customer-ready documents is an important business function. Following this guide along with proofreading and format review are important steps in the completion of any document.

# PRODUCTION & DOCUMENT FORMATTING

## ENVELOPES

A properly addressed and mailable envelope contains three key items, Return Address, Postage, and Recipient Address. Print the return address in the upper left corner on the front of the envelope. Print the delivery and return addresses on the same side of your envelope or card. The addresses should be written parallel to the longest side. All special characters and punctuation should be removed from the mailing address. Except a hyphen between the ZIP+4 Code and used in the delivery address line. The recipient address format should be the following:

**Personal Address**

Recipient Name  
Street Address  
Apartment or Suite Number  
City, State, and Zip Code

**Military Address**

Recipient Full Name  
Unit Number & Box Number  
City, State, and Zip Code

**Business Address**

Mail Stop\*  
Attention Line\*  
Individual Title\*  
Group/Dept Name\*  
Business Name  
Street Address  
City, State, and Zip Code

\*Not required by postal service for distribution and delivery and are optional for the mailer.

**Street Address**

- Use a Post Office box or street address, but not both. If the address also has a directional (NW for Northwest), be sure to use it.
- When abbreviating Post Office Box as part of an address, it should be PO Box ###.

**Military Mail**

- Military addresses must show the full name with middle name or initial without rank or title and the Postal Service Center (PSC) number, unit number, or ship name. Replace the city name with APO (Air/Army Post Office), FPO (Fleet Post Office) or DPO (Designated Post Office), and the state with AA, AE, or AP, and include the Zip Code.

**Abbreviations**

- Using the two-letter state abbreviations make it possible to enter the city, state, and Zip Code on the last line of the address.

<u>State</u>	<u>Abbreviation</u>	<u>State</u>	<u>Abbreviation</u>	<u>State</u>	<u>Abbreviation</u>
Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY
Kentucky	KY	North Dakota	ND		

<u>Geographic Directional</u>	<u>Abbreviation</u>	<u>Military "State"</u>	<u>Abbreviation</u>
North	N	Armed Forces Europe, the Middle East, and Canada	AE
East	E	Armed Forces Americas (except Canada)	AA
South	S	Armed Forces Pacific	AP
West	W		
Northeast	NE		
Southeast	SE		
Northwest	NW		
Southwest	SW		


From personal address to a business addressee with optional delivery lines.

Bob Staley 123 Main St Denver IA 50266	
	Mail Stop: VA8254 John Smith Digital Graphics Inc 1912 Association Dr Reston, VA 20191

From business address to personal addressee.

Dylan Robinson Custom Prints 1912 Grace Dr Columbia MO 65201	
	Taylor Jones 1014 US Hwy 98 Destin FL 32547

From personal address to a military addressee.

Joseph Smith 1903 W Michigan Ave Kalamazoo MI 49008	
	Kevin Taylor Unit 2050 Box 4190 APO AE 08499-0074

## **ITINERARY**

Itineraries are used to facilitate both personal and business travel. Chapters may find preparing a conference itinerary for attendees ahead of departure helpful. While similar to a meeting or conference agenda, the itinerary focus is on travel and agendas focus on specific items within a meeting or conference.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Right aligned
  - Line one "Itinerary of XXX"
  - Line two "Page X"

### Special Considerations:

- Times can be aligned at the colon or left aligned.
- Indents are ½" from the left margin.
- Detail information begins at 1.5" from the left margin.

### Key pieces include:

- Travel Information
  - Flight information including flight numbers, airports, layover times
  - Rental car information
  - Public transportation information
- Lodging Information
  - Name of lodging
  - Address
  - Confirmation number
- Key Activities
  - Dates/times
  - Location
  - Short description (optional)

**NLC ITINERARY (bold)**  
**(DS)**  
**June 28-July 3, 20XX (bold)**

**(QS)**

**June 28: Arrival Day (bold)**

**(DS)**

8:30 AM Check-In for Flight to Anaheim (SNA)

**(DS)**

2:00 PM BNA to SNA, United Flight 990. Confirmation 56782. After collecting bags, proceed to Shuttle Stop 21 for shuttle to hotel

**(DS)**

4:00 PM Hotel Check-In. Anaheim Hilton, 777 Convention Way Anaheim, CA 92802. Confirmation #457869

**(DS)**

6:00 PM Evening at Disney. Park closes at 11:00 PM

**(DS)**

**June 29: Conference Start (bold)**

**(DS)**

6:00 PM Opening Session – Anaheim Convention Center, Hall E

**(DS)**

**June 30: Competitive Events (bold)**

**(DS)**

8:00 AM Competitive Events– Various Locations

**(DS)**

6:00 PM Bus Departs for Medieval Times

**(DS)**

**July 1: Awards Session (bold)**

**(DS)**

7:00 PM Awards of Excellence Program

**(DS)**

**July 3: Departure Day (bold)**

**(DS)**

7:00 AM Airport Shuttle Departure.

**(DS)**

8:00 AM Check-In for Flight to Nashville. SNA to BNA United Airlines Flight 890.

**NLC ITINERARY**

**June 28-July 3, 20XX**

**Monday, June 28**

- 8:30 AM Check-In for Flight to Anaheim (SNA)
- 2:00 PM BNA to SNA, United Flight 990. Confirmation 56782. After collecting bags, proceed to Shuttle Stop 21 for shuttle to hotel
- 4:00 PM Hotel Check-In. Anaheim Hilton, 777 Convention Way Anaheim, CA 92802. Confirmation #457869
- 6:00 PM Evening at Disney. Park closes at 11:00 PM

**Tuesday, June 29**

- 6:00 PM Opening Session – Anaheim Convention Center, Hall E

**Wednesday, June 30**

- 8:00 AM Competitive Events– Various Locations
- 6:00 PM Bus Departs for Medieval Times

**Thursday, July 1**

- 7:00 PM Awards of Excellence Program

**Friday, July 3**

- 7:00 AM Airport Shuttle Departure.
- 8:00 AM Check-In for Flight to Nashville. SNA to BNA United Airlines Flight 890.

## **LETTERS - PERSONAL & BUSINESS**

Personal letters are informal communications meant for friends and family, allowing for casual expression of thoughts and feelings. In contrast, business letters are formal documents used in professional settings to convey information, requests, or inquiries, requiring a clear and respectful tone. Both types serve distinct purposes and follow different formats. The business letter sample shows a letter with all the additional features that may be used in the workplace. The top margin on the business letter accounts for a printed business header, potentially including the company logo.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Left aligned, Single Spaced
  - Line one – Name of recipient or company
  - Line two "Page X"
  - Line three "Current Date"

### Special Considerations:

- On a personal letter, the return address and current date will appear before the recipient.
- On a business letter the date and any mailing notations will appear before the recipient.
- A business letter may contain a subject line located below the salutation.
- The mailing notation and subject line should be in capital letters.
- The contact information shall be placed in the signature of a business letter if not identified in a corporate header.
- Text should be left justified unless otherwise noted.
- Block style format
- Open Punctuation
- If someone other than the sender keyed the document for the content author, their initials would be placed a DS after the signature information. The author's initials in all caps followed by the typist initials in lower case. The two sets of initials would be separated by a colon.
- When copying additional recipients on the letter, include the notation after the signature name/title with a 'c' followed by their name.
- Include "Enclosure(s) or Attachment(s) at the end of the letter if appropriate.

12100 Sunset Hills Drive, Suite 200  
Reston, VA 20190  
Current Date

**(QS)**

Mr. Jim Abel  
1000 Multnomah Street  
Portland, OR 97232

**(DS)**

Dear Mr. Abel

**(DS)**

This letter is an example of a personal business letter in the format used in FBLA competition. This basic format is identical to the more formal business letter. One component that would not be used in this type of letter is the typist initials. Since it is a personal business letter, it is understood that the creator of the letter is the one that would be keying the document.

**(DS)**

Thank you for taking time to read this description.

**(DS)**

Sincerely

**(QS)**

Jennifer Maldonado

12100 Sunset Hills Drive, Suite 200  
Reston, VA 20190  
Current Date

Mr. Jim Abel  
1000 Multnomah Street  
Portland, OR 97232

Dear Mr. Abel

This letter is an example of a personal business letter in the format used in FBLA competition. This basic format is identical to the more formal business letter. One component that would not be used in this type of letter is the typist initials. Since it is a personal business letter, it is understood that the creator of the letter is the one that would be keying the document.

Thank you for taking time to read this description.

Sincerely

Jennifer Maldonado

Current Date

**(DS or QS if no mailing notation)**

CONFIDENTIAL

**(DS)**

Attention FBLA Competitors FBLA, Inc.  
12100 Sunset Hills Drive, Suite 200  
Reston, VA 20190

**(DS)**

To Whom It May Concern

**(DS)**

FORMAL BUSINESS LETTER WITH ADVANCED FEATURES

**(DS)**

This letter serves as an example of a formal business letter that includes all advanced letter parts that you may be asked to include during a production test. It is in block style with open punctuation.

You will notice that the sender's address is not listed. This is to leave room for printing with a digital letterhead or on formal company stationery.

The word confidential in all caps is the mailing notation. There is a DS between the date and this notation. There is a DS between the notation and the inside address.

The subject line, if indicated for inclusion, is DS below the salutation. Should a subject line not be required, there is a DS between the salutation and body of the letter.

At the conclusion of the body of the letter is the closing. Use a QS after the closing. The signature of the person sending the letter would go in this space. The typed name of that person is next. Immediately below that is their title. The company is not usually printed in the signature information as it would be redundant given it is in the letterhead. In more modern letters, both phone number and email address are included below the title.

If someone other than the sender keyed the document for the content author, their initials would be placed a DS after the signature information. The most current information on this format is to have the author's initials in all caps followed by the typist initials in lower case. The two sets of initials would be separated by a colon.

FBLA Competitors Page 2

Current Date

**(DS and notice change to 1" top margin)**

There are several times when creating a formal business letter that a copy notation would be used. Prior to electronic word processing, the notation cc was used to indicate carbon paper was used to create a copy. Today, a simple c is used, followed by a space and the name of the person being copied. If multiple people are being copied, the subsequent indications would be on separate lines with an indent of two spaces to three spaces to line up with the first name.

The enclosure notation is utilized to indicate if there are additional documents that have been placed in the same envelope. To indicate an enclosure, key the word enclosure, a colon, two spaces and then the title of the enclosure. If there are additional enclosures, place them directly underneath the title of the first, paying attention to spacing.

The last additional feature that you may find in your production test for competition is a formal business or personal business letter that extends to a second page when proper formatting is used. The top margin of the second page is one inch. There would be no letterhead used on this page. However, the name of the addressee is listed followed by the page number and date. The body of the second page would begin a DS following this information. It is important to make sure that if the page break separates a paragraph that at least two lines of that paragraph extend to the new page.

My hope is that this letter has been instructive in the parts of a formal business letter that you may encounter during your exam. Please do not forget that proofreading skills are also important.

**(DS)**

Sincerely

**(QS)**

Cindy Fraser

Letter Formatting Specialist

555-555-5555

cfraser@letters.com

**(DS)**

CF:cb

**(DS)**

c FBLA Competitive Events Committee

**(DS)**

Enclosure: Updated Scoring Guide

Current Date

CONFIDENTIAL

Attention FBLA Competitors FBLA, Inc.  
12100 Sunset Hills Drive, Suite 200  
Reston, VA 20190

To Whom It May Concern

FORMAL BUSINESS LETTER WITH ADVANCED FEATURES

This letter serves as an example of a formal business letter that includes all advanced letter parts that you may be asked to include during a production test. It is in block style with open punctuation.

You will notice that the sender's address is not listed. This is to leave room for printing with a digital letterhead or on formal company stationery.

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At the conclusion of the body of the letter is the closing. Use a QS after the closing. The signature of the person sending the letter would go in this space. The typed name of that person is next. Immediately below that is their title. The company is not usually printed in the signature information as it would be redundant given it is in the letterhead. In more modern letters, both phone number and email address are included below the title.

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FBLA Competitors Page 2

Current Date

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My hope is that this letter has been instructive in the parts of a formal business letter that you may encounter during your exam. Please do not forget that proofreading skills are also important.

Sincerely

Cindy Fraser  
Letter Formatting Specialist  
555-555-5555  
cfraser@letters.com

CF:ks

c FBLA Competitive Events Committee

Enclosure: Updated Scoring Guide

## **MEETING AGENDA**

The following pages show the format of a meeting agenda for a meeting. Creating an agenda several days/weeks ahead of a meeting can help participants be better prepared for productivity.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Left aligned, Single Spaced
  - Line one "AGENDA - XXX" (XXX representing organization name)
  - Line two "Page X"
  - Line three "Date"

### Special Considerations:

- Agenda items should be listed by times or enumerated. If times are used, do not enumerate.
- If no future meeting date is set, exclude "Date of Next Meeting"
- Always include Unfinished Business regardless of unfinished business items.
- Enumerates are ½" from the left margin.
- Detailed information begins at 1" from the left margin.
- Indents are ¼" from previous level.
- Main and subheadings should be keyed in boldface.

**WASHINGTON HIGH SCHOOL FBLA (*bold, all caps*)**

**(DS)**

**Chapter Meeting Agenda (*bold*)**

**(DS)**

**Wednesday, September 15, 20XX, 6:00 p.m. (*bold*)**

**(DS)**

**Room 234**

**(DS)**

1. Call to Order – Suzanne Smith, Chapter President  
**(DS)**
2. Roll Call – Tessa Ross, Secretary  
**(DS)**
3. Reading of the Minutes – Tessa Ross, Secretary  
**(DS)**
4. Treasurer’s Report – Mark Simmons, Treasurer  
**(DS)**
5. Other Officer Reports  
**(DS)**
6. Committee Reports  
    Fundraising – Beth Poole **(SS)**  
    Competition Prep – Korrie Williams  
**(DS)**
7. Unfinished Business  
**(DS)**
8. New Business  
**(DS)**
9. Date of Next Meeting  
**(DS)**
10. Adjournment  
**(DS)**

**WASHINGTON HIGH SCHOOL FBLA**

**Chapter Meeting Agenda**

**Wednesday, September 15, 20XX, 6:00 p.m. (*bold*)**

**Room 234**

1. Call to Order – Suzanne Smith, Chapter President
2. Roll Call – Tessa Ross, Secretary
3. Reading of the Minutes – Tessa Ross, Secretary
4. Treasurer’s Report – Mark Simmons, Treasurer
5. Other Officer Reports
6. Committee Reports
  - Fundraising – Beth Poole
  - Competition Prep – Korrie Williams
7. Unfinished Business
8. New Business
9. Date of Next Meeting
10. Adjournment

## **MEETING MINUTES**

The following pages show the format of a meeting minutes from a meeting. Using the agenda as the basis for minutes can help facilitate accurate and timely completion.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Left aligned, Single Spaced
  - Line one "MINUTES - XXX" (XXX representing organization name)
  - Line two "Page X"
  - Line three "Date"

### Special Considerations:

- If no future meeting date is set, exclude "Date of Next Meeting"
- Always include Unfinished Business regardless of unfinished business items.
- Text should be left justified unless otherwise noted.
- Main and subheadings should be keyed in boldface.
- 2" line should be placed above the secretary's name and title for signature.
- The secretary should sign the minutes above their name and title.

**WASHINGTON HIGH SCHOOL FBLA (*bold*)**  
**(DS)**  
**Minutes of September 15, 20XX (*bold*)**  
**(DS)**

**Call to Order (*bold*)**

The regular meeting of Washington High School FBLA was called to order on Wednesday, September 15, 20XX at 3:00 p.m.

**(DS)**

**Attendance (*bold*)**

Fifteen of 20 members were in attendance.

**(DS)**

**Minutes (*bold*)**

The minutes of the August 15, 20XX meeting were read. Justin Vaugh moved to approve the minutes as read. The motion was seconded, and the minutes approved.

**(DS)**

**Treasurer's Report (*bold*)**

Treasurer Mark Simmons reported a balance of \$375 as of August 1, 20XX. The report was filed.

**(DS)**

**Adviser Update (*bold*)**

Adviser Sharon Reese reminded all members that dues must be paid by October 1 for students to be eligible for the fall business tour.

**(DS)**

**Unfinished Business (*bold*)**

None.

**(DS)**

**New Business (*bold*)**

None.

**(DS)**

**Announcements (*bold*)**

The next meeting will be on October 1, 20XX at noon.

**(DS)**

**Adjournment (*bold*)**

There being no further business, the meeting was adjourned at 3:50 p.m.

**(QS)**

Tessa Ross, Secretary

**WASHINGTON HIGH SCHOOL FBLA**

**Minutes of September 15, 20XX**

**Call to Order**

The regular meeting of Washington High School FBLA was called to order on Wednesday, September 15, 20XX at 3:00 p.m.

**Attendance**

Fifteen of 20 members were in attendance.

**Minutes**

The minutes of the August 15, 20XX meeting were read. Justin Vaugh moved to approve the minutes as read. The motion was seconded, and the minutes approved.

**Treasurer's Report**

Treasurer Mark Simmons reported a balance of \$375 as of August 1, 20XX. The report was filed.

**Adviser Update**

Adviser Sharon Reese reminded all members that dues must be paid by October 1 for students to be eligible for the fall business tour.

**Unfinished Business**

None.

**New Business**

None.

**Announcements**

The next meeting will be on October 1, 20XX at noon.

**Adjournment**

There being no further business, the meeting was adjourned at 3:50 p.m.

Tessa Ross, Secretary

## **MEMORANDUM**

A memorandum or memo for short is a concise written message used within an organization to communicate information, updates, or directives. It typically addresses a specific audience and is often used for internal communication. Memos replace needing to merge business letters to send to a mass audience.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Left aligned, Single Spaced
  - Line one "MEMORANDUM - XXX" (XXX representing name of recipient(s))
  - Line two "Page X"
  - Line three "Date"

### Special Considerations:

- "MEMORANDUM" should always be in capital letters, 16 pt, boldface font.
- Memos should always contain headings of "TO", "FROM", "DATE", and "SUBJECT"
- "CC" is an optional line and should be placed after the "TO"
- Memo headings should be in in capital letters, boldface font.
- Text should be left justified unless otherwise noted.
- Include "Enclosure(s)" or "Attachment(s)" at the end of the memo if appropriate.
- The sender should initial next to their name on the FROM line when printed.

**MEMORANDUM (*bold*)**  
**(DS)**

**TO:** Lisa Morris  
**(DS)**  
**CC:** John Smith  
**(DS)**  
**FROM:** Tessa Davis  
**(DS)**  
**DATE:** Current Date  
**(DS)**  
**SUBJECT:** Formatting Memos  
**(DS)**

Memos are formal documents with a simple format. Memos have largely been replaced by email, though they still exist in the workplace.

**(DS)**

There are five key words that should be in all caps, Memo, To, From, Date, and Subject are the words which define a memo. The word Memo should be bold and centered at the 2" top margin. The other key words should also be in bold. Double line spacing separates these key words, paragraphs and any typist initials.

**(DS)**

Enclosure or attachment can be used at the end of the memo if additional items like a flyer or paperwork are included. The sender should initial the memo next to their name in the from line.

**(DS)**

Enclosure

## **MEMORANDUM**

**TO:** Lisa Morris

**CC:** John Smith

**FROM:** Tessa Davis

**DATE:** Current Date

**SUBJECT:** Formatting Memos

Memos are formal documents with a simple format. Memos have largely been replaced by email, though they still exist in the workplace.

There are five key words that should be in all caps, Memo, To, From, Date, and Subject are the words which define a memo. The word Memo should be bold and centered at the 2" top margin. The other key words should also be in bold. Double line spacing separates these key words, paragraphs and any typist initials.

Enclosure or attachment can be used at the end of the memo if additional items like a flyer or paperwork are included. The sender should initial the memo next to their name in the from line.

Enclosure

## **PRESS RELEASE**

A press release is an official statement that an organization delivers to a media outlet. As a mediated form of communication, a press release is an effective way in which to communicate with the public. Rather than reacting to specific media inquiries, not all of which are necessarily welcome, they proactively manage the news about themselves. It usually includes specific elements and respects an approved format. The usual length of a press release is one page long, though some might get to two pages. In total, the document should typically stay between 300 and 800 words with short sentences and clear descriptors. The press release should be double spaced.

### First Page Margins:

- Top: 2"
- Sides: 1"
- Bottom: 1"

### Second & Subsequent Pages:

- Top Margin: 1"
- Header: Right aligned, Single Spaced
  - Line one "PRESS RELEASE - XXX" (XXX representing press release title)
  - Line two page "X" (do not include the word 'Page')

### Special Considerations:

- Press release shall be the first line of the item and underlined.
- 'FOR IMMEDIATE RELEASE' should be the second line if for immediate release. If not for immediate release, it should read "NOT FOR IMMEDIATE RELEASE" and the next line shall be "Embargo until requested date & time, ex. "Embargo until June 30 at 12:00 p.m."
- If more than one page, end the first page with '(more...)'.  
• Last line of the document, center, and insert the symbols '# # #'.

### Key Items Include:

- Title
- Headline
- Body
- Ending
- Contact Information

**PRESS RELEASE**

**FOR IMMEDIATE RELEASE**

**(DS)**

DATE

**(QS)**

**WASHINGTON FBLA MEMBERS QUALIFY FOR NATIONAL CONFERENCE**

**(QS)**

(City, State) Ten members of the Washington High School chapter of Future Business Leaders of America have qualified to represent Rhode Island at the National Leadership Conference this June in Anaheim, California.

The qualifying members will have the opportunity to participate in competition and leadership workshops with more than 11,000 other members from across the country and several international locations.

To cover the costs of this conference, the members are actively raising needed funds. Community members can assist by attending a pancake breakfast on May 15 from 7:30 AM to 11:00 AM in the high school cafeteria. The cost of breakfast is \$10 per person. Children under two may eat for free.

Any community member that wishes to make a donation may do so through the chapter's portal at [www.washingtonfblachapter.org](http://www.washingtonfblachapter.org).

**(DS)**

###

**(DS)**

CONTACT:

Susan Edwards, Adviser Washington HS FBLA

555-555-5555

[sedwards@whsfbla.org](mailto:sedwards@whsfbla.org)

**PRESS RELEASE**  
**FOR IMMEDIATE RELEASE**

DATE

**WASHINGTON FBLA MEMBERS QUALIFY FOR NATIONAL CONFERENCE**

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## **REPORTS**

For the purposes of production test events, FBLA follows the MLA Format. Other than the left margin, the format is the same for left-bound or unbound reports. The only difference is that the left-bound has a left margin of 1.5 inches instead of 1 inch.

First Page Margins:

- Top: 1"
- Sides: 1" (unbound report)
- Bottom: 1"

Second & Subsequent Pages:

- Top Margin: 1"
- Header: Right aligned, Single Spaced
  - Line one "Sender's Name" & page "X" (do not include the word 'Page')

Special Considerations:

- The report title is typed in Title Case, not all capitals.
- The report title should not be boldface.
- The report body should be double spaced (DS).
- Only include a report title page if told to do so. The top third of the page should include the institution, the middle third should include the title and subtitle of the report, and the lower third should include the author name, class information, instructor's name, and date.

Key Items Include:

- Sender's name
- Recipient's Name
- Current Date in military style (Day Month Year)

Purdue University

The Impact on Client Success in Today's Society

Jack Smith  
**(DS)**

Business 101  
**(DS)**

Dr. Ross Hughes  
**(DS)**

October 1, 2025

Purdue University

The Impact on Client Success in Today's Society

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October 1, 2025

Ellie Li

**(DS)**

Dr. L Warnock

**(DS)**

12 June 20XX

**(DS)**

Formatting Reports

**(DS)**

**Use of MLA (bold)**

The Modern Language Association, MLA, is the basis for both formatting the leftbound and unbound reports, but also for organizing the contents. This format is used primarily in academic manuscripts and research papers.

**Standard Margins (bold)**

Except for the left margin, all margin settings are the same for unbound and leftbound reports. The right margin is one inch. The top margin is one inch with a header at 1 ½ inch.

**Page Numbering (bold)**

The first page of a report may or may not be numbered, depending on the requirement of the instructor assigning the paper. On the second and subsequent pages, the page number along with the last name of the report author appear in the ½ header, right aligned. It is possible to set the document to automatically update the header throughout the report.

**Title Page (bold)**

Academic research reports written by a single author do not need a title page. If the report is the result of a group of authors, a title page should be created with each author listed.

**Long Quotations (bold)**

If a quote is longer than four lines, it should be indented .5 inch from the left margin. The text of the quote would still be double-spaced.

**Headings and Subheadings (bold)**

Headings and subheadings are organizational tools for content. When used inside of a Word document or Google Doc, headings allow for easy reference inside of the digital document and for automation of a table of contents. The Modern Language Association states that a table of contents would be suggested for a longer report “such as a theses or dissertation.” (MLA, <https://style.mla.org/paper-table-of-contents/>)

**Endnotes (bold)**

Endnotes, if utilized, are placed at the end of the report, and the endnote is cited by a superscript number in the text. A section titled “Notes” should be used. Endnotes should be double spaced.

**Works Cited Page (bold)**

All referenced items will be listed alphabetically on a page with a heading of Works Cited. Each referenced work should be double spaced, with a second line indented .5 inches from the left margin.

Ellie Li

Dr. L Warnock

12 June 20XX

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## **TABLE OF CONTENTS**

A table of contents is generally used for longer projects such as theses or dissertations, but if you are required to include a table of contents for a shorter report, create a title page and then place the table of contents, labeled “Contents,” by itself on the next page.

First Page Margins:

- Top: 2”
- Sides: 1”
- Bottom: 1”

Second & Subsequent Pages:

- Top Margin: 1”
- Header: Follow the standards of the report/project

Special Considerations:

- Contents should be boldface and capitalized
- Roman numerals can be right or left aligned
- Page numbers should be right aligned with tab leaders
- Parts of the report should be capitalized
- Subparts of the report should be indented from the previous level
- Indents are ¼” from previous level

**CONTENTS (bold)**

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## **WORKS CITED**

A Works Cited page is a comprehensive list of sources referenced in a written work, formatted according to a specific citation style, such as MLA. It provides essential information about each source, allowing readers to locate the original materials used to support the author's arguments or claims.

First Page Margins:

- Top: 1"
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Special Considerations:

- All referenced items will be listed alphabetically.
- Each referenced work should be double spaced, with a second line indented .5 inches from the left margin.
- The marking '---' is used to indicate a repeat in authors.
- If no specific author is referenced, alphabetize by first letter of the first word of work cited.
- Use ½" hanging indent.

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