FORMAT GUIDE

FBLA-PBL 2020-21

CONTENTS

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-PBL, 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 in both the FBLA and PBL divisions. In FBLA, the guide may be used in Computer Applications and Word Processing. PBL members may use the format guide in Administrative Support Technology, Business Communication, and Desktop Publishing.

FORMAT GUIDE
General Guidelines & Document Formatting

FONT INFORMATION

- Size: 11 or 12
- Font Style: Times New Roman, Arial, Calibri, or Cambria

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

COMMON ABBREVIATIONS

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

LETTERS

For competition, students may be asked to do a business or personal business letter. In the business world, knowing how to merge data into letters to mass produce them is essential. The following formatting procedure should be followed:

- Block style
- Open Punctuation
- Top Margin: 2 inches
- Side and Bottom Margin: 1 inch
- 2nd Page Top Margin: 1 inch
- 2nd Page Information: Name of addressee or company, SS then Page Number, SS and the date
- Enclosure notation: DS after signature name/title
- Copy notation: DS after enclosure notation or signature name/title

Some additional special features that may be included are a "CONFIDENTIAL" notation and subject line. Both should be in ALL CAPS.

FORMAT GUIDE
General Guidelines & Document Formatting

ENVELOPES AND LABELS

Preparing envelopes for mailing can include printing directly on the envelope or printing labels to be attached to envelopes. The usage of OCR software to read addresses is used in the sorting of envelopes.

The United States Postal Service recommends the following for delivery addresses:

- Required components include recipient name, delivery address, city, state and ZIP Code or ZIP+4
- A company name, if present, should go below the recipient name and above the delivery address
- States should be in the two-letter abbreviation format
- The address should be parallel to the longest side of an envelope
- Address should be in ALL CAPS
- No punctuation should be utilized
- One space should be used between the state and ZIP Code
- Address should be left justified
- Address should be printed in black ink on white or light paper
- If the address appears inside of a window, make sure there is at least 1/8" clearance around the address
- If using address labels, make sure that the printed label does not cut off any important information and that the label is on straight.

The United States Postal Service has the following recommendations for return addresses:

- Many times, these are optional and are used to highlight a company brand
- The same elements of an address should be included
- The return address goes in the upper left corner

BULLETED AND NUMBERED LISTS

Lists may be inserted into most business documents.
- SS between items
- DS between item groups

FORMAT GUIDE
General Guidelines & Document Formatting

MEMORANDUMS (MEMO) AND EMAIL

These are traditional and typically short documents to be shared within a company. Email and other electronic communications often take the place of printed memos.

- Standard Style
- Top Margin: 2 inches
- Side and Bottom Margins: 1 inch
- Email contains many of the same features as a memo and should be sent with attention paid to a proper subject line and appropriate signature section.

REPORTS: ACADEMIC UNBOUND AND LEFT BOUND

In the competitive events, students may be asked to do one of these reports. These are the most common type of reports used in academic research. FBLA-PBL follows the MLA style for citations in all reports.

- Body: Double spaced
- Top Margin: 1 inch, running header with page number right corner ½"
- Bottom Margin: 1 inch
- Left Bound Side Margins: Left 1.5 inches, Right 1 inch
- Unbound Side Margins: 1 inch
- Page number is placed 0.5 inches at the right margin. Page numbers could start on the first or second page depending on instructions.
- All references/citations should be in MLA format and placed in alphabetical order.

GENERAL BUSINESS DOCUMENTS

These documents may include items such as an agenda, itineraries, meeting minutes, press releases, outlines and tables of contents.

- Top Margin: 1 or 2 inches as indicated
- Bottom Margin: 1 inch
- Side Margins: 1 inch
- All documents should be left justified unless otherwise noted.
- Main and subheadings should be keyed in boldface.

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FORMAT GUIDE
General Guidelines & Document Formatting

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.

The following errors will incur a 2-point penalty for each occurrence in a document:
- Omission of a nonessential part of a document (e.g., reference initials, enclosure notation, etc.)
- Minor errors in vertical or horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of a sentence

The following errors will incur a 5-point penalty for each occurrence in a document:
- Keying or spelling errors
- Inserted or omitted words that change the meaning of a sentence
- Formatting errors
- Failure to follow directions

FORMAT GUIDE
Appendix A

FAIR USE GUIDELINES FOR EDUCATIONAL USE

MEDIUM	SPECIFICS	USE	CAUTIONS
Printed Material (short)	• Poems less than 250 words, 250 word except from a poem of more than 250 words • Articles, stories, or essays less than 2,500 words • One chart, picture, diagram, or cartoon per book or per periodical issue • Two-pages (max) from an illustrated word of less than 2,500 words	• Teachers may make copies for classroom use • Students may incorporate into multimedia projects	• Copies should be made from legally obtained copies • Teachers can make copies nine times per term • Usage must be initiated by the teacher and not a district directive • Cannot be used to make anthologies or workbooks
Archived Printed Material	• An entire printed work • Portions of a work • A work in which the existing format has become obsolete	• A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen"	• Copies must contain copyright information • Archiving rights are for libraries to share with libraries
Illustrations and Photos	• Photograph • Illustration • Collection of photos • Collection of illustrations	• Single works may be used in their entirety, but no more than five images from a single artist or photographer • From a collection no more than 15 images or 10 percent (whichever is less)	• Older illustrations may be in public domain but may be part of a copyright collection. Be sure to check ownership at www.loc.gov or www.mpa.org
Viewing Video	• Rented or purchased DVD/Blu-Ray/Tapes • Digital videos	• Teachers may use for the classroom • Copies for archive or replacement only.	

FORMAT GUIDE
Appendix A

MEDIUM	SPECIFICS	USE	CAUTIONS
Video for Projects	• Videotapes/DVD/Blu-Ray • Web-based video clips	• Students "may use portions of lawfully acquired copyright works in their academic multimedia" defined as 10 percent or three minutes	• The material must be legally acquired • Copyright works included in multimedia projects must give proper attribution to copyright holder
Music for Projects	• Records • Cassette tapes • CD • Digital Files • Audio clips on the Web	• Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed	• A maximum of 30 seconds per musical composition may be used • The project must have an educational purpose
Software	• Licensed software • Purchased software	• Library may lend software to patrons • Software can be installed on multiple machines or distributed via a network • Software may be installed at home and at school • Libraries may make copies for archival use or to replace lost or damaged copies	• Only one machine at a time may use the program • The number of simultaneous users must not exceed the number or licenses
Viewing Video	• Rented or purchased DVD/Blu-Ray/Tapes • Digital videos	• Teachers may use for the classroom • Copies for archive or replacement only.	

FORMAT GUIDE
Appendix A

MEDIUM	SPECIFICS	USE	CAUTIONS
Internet	• Internet connections/ Internet of Things • World Wide Web	• Images may be downloaded for student projects and teacher lessons • Sound and video files may be downloaded for use in multimedia projects	• Resources from the Web/IoT may need permission except links to resources • Downloaded resources must have been legitimately acquired
Television	• Broadcast • Cable • Copies/ recordings of broadcast and cable programs	• Broadcasts or recordings of broadcasts may be used for instruction • Cable channel programs may be used with permission. See Cable in the Classroom www.ciconline.org for more information	• Schools can retain broadcasts for a minimum of 10 days • Cable programs are not covered by the same guidelines as broadcast television

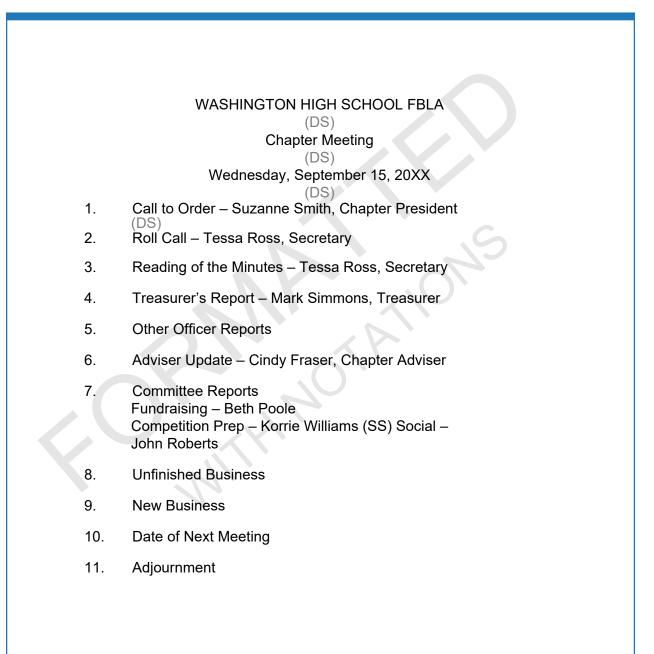Adapted from Technology & Learning, "Copyright and Fair Use Guidelines for Teachers"

Sources: United States Copyright Office Circular 21; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; Fair Use Guidelines for Educational Multimedia; and cable systems (and their associations).

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FORMAT GUIDE
Appendix B

AGENDAS AND MEETING MINUTES

The following pages show the format of a meeting agenda and sample minutes from that meeting. Creating an agenda several days/weeks ahead of a meeting can help participants be better prepared for productivity. Using the agenda as the basis for minutes can help facilitate accurate and timely completion.

WASHINGTON HIGH SCHOOL FBLA
(DS)
Chapter Meeting
(DS)
Wednesday, September 15, 20XX
(DS)

1. Call to Order – Suzanne Smith, Chapter President
(DS)
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. Adviser Update – Cindy Fraser, Chapter Adviser

7. Committee Reports
Fundraising – Beth Poole
Competition Prep – Korrie Williams (SS) Social –
John Roberts

8. Unfinished Business

9. New Business

10. Date of Next Meeting

11. Adjournment

WASHINGTON HIGH SCHOOL FBLA

Chapter Meeting

Wednesday, September 15, 20XX

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      Fundraising – Beth Poole
      Competition Prep – Korrie Williams
      Social – John Roberts

8. Unfinished Business

9. New Business

10. Date of Next Meeting

11. Adjournment

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

Call to Order
(DS)
The regular meeting of Washington High School FBLA was called to order on Wednesday, September 15, 20XX at 3:00 p.m.
(DS)
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 chapter balance of $375 as of September 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.
(QS)

Tessa Ross, Secretary

WASHINGTON HIGH SCHOOL FBLA

Minutes of September 15, 20XX

Call to Order

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Tessa Ross, Secretary

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Appendix C

ITINERARY

Itineraries are used to facilitate both personal and business travel. Chapters may find preparing an itinerary for conferences to attendees ahead of departure helpful.

There are several digital resources for itineraries used by regular business travelers. The app TripIt and online calendars through such services as Google and Outlook automatically aggregate confirmation emails from hotels and airlines.

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.

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)

TIP: It may be easier to design the document inside of a table and use merge fields and remove guidelines.

Appendix C

ITINERARY

NLC ITINERARY

Lucy Morgan, Washington HS FBLA

June 28-July 3, 20XX

DATE	TIME	EVENT	NOTE
June 28	8:30 AM	Check-In for Flight to Anaheim (SNA)	BNA to SNA, United Flight 990 Confirmation 56782
	2:00 PM	Arrive Anaheim (SNA)	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
June 29	6:00 PM	Opening Session, Anaheim Convention Center, Hall E	
June 30	8:00 AM	Preliminary Competition– Various Locations	
	6:00 PM	Regional Meetings Various– Locations	
July 1	8:00 AM	Final Competition– Various Locations	
	6:00 PM	Bus Departs - Medieval Times	
July 2	7:00 PM	Awards of Excellence Program	
July 3	7:00 AM	Airport Shuttle Departure	Be at the shuttle stop at 7:00 AM with all luggage
	8:00 AM	Check-In for Flight to Nashville	SNA to BNA United Airlines Flight 890 Confirmation 1224
	3:00 PM	Arrive at Nashville (BNA)	

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Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

NLC ITINERARY

Lucy Morgan, Washington HS FBLA

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	6:00 PM	Regional Meetings – Various Locations	
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	8:00 AM	Check-In for Flight to Nashville	SNA to BNA United Airlines Flight 890 Confirmation 1224
	3:00 PM	Arrive at Nashville (BNA)	

FORMAT GUIDE
Appendix D

Letters and Envelopes

For the purposes of the types of letters students will see in competition, the following pages show samples of a business and personal business letter in block style. A sample delivery address as it would appear on an envelope or label is also shown.

The business letter sample shows a letter with all the additional features that may be asked for during competition. The top margin on the business letter accounts for a printed business header, potentially including company logo.

For businesses, the Mail Merge tool is often used to combine data from a spreadsheet or database into the letters for personalization. Having the knowledge to complete a merge is a key skill.

Appendix D contents:
- Personal Business Letter
- Business Letter with all Features
- Delivery Address in USPS Format for Envelopes/Labels
  https://pe.usps.com/text/dmm100/addressing-mail.htm

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Appendix D

PERSONAL BUSINESS LETTER

1912 Association Drive
Reston, VA 20191-1591
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-PBL 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 Maldanado

1912 Association Drive
Reston, VA 20191-1591
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-PBL 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 Maldanado

Appendix D

Current Date
(DS or QS if no mailing notation)
CONFIDENTIAL
(DS)
Attention FBLA-PBL Competitors
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591
(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.

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Appendix D

FBLA-PBL 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. This is a courtesy notation. 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 mail merging and 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 NAP Committee
  PBL NAP Committee
  National FBLA-PBL Education Director
(DS)
Enclosures: Sample Letter   Updated Scoring Guide

Current Date

CONFIDENTIAL

Attention FBLA-PBL Competitors
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591

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.

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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.

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.

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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 mail merging and proofreading skills are also important.

Sincerely

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

CF:cb

c FBLA NAP Committee
  PBL NAP Committee
  National FBLA-PBL Education Director

Enclosures: Sample Letter
             Updated Scoring Guide

Appendix D

DELIVERY ADDRESS in USPS FORMAT FOR ENVELOPES/LABELS

FBLA·ΦΒΛ

TONY SHAW
TONY SHAW CONSULTING
516 EAST HIGHWAY Z
JEFFERSON CITY MO 65043-1234

Appendix E

MEMOS

MEMO
(DS)

TO: Lisa Morris
(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)
To line up the data that goes into the To, From, Date and Subject areas, tabs are used. A five space, normal tab is used. Tab twice for To, From, and Date. Only tab once for Subject.
(DS)
cb

FBLA·ΦBΛ

MEMO

TO: Lisa Morris

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.

To line up the data that goes into the To, From, Date and Subject areas, tabs are used. A five space, normal tab is used. Tab twice for To, From, and Date. Only tab once for Subject.

cb

Appendix F

PRESS RELEASE

A press or news release is a document sent to news outlets to highlight completed or upcoming events or milestones. These are commonly emailed to news outlets and can be sent with digital images to help tell the story.

These are normally between 300 and 800 words. Utilize short sentences and clear descriptors. The press release should be double spaced.

For Release
TIME DATE
(DS)

WASHINGTON FBLA MEMBERS QUALIFY FOR
NATIONAL LEADERSHIP CONFERENCE

City – Date – 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 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 the 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.

###
(DS)

CONTACT: Susan Edwards, Adviser
Washington HS FBLA
100 East Washington Street
Providence, RI 02860
(Phone) 555-555-5555
Email: sedwards@whsfbla.org

Top Margin: 2"
Side Margins: 1"
Second Page Top: 1"

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###

CONTACT: Susan Edwards, Adviser
Washington HS FBLA
100 East Washington Street
Providence, RI 02860
(Phone) 555-555-5555
Email: sedwards@whsfbla.org

FORMAT GUIDE
Appendix G

ACADEMIC REPORTS

For the purposes of production test competitions, FBLA-PBL 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.

Endnotes follow the end of the report body. These are indicated by a superscript number. A Works Cited page follows the body and any endnotes of a report. All works are arranged alphabetically.

In the production tests, the focus will be on citing books, a webpage, and online video.

https://style.mla.org/formatting-papers/
https://style.mla.org/mla-format/
https://style.mla.org/sample-papers/

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Appendix G

FORMATTING REPORTS

Ellie Li

Dr. L Warnock

12 June 20XX

<div align="center">Formatting Reports</div>

Use of MLA

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**

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 one-half inch.

Page Numbering

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

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

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.

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Headings and Subheadings

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

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

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. For the purposes of FBLA-PBL production events, only books, websites and videos will be utilized as references.[1]

Notes

1. After review of the many different types of documentation now possible, the decision to limit to these three types of sources was made

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Works Cited

Tavano, Joy. *Formatting Business Documents*. BE Publishing, 2013.

---. "Formatting a Research Paper." https://style.mla.org/formatting-papers/ MLA

---. "How to set up MLA Format Paper with Works Cited Page in Microsoft Word." YouTube, uploaded by

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---. "How to set up MLA Format Paper with Works Cited Page in Microsoft Word." YouTube, uploaded by

    Xamplio, 9 October 2019, https://www.youtube.com/watch?v=bnhksX29l o

FORMAT GUIDE
Appendix H

CORPORATE REPORTS

While the formal leftbound and unbound format is used for production events in FBLA-PBL, much more creativity and formatting flexibility is available as members work on project events that contain reports. Examples of company reports are:

Amazon
Twitter
Walt Disney Company
March of Dimes

For competition examples, please look at the competition web page to view the winning reports from the last several years.

The works cited should utilize the MLA format.