PWC OOC 1

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slug

Format guide and template for submitting assignments

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Here are the format guidelines I want you to use for Professional Writing & Communication assignments. This document, itself, is a template.

Use the .docx format for your file, unless you can only save it as .doc, in which case that will be fine. The file name of your document must be “PWC\_OOC\_1\_Lastname.docx” – and I’m warning you that I am very particular about this. Make sure you use the underscores. Replace “1” the actual number of the assignment, and replace “Lastname” with your last name. If it’s an in-class assignment, use “INC” instead of “OOC.”

Use Times New Roman or Times 14-point font for everything in the document. Set the line spacing to “multiple” with a value of 1.25. Make sure that your paragraph formatting puts no extra space before or after paragraphs.

The document must be formatted as 8.5-by-11 inches. We’re an hour’s drive from the geographical center of North America. A4 paper’s pretty scarce around here.

Set all the margins to 1.75 inches – top, bottom, left and right. Yes, this makes for big margins. All the better for me to write comments.

At the top of the document, the first three lines are flush to the left, with no indenting. Have the first line conform to your particular assignment – same drill as with the file name. Use the date the assignment is due. Instead of “slug,” put the assignment’s actual slug in lower case. “Slug” is newspaper jargon for the word or short phrase that identifies content of the assignment. For example, for your first out-of-class assignment, the slug was “hometown.”

Then you have a blank line.

The next three lines are centered with no indent. That first line is your headline, so use AP headline capitalization. Next is your byline. Then put the word count for the text in the body of your assignment.

The header of your document has your last name, the slug, and “Page” with the page number, in that order, as indicated in this document. Those elements are, respectively, left aligned, centered, and right aligned. The header is 0.5 inches from the top. No header on the first page.

In the body, left align the text. Notice the ragged right edge on this document – that means the text is left aligned. The paragraphs have a 0.5-inch indent on the first line.

At the end, skip a line and put a “30” flanked by a space and an en dash on each side. It’s centered with no indent.

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