
UNIT 12 FORMATS OF REPORTS

Objectives

After going through this unit, you should be able to:

- Distinguish between various parts of a report
- Explain the different parts of a report
- Instruct the typist as to how he/she should go about typing the report
- Edit any report by using the copy reading and proof reading symbols.

Structure

12.1 Introduction

12.2 Parts of a Report

12.3 Cover and Title Page

12.4 Introductory Pages

12.5 Text

12.6 Reference Section

12.7 Typing Instructions

12.8 Copy Reading

12.9 Proof Reading

12.10 Summary

12.11 Self-Assessment Exercises

12.12 Further Readings

12.1 INTRODUCTION

In the last unit, we have explained the steps one should follow while writing a proposal for any type of report. The subject matter of various types of reports was also discussed. It was also explained as to how one should go about editing the draft of a report. The next stage is understanding the Formats of Reports which is the subject matter of this unit. It explains the contents of Cover and the Title Page. We should also understand as to what goes into Introductory pages, Text and Reference Section of a report. Once this is known there is a standard format in which the report should be typed. Therefore, a few pages are devoted in this unit on typing instructions. Once the report is typed, it should be edited by using the copy reading and proof reading symbols. This forms the concluding section of this unit.

12.2 PARTS OF A REPORT

The different parts of a report are:

- 1) Cover and the title page
- 2) Introductory pages
 - a) Foreword
 - b) Preface
 - c) Acknowledgement
 - d) Table of contents
 - e) Lists of tables and illustrations
 - f) Summary
- 3) Text
 - a) Headings
 - b) Quotations
 - c) Footnotes
 - d) Exhibits
- 4) Reference section
 - a) Appendices



- b) Bibliography
- c) Glossary (if required)

12.3 COVER AND THE TITLE PAGE

The cover and the title page of a report contain the following information:

- 1) Title of the subject or project
- 2) Presented to whom
- 3) On what date
- 4) For what purpose
- 5) Written by whom

If there is any restriction on the circulation of the report, it is indicated (e.g., "For Official Use Only") in the top right corner of the cover and the title page.

Examples of the cover and the title page for research reports, conference papers, committee/consulting/administrative reports, and student reports are given below.

*Example of the Cover and the Title Page
for a Research Report*

Research Monograph No. 10

CRISIS IN THE SUGAR INDUSTRY

S. Ramesh Chander
Professor
School of Management
Regional University, Ahmedabad

Council of Management Research
New Delhi
1 January 1986

*Example of the Cover and the Title Page
for a Conference Paper*

CRISIS IN THE SUGAR INDUSTRY

A Paper
Presented to the National Economic Conference
held at the
School of Management
Regional University, Ahmedabad

on
1 January 1986
by
Ramesh Chander
Professor
Institute of Business
National University, Jaipur



*Example of the Cover and the Title Page
for a Committee/Consulting/Administrative Report*

For Official Use Only

**WORKING CAPITAL REQUIREMENTS
OF
RAJPUR TEXTILE MILL**

Presented to the
Managing Director
Rajpur Textile Mill

on
1 January 1986
by
Professor Ramesh Chander
and
Professor Ramesh Kumar

School of Management
Regional University, Ahmedabad

*Example of the Cover and the Title Page
for a Student Report*

CRISIS IN THE SUGAR INDUSTRY

A Paper
Presented to
Professor Ramesh Chander
School of Management, Regional University

on
1 January 1986
in Partial Fulfilment
of the Requirements for the
Managerial Economics Course in the
Master of Business Administration Programme
by
Ramesh Kumar

Activity 1

Take any report which has been recently prepared in your organisation and check whether cover and title page contain all the essential information. If not, prepare a new cover and title page.

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12.4 INTRODUCTORY PAGES

The introductory pages are given lower case Roman numerals (e.g., i, ii, iii). Arabic numerals (e.g., 1, 2, 3) are used from the first page of the introduction. The introductory pages contain the following:

- 1) Foreword
- 2) Preface
- 3) Acknowledgement
- 4) Table of contents
- 5) Lists of Tables and Illustrations
- 6) Summary

1) Foreword

The first page of the foreword is not numbered, but it is counted among the introductory pages. Usually a foreword is one page or even shorter. If a foreword is more than a page, subsequent pages of the foreword are numbered in lower case Roman numerals.

The foreword is written by someone other than the author. It *is* written by an authority on the subject or the sponsor of the research *or* the book and introduces the author and the work to the reader.

At the end of the foreword, the writer's name appears on the right side. On the left side, address and place of writing the foreword, and date appear. Name, address, place and date are put in italics.

2) Preface

The first page of the preface is not numbered, but it is counted among the introductory pages. Subsequent pages of the preface are numbered in lower case Roman numerals.

The preface is written by the author to indicate how the subject was chosen, its importance and need, and the focus of the book's content, purpose, and audience.

At the end of the preface, the author's name is given on the right side. On the left side, address and place of writing the preface, and date appear. Name, address, place and date are put in italics.

3) Acknowledgement

If the acknowledgement section is short, it is treated as a part of the preface. If it is long, it is put in a separate section.

The first page of the acknowledgement, is not numbered, but it is counted among the introductory pages. Subsequent pages of the acknowledgement are numbered in lower case Roman numerals.

At the end of the acknowledgement, only the author's name appears in italics in the right-hand corner.

4) Table of Contents

In writing the table of contents, great care should be taken. The contents sheet is both a summary and a guide to the various segments of the book. The table of contents should cover all the essential parts of the book and yet be brief enough to be clear and attractive.

The first page is not numbered, but the subsequent pages are numbered in lower case Roman numerals.

The heading TABLE OF CONTENTS or CONTENTS in all capital letters appears at the top. On the left side, foreword, preface, acknowledgement, and numbers and titles of sections, chapters, centre heads, centre subheads, and side heads are listed. On the right side, the corresponding page numbers are given. The page numbers are aligned on the right.



The section and chapter titles are put in all capital letters. The centre head is put in capital and lower case letters. The centre subheads and side heads are put in lower case letters, except the first letter of the first word and proper nouns.

The classification of the headings can be done in the traditional or decimal system in the declining order as follows:

Traditional Classification	Decimal Classification
I.	1.
A.	1.1
I.	1.1.1
a.	a.

The headings of the text can be indented in a step form to visually highlight the classification.

At the end of the headings of the text, references to appendices, bibliography, glossary, and index appear. These references are put in all capital letters from the margin.

Samples of contents sheet in traditional and decimal classification follow.

Example of the Contents Sheet in Traditional Classification

CONTENTS	
Foreword	v
Preface	vii
Acknowledgement	ix
SECTION (PART) A (1)	1
I. CHAPTER TITLE	3
A. Centre Head	3
I. Centre subhead	10
a. Side head	12
SECTION B	15
II. CHAPTER TITLE	17
A. Centre Head	17
I. Centre subhead	18
a. Side head	19
B. Centre Head	20
I. Centre subhead	21
a. Side head	22
b. Side head	25
SECTION C	27
III. SUMMARY AND CONCLUSION	29
A. Summary	29
B. Conclusion	35
APPENDICES	37
A. Questionnaire	39
B. Interview	45
BIBLIOGRAPHY	51
GLOSSARY	55

Example of the Contents Sheet in Decimal Classification

CONTENTS	
Foreword	v
Preface	vii
Acknowledgement	ix
SECTION (PART) A (I)	1
1. CHAPTER TITLE	3
1.1 Centre Head	3
1.1.1 Centre subhead	10
a. Side head	12
SECTION B	15
2. CHAPTER TITLE	17
2.1 Centre Head	17
2.1.1 Centre Subhead	18
a. Side head	19
2.2 Centre head	20
2.2.1 Centre Subhead	21



a. Side head	22
b. Side head	25
SECTION C	27
3. SUMMARY AND CONCLUSION	29
3.1 Summary	29
3.2 Conclusion	35
APPENDICES	37
1. Questionnaire	39
2. Interview	45
BIBLIOGRAPHY	51
GLOSSARY	55

5) Lists of Tables and Illustrations

Lists of tables and illustrations follow the table of contents. Each list starts on a separate page. If the items in each list are few, both the lists are put on the same page but under different headings.

The headings for these lists may be in all capital letters-LIST OF TABLES, LIST OF ILLUSTRATIONS, TABLES, or ILLUSTRATIONS, and they follow the format of the heading that is used on the contents page-TABLE OF CONTENTS or CONTENTS.

Only the first letter of the main words are capitalised in writing the titles of tables and illustrations.

The second and subsequent lines of an item are indented. The page number appears against the first, second, or third line where the item's description ends.

Tables and illustrations are numbered continuously in serial order throughout the book in Arabic numerals (e.g., 1, 2, 3,) or in the decimal form (e.g., 1.1, 2.1, 2.2., 3.1). In the latter classification, the first number refers to the chapter number and the second one to the serial order of the table or illustration within the chapter.

Example

TABLES	
1) Growth of Consumer Goods Production	10
2) Index Number of Excise Duties Rates on Capital and Consumer Goods	30

6) Summary

A report invariably carries an abstract or an executive summary in the initial pages as a help to the busy researcher or executive. The summary is positioned immediately before or after the contents sheet. The summary and the contents together provide an overview to the reader. The length of the summary may vary from 100 words to 1,000 words.

In a short report, the preface itself becomes the summary. In a long report, the summary is given in the first chapter of the text.

The summary should highlight the following essential information:

- 1) What is the study about?
- 2) What is the extent and limitation of the coverage?
- 3) What is the significance and need for the study?
- 4) What kind of data has been used?
- 5) What research methodology has been used?
- 6) What are the findings and conclusions?
- 7) What are the incidental findings, if any?
- 8) How can the conclusions be used and by whom?
- 9) What are the recommendations and the suggested action Plan?

Activity 2

Take a report you have recently written and examine whether the introductory pages contain all the sections indicated in this unit. If not, put in these sections if they are necessary for the report.



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12.5 TEXT

The subject matter of Text is divided into the following :

- 1) Headings
- 2) Quotations
- 3) Footnotes
- 4) Exhibits

1) Headings

The following types of headings are common :

- 1) Centre Read (All caps, without underlining)
- 2) Centre Subhead (Caps and lower case, underlined)
- 3) Side Head (All caps, without underlining)
- 4) Side Head (Caps and lower case underlined)
- 5) Paragraph Head followed by a colon (caps and lower case, underlined)

Which combination of headings to use depends on the number of classifications or divisions that a chapter has.

Centre Head : A centre head is typed in all capital letters. If the title is long, the inverted pyramid style (i.e., the second line shorter than the first, the third line shorter than the second) is used. All caps headings are not underlined; underlining is unnecessary because capital letters are enough to attract the reader's attention.

Example

CHALKING OUT A PROGRAMME FOR
 IMPORT SUBSTITUTION AND
 EXPORT PROMOTION

Centre Subhead : The first letter of the first and the last word and all nouns, adjectives, verbs and adverbs in the title are capitalized. Articles, prepositions, and conjunctions are not capitalized.

Example

Chalking out a Programme for
 Import Substitution and
 Export Promotion

Side Heads : Words in the side head are either written in all capitals or capitalized as in the centre subhead and underlined.

Example

Import Substitution and Export Promotion

Paragraph Head : Words in a paragraph head are capitalized as in the centre subhead and underlined. At the end, a colon appears, and then the paragraph starts.

Example

Import Substitution and Export Promotion: The Seventh Five-Year Plan of India has attempted

2) Quotation

Quotations Marks : Double quotation marks (" ") are used. A quotation within a quotation is put in single quotation marks (' '). *Example:* He said, "To the selfish, 'freedom' is synonymous with licence."

Punctuation and Quotation Marks : The quotation mark is put *after* the comma and the full stop. (*Example:* "To the selfish," he said, "freedom is synonymous with licence.") But the quotation mark is put *before* the semi-colon and colon. (*Example:* The following are methods of "realistic learning": case method, tutorial method,



group discussions and business games.) The quotation mark is put *before or after* the question mark or the exclamation mark depending on the sense. *Examples:* 1.) He asked, "Did you write to Ramesh?" 2) What do you mean by "freedom"?

“ ” ; “?”
“ ” ; “,”

When to Use Quotation Marks: Quotation marks are used for 1) a directly quoted passage or word, 2) a word or phrase to be emphasized, and 3) titles of articles, chapters, sections of a book, reports, and unpublished works.

How to Quote : a) All quotations should correspond exactly to the original in *wording, spelling, and punctuation*. b) Quotations up to three typewritten lines are run into the text. c) Direct quotations over three typewritten lines are set in indented paragraphs. Quotation marks are not used for indented paragraphs.

Five Ways of Introducing a Quotation :

- a) *Introduction:* He said, "The primary test of success in a negotiation is the presence of goodwill on both sides."
- b) *Interpolation :* "The primary test of success in a negotiation," he said, "is the presence of goodwill on both sides."
- c) *End Reference :* "The primary test of success in a negotiation is the presence of goodwill on both sides," he said.
- d) *Indented Paragraph :* He said:
For the workers no real advance in their standard of living possible without steady increase in productivity because any increase in wages generally, beyond certain narrow units, would otherwise be nullified by a rise in prices.
- e) *Running into a Sentence :* He recommended that "joint management councils be set up in all establishments in the public as well as private sector in which conditions favourable to the success of the scheme exist".

Omission in a Quotation

- a) Omission of a word or words from the quotation is indicated by ellipsis, i.e., *three dots .).*
- b) *Omission, of a whole paragraph is indicated by a line of dots.*

Author's Comments in a Quotation

- a) Comments of the author in a quotation are separated by brackets [].
- b) If there is an obvious error in the original source, it is quoted as in the original source. The author can indicate that he is doing so by [*sic*].

3) Footnotes

Types of Footnotes : A footnote either indicates the source of the reference or provides an explanation which is not important enough to include in the text.

In the traditional system, both kinds of footnotes are treated in the same form and are included either at the bottom of the page or at the end of the chapter or book.

In the modern system, explanatory footnotes are put at the bottom of the page and are linked with the text with a footnote number. But source references are incorporated within the text and are supplemented by a bibliographical note at the end of the chapter or book.

Rationale of Footnotes : Footnotes help the readers to check the accuracy of the interpretation of the source by going to the source if they want to. They are also an acknowledgement of the author's indebtedness to the sources. They lend authority to the work and help the readers to distinguish between the author's own contribution and that of others.

Where to Put the Footnote : Footnotes appear at the bottom of the page or at the end of the chapter or report (before the appendices section).

Numbering of Footnotes

- a) For any editorial comment on the chapter or title, an asterisk is used.



- b) In the text Arabic numerals are used for footnoting. Each new chapter begins with number 1.
- c) The number is typed half a space above the line or within parentheses. No space is given between the number and the word. No punctuation mark is used after the number.
- d) The number is placed at the end of a sentence or, if necessary to clarify the meaning, at the end of the relevant word or phrase. Commonly the number appears after the last quotation mark. In an indented paragraph, the number appears at the end of the last sentence in the quotation.

Footnotes at the Bottom of the Page

- a) After the last line of the text, three spaces *are* given and a 15-space line is drawn to separate the footnotes from the text. Then three spaces are given and the first footnote is typed.
- b) Each footnote is typed in single space. Between two footnotes, two spaces are given.
- c) The first line of each footnote is indented five spaces, and the rest of the lines are started from the regular margin.
- d) Footnotes should not overflow from one page to another. If the last footnote of a page has to be carried over to the next page, the carry-over portion is typed at the bottom of the next page before the footnote references of that page begin. The footnote of the first page is broken in the middle of a sentence so that the reader is made to turn to the next page to read the rest of the footnote.

Separated Reference Notes and Explanatory Notes

Within the text, immediately after a quotation or a paraphrased statement, the last name of the author, year of publication, and page number (Rao, 1981, p. 101) are indicated within parentheses. If more than one publication of the author in the same year are referred to, a letter is added after the year of publication (Rao, 1981 (a), p. 101).

If the author's name is mentioned in the text in introducing the quotation or the paraphrased statement, the reference to the name in the parentheses is dropped. If the year is also mentioned in the text, the reference to the year in the parentheses is also dropped.

The source references are elaborated in notes at the end of the article, chapter, or book. The reference notes are presented in a bibliographical form.

The explanatory notes are presented as in the traditional footnote form with a number at the appropriate place in the text and the explanatory footnote at the bottom of the page.

Examples of Footnote Entries

Comparative examples of footnote and bibliographical entries are given under the bibliography section.

Comparative examples of traditional and modern footnoting forms follow.

Example of Traditional Footnoting

HISTORY OF CORONET

The first issue of *Coronet* put out by Esquire, Inc., was dated November 1936. It appeared "with a five-color cover, [carrying] drawings, etchings, and color reproductions of Raphael and Rembrandt in addition to fiction, articles, and photographs." (1)

Esquire described the contents of *Coronet* in an advertisement as follows:

The book-size magazine of popular culture is a "believe-it-or-not" of money's worth, for the many-sided CORONET is truly four magazine in one : It's a magnificently illustrated journal of the fine arts; it's a breath-takingly beautiful "picture magazine" of unforgettable photographs; it's a full-strength satire and humor magazine; and a distinguished general magazine... Each issue is an entertaining education in "things you never knew till now"-a liberal culture course in capsule form -a little college in your coat pocket:(2)

Within 48 hours, according to its first publisher, David A. Smart, the 250,000 copies of the first issue were sold out. (3)



- 1) Theodore Peterson, *Magazines in the Twentieth Century* (Urbana: University of Illinois Press, 1964), pp. 342-3.
- 2) *Esquire*, December 1936, p. 322. For complete discussion on format and contents of the magazine, see , *Chap. IV*.
- 3) Peterson, *op. cit.*, p. 343. For the names of all the editors and publishers of the magazine, see Chap. III.

Example of Modern Footnoting

HISTORY OF CORONET

The first issue of *Coronet* put out by Esquire, Inc., was dated November 1936. It appeared with a five-color cover, [carrying] drawings, etchings, and color reproductions of Raphael and Rembrandt in addition to fiction, articles, and photographs (Peterson, 1964, pp. 342-3).

Esquire (December 1936, p. 322) described the contents of *Coronet* in an advertisement as follows:

The book-size magazine of popular culture is a "believe-it-or-not" or money's worth, for the many-sided CORONET is truly four magazines in one: It's a magnificently illustrated journal of the fine arts; it's a breath-takingly beautiful "picture magazine" of unforgettable photographs; it's a full-strength satire and humor magazine; and a distinguished general magazine... Each issue is an entertaining education in "things you never knew till now"-a liberal culture course in capsule form-a little college in your coat pocket: (1)

Within 48 hours, according to its first publisher, David A. Smart,, the 250,000 copies of the first issue were sold out (Peterson, 1964, p. 343. (2)

- 1) For complete discussion on format and contents of the magazine, see Chap. IV.
- 2) For the names of all editors are publishers of the magazine, see Chap. III.

NOTES

[At the end of the Chapter]

Peterson, Theodore, *Magazines in the Twentieth Century*. Urbana: University of Illinois Press, 1964.

4) Exhibits

TABLES

Reference and Interpretation

Before a table is introduced, it is referred in the text (e.g., see Table 1.1; refer to Table 1.1; as in Table 1.1; Table 1.1 indicates). A table is meant only to expand, clarify, or give visual explanation rather than stand by itself. The text should highlight the table's focus and conclusions.

An example of a good match between the text and the table is quoted below from Anne Anastasi's *Fields of Applied Psychology* (New York: McGraw-Trull Book Company, 1964); page 146:

The Communication Process : Industrial psychologists have investigated the communication process from many angles. Some have been concerned with the relative effectiveness of different media. In one such study (11) information was transmitted by five different methods in various departments of an industrial plant. Later, tests were administered to determine how much the individual employees had actually received and retained. The results are shown in Table 10. It will be noted that the combination of oral and written communication gave the best results but that oral only was more effective than written only. Bulletin board and grapevine yielded the poorest results.

Table 10 Mean Information Test Scores of Employees Receiving communication through Different Media (From Dahle, 11, p. 245)

Medium	No. of Employees	Mean Test Score*
Combined oral and written	102	7.70
Oral Only	94	6.17
Written only	109	4.91
Bulletin board	115	3.72
Grapevine only (control group)	108	3.56

* All differences are significant at the 5 per cent level or better except that between the last two means in the column.

Identification

a) Each table is given a number, title, and, if needed, a subtitle. All identifications are centred.



b) Arabic numerals, instead of Roman numerals or capital letters, are recommended for numbering the tables. Usually technical monographs and books contain many tables. As the number increases, Roman numerals become unfamiliar to the reader. Roman numerals also occupy more space than Arabic numerals. If there are more than 26 tables, capital letters will not be sufficient to identify them.

Tables can be numbered consecutively throughout the chapter as 1.1, 1.2,

1.3.... wherein the first number refers to the chapter and the second number to the table.

c) For the title and subtitle, all capital letters are used.

d) Abbreviations and symbols are not used in the title or subtitle.

Body

a) Column headings are typed vertically, and abbreviations are used as space-savers. If uncommon abbreviations are used, they are explained in footnotes. The main words of column headings are capitalized and underlined if column rules are not used.

b) Identifications of measurement units (e.g., Rs., S) are put in column headings.

c) Column numbers are usually avoided. But they are used if references are made to columns (e.g., Col. 1, or the total of Cols. 1 and 4) either in the text or in the table.

d) The row captions are aligned on the left. But the numbers are aligned on the right. If there is a sub-caption, it is indented three spaces inside. Single space is used throughout. Between the caption and the sub-caption double space is given. If the captions run into two or more lines, the serial numbers corresponding to the captions are aligned.

Example

Table 1.1
Changes in Indices of Industrial Production
(Base : 1956=100)

Period	General Index	Basic Industries	Capital Goods	Inter- mediate Goods	Consumer Goods
Plan I*	+26.0 (+5.0)	n.a.	n.a.	n.a.	n.a.
Plan II	+30.8 (+5.9)	+67.2** (+11.9)	+50.1 (+11.3)	+21.3 (+5.0)	+14.7 (+3.5)
Plan III	+38.7*** (+6.8)	+55.0 (+7.1)	+98.1 (+14.8)	+36.0 (+6.4)	+28.7 (+5.2)

Source : Reserve Bank of India Bulletin, June 1957.

Abbreviation : n.a. = not available.

Symbol : () Figures in parentheses represent annual rate of increase.

* Data for Plan I are estimated.

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Example

Expenditure Heads	Amount (Rs.)
1) Miscellaneous Expenses	
a. Training Programme	1,83,770.31
b. High Yielding Varieties Project	16,593.44
c. Chair for Management Practices	18,000.00
d. Subsidized Programme	31,230.67
2) Amount Transferred to Reserve or Specific Funds	
a. Fund for conveyance advance to officers and staff	1,00,000.00
b. Fund for scholarships	1,75,000.00
Total	5,24,594.42



Column Rules

- a) Column rules are used only if they increase legibility. The white space between columns is sufficient to act as a divider.
- b) If rules are used, the following box format may be followed:

TOTAL		

References

- a) Immediately after the table, the source of the table is indicated.
- b) After the source, abbreviations and symbols are explained.
- c) Then the footnotes to the table are given.
- d) For footnote sequencing, the order from top to bottom (column) and from left to right (row) is followed.
- e) No text matter appears between the table's body and its references.

Paper

- a) If the table occupies more than one-half space of a page, it is typed on a separate sheet.
- b) If the table is typed in continuation with the text on one page, three spaces are given between the text matter and the table both at the top and the bottom of the table to visually separate the table from the text.
- c) Tables are usually typed lengthwise.. If the number of columns cannot be accommodated, the table is typed widthwise on a separate sheet.
- d) If the table is typed widthwise; the top of the table will be on the binding side.
- e) If the table cannot be accommodated within the size of the paper used for the text matter, a bigger paper is used. The sheet is then folded in from the right-hand side and up from the bottom. The fold, on either side, should be one inch inside the right and bottom edge of the text paper. Otherwise, trimming the report after binding will be very difficult.
- f) The page numbers are typed consecutively with the text page. Even if the table is typed widthwise, the page number is typed vertically on the top where it would have been if the page was typed lengthwise. Otherwise the page number will disappear in the binding edge.

Continuation Page

- a) If the table is continued on the second page, only the identification mark **TABLE 1.1 Continued** is enough. There is no need to repeat the title and subtitle.
- b) On the continuation page, column and row captions are repeated to facilitate quick reference.
- c) The totals of the previous page are repeated at the top within the columns of the second page. In the row captions, indications such as **Carried forward** and **Brought forward** are given.

Checklist

Relevance, accuracy, and clarity are of utmost importance in tables. When entering the table, check the following:



- 1) Have the explanation and reference to the table been given in the text?
- 2) It is essential to have the table for clarity and extra information?
- 3) Is the representation of the data *comprehensive* and *understandable*?
- 4) Is the table number correct?
- 5) Are the title and subtitle clear and concise?
- 6) Are the column headings clearly classified?
- 7) Are the row captions clearly classified?
- 8) Are the data accurately entered and represented?
- 9) Are the totals and other computations correct?
- 10) Has the source been given?
- 11) Have all the uncommon abbreviations been spelt out?
- 12) Have all footnote entries been made?
- 13) If column rules are used, have all rules been properly drawn?

Illustrations

Illustrations cover charts, graphs, diagrams, and maps. Most of the instructions given for tables hold good for illustrations.

Identification

Illustrations are identified as FIGURE, CHART, MAP, or DIAGRAM. The identification marks (i.e., number title, and, if any, subtitle) are put at the bottom, because an illustration, unlike a table, is studied from bottom upwards.

Activity 3

Take a report that you have recently written and examine the following:

- a) Check the presentation of quotations and footnotes. Rewrite the references both in traditional and modern format.

- b) Go through the exhibits in the report and compare against the checklist given in this unit. Improve the presentation of exhibits and prune them down to the bare minimum required. Rewrite the explanation to them in the text.

12.6 REFERENCE SECTION

This section follows the text. First comes the appendices section, then the bibliography and glossary. Each section is separated by a divider page on which only the words APPENDICES, BIBLIOGRAPHY, or GLOSSARY in all capital letters appear.

All reference section pages are numbered in Arabic numerals in continuation with the page numbers of the text.

1) **Appendices**

What Goes into an Appendix

- a) Supplementary or secondary references are put in the appendices section. But all primary reference material of immediate importance to the reader is incorporated in the text. The appendices help the author to authenticate the thesis and help the reader to check the data.
- b) The material that is usually put in the appendices is indicated below:
 - 1) Original data
 - 2) Long tables
 - 3) Long quotations
 - 4) Supportive legal decisions, laws, and documents
 - 5) Illustrative material



- 6) Extensive computations
- 7) Questionnaires and letters
- 8) Schedules or forms used in collecting data
- 9) Case studies/histories
- 10) Transcripts of interviews

Numbering of Appendices

The appendices can be serialized with capital letters (Appendix A, Appendix B) to differentiate from the chapter or table numbers.

References to Appendices

- a) In the text, reader's attention is drawn to the appendices as in the case of tables.
- b) All appendices are listed in the table of contents.

2) Bibliographies

Positioning of the Bibliography

The bibliography comes after the appendices section and is separated from it by a division sheet written BIBLIOGRAPHY. It is listed as a major section in all capital letters in the table of content.

A bibliography contains the source of every reference cited in the footnote and any other relevant works that the author has **consulted**. It gives the reader an idea of the literature available on the subject and that has influenced or aided the author.

Bibliographical Information

The following information is given for each bibliographical reference :

Books

- 1) Author(s)
- 2) Title (underlined)
- 3) Place of publication
- 4) Publisher
- 5) Date of publication
- 6) Number of pages

Magazines and Newspapers

- 1) Author(s)
- 2) Title of the article (within quotation marks)
- 3) Title of the magazine (underlined)
- 4) Volume number (Roman numerals)
- 5) Serial number (Arabic numerals)
- 6) Date of issue
- 7) Page numbers of the article

Types of Bibliographies

The title of a bibliography should indicate what type of items are listed.

Some common varieties of bibliographies are given below:

- a) **Bibliography of Works cited** lists only those items which have been referred to in the text.
- b) **Selected Bibliography** contains only those items which the author thinks are of primary interest to the reader and indicates the criteria used for selecting the items.
- c) **Annotated Bibliography** gives a brief description of each item to help the reader to find out the usefulness of the book.

Difference between Bibliographical and Footnote Entries

The formats of bibliography and footnote differ in the following respects :

- a) In a bibliography, the first line of an item begins at the left margin and the subsequent lines are indented. But in a footnote, the first line is indented and the subsequent lines of the item begin at the left margin.
- b) In a bibliography, the last name of the author is given first (Kumar, Arvind), but in a footnote the first name is given first (Arvind Kumar).
- c) A bibliography is arranged within a section in the alphabetical order of the last name of the author or in the alphabetical order of the title of the work, or in the chronological order of publication. But footnotes are arranged in the sequence in which they have been referred to in the text.
- d) Punctuation, marks in a bibliography and in a footnote are different.
- e) In a bibliography the total number of pages of a book (205 pp.) or page numbers of the article (1-21) are given, while in a footnote only the specific page (p. 21) or pages cited (pp. 3-5) are given.



How to Make a Bibliography Formats of Reports

Solutions to some of the difficulties commonly faced in writing a bibliography are given below:

- a) When the bibliography is long, items are classified for easy reference according to 1) format like books, periodicals, and newspapers, 2) subject or theme, or 3) chronological order.
- b) If the name of the author is not given, the title of the book or the article appears first. "A", "An", and "The" in the beginning of the title are ignored for determining the alphabetical order; however, the article appears in the listing if it is a part of the title.
- c) An author's works written in collaboration with others are listed after the works which he has written alone.
- d) If there are more than three authors, the symbol *et al.* is used after, the first author's name and other names are omitted.
- e) If two or more works of an author are listed, the author's name is written for the first time, and for subsequent items a 10-space line is drawn where the author's name should appear.
- f) Within the works of an author, the order is determined by the alphabetical order of the title of the work or the date of publication.
- g) If two or more persons have written the book, the names are listed in the order mentioned in the book or article.

Examples of Bibliographical and Footnote Entries

ONE AUTHOR

Bibliography

Basu, Amrendra. *Consumer Price Index: Theory, Practice and Use in India*. Calcutta: Modern Book Agency, 1963. 175 pp.

Footnote

1 Amrendra Basu, *Consumer Price Index: Theory, Practice and Use in India* (Calcutta: Modern Book Agency, 1963), p. 10.

TWO AUTHORS

Bibliography

Singh, Mohinder; and Pandya, J.F. *Government Publications of India*. Delhi: Metropolitan Book Co. Pvt. Ltd., 1967. 270 pp.

Footnote

1 Mohinder Singh and J.F. Pandya, *Government Publications of India* (Delhi: Metropolitan Book Co. Pvt. Ltd., 1967. p. 21.

THREE AUTHORS

Bibliography

Mote, V.L.; Malya, M. Meenakshi; and Saha, Jahar. *Tables for Capital Investment Analysis*. Ahmedabad: Indian Institute of Management, 1986. 36 pp.

Footnote

1 V.L. Mote, M. Meenakshi Malya, and Jahar Saha, *Tables for Capital Investment Analysis* (Ahmedabad: Indian Institute of Management, 1986) p. 10.

MORE THAN THREE AUTHORS

Bibliography

Desai, D.K., *et al.*, *Studies in Block Development and Cooperative Organisation*. Ahmedabad: Indian Institute of Management, 1966. 382 pp.

Footnote

1 D.K. Desai, *et al.*, *Studies in Block Development and Cooperative Organisation*. (Ahmedabad: Indian Institute of Management, 1966) p. 10

EDITED BOOK

Bibliography

Basu, G. (ed). *Indian Tax Laws and Foreigners Having Investment in India or Having Business Connections in or with India*. Calcutta: Oxford Book & Stationery, 1962. 140 pp.

Footnote

1 G. Basu (ed), *Indian Tax Laws and Foreigners Having Investment in India or Having Business Connections in or with India*. (Calcutta: Oxford Book & Stationery, 1962) p. 10



TRANSLATION

Bibliography

Bata, Thomas. *How I Began*. Trans. Jan Baros. Batanagar: Club for Graduates of Bata School, 1942. 332 pp.

Footnote

1 Thomas Bata, *How I Began*. Trans. Jan Baros. (Batanagar: Club for Graduates of Bata School, 1942) p.10

ARTICLE IN A BOOK

Bibliography

Argyris, Chris, "Individual Actualization in Complex Organizations", *Organization and Administration: A Book of Readings*, Ishwar Dayal and Kamini Adhikari. Bombay: Progressive Corpn., 1969. 2-50. *Footnote*

1 Chris Argyris, "Individual Actualization in Complex Organizations", *Organization and Administration. A Book of Readings*, Ishwar Dayal and Kamini Adhikari. (Bombay: Progressive Corpn., 1969) p. 10.

DIFFERENT EDITIONS

Bibliography

Basu, Durga Das. *Shorter Constitution of India*. 5th edn. Calcutta: S.C. Sarkar, 1967. 250 pp.

Footnote

1 Durga Das Basu, *Shorter Constitution of India*. (5th edn. Calcutta: S.C. Sarkar, 1967) p. 10.

MORE THAN ONE VOLUME

Bibliography

Myrdal, Gunnar. *Asian Drama : An Inquiry into the Poverty of Nations*. 3 Vols. New York : The Twentieth Century Fund, 1968.

Footnote

1 Gunnar Myrdal, *Asian Drama: An Inquiry into the Poverty of Nations*. 3 Vols. (New York: The Twentieth Century Fund, 1968), 1, 20.

PART OF A SERIES

Bibliography

Decentralization : Strategy and Structure, Alumni Conference Series, 1967. Ahmedabad: Indian Institute of Management, 1968. 161 pp.

Footnote

1 *Decentralization : Strategy and Structure* (Alumni Conference Series, 1967; Ahmedabad : Indian Institute of Management, 1968), p. 10

GOVERNMENT PUBLICATION

Bibliography

Ministry of Law, Government of India. *The Copyright Act, 1957 (14 of 1957)*. Delhi: The Manager of Publications, 1960. 32 pp.

Footnote

1 Ministry of Law, Government of India. *The Copyright Act, 1957 (14 of 1957)*. (Delhi : The Manager of Publications, 1960), p. 10.

MIMEOGRAPHED OR PHOTOCOPIED MATERIAL

Bibliography

Rao, G.N. "A Life Table Approach to Wastage in Education", Jaipur: University of Rajasthan, 1958. 121 pp. (Mimeographed)

Footnote

1 G.N. Rao, "A Life Table Approach to Wastage in Education", (Jaipur: University of Rajasthan, 1958), p.10. (Mimeographed)

ARTICLE IN A JOURNAL

Bibliography

Gandhi, Ved P. "Taxation of Agricultural Incomes", *Industrial Times*, X, 12, (15 June 1968), 8.

Footnote

1 Ved P. Gandhi, "Taxation of Agricultural Incomes", *Industrial Times*, X, 12, (15 June 1968), 8.

ARTICLE IN A NEWSPAPER

Bibliography

Gandhi, Ved. P. "Will the Budget Achieve Its Aims? Certain Doubts", *The Economic Times*, VIII, 2,

(8 March 1968), 5. *Footnote*

1 Ved P. Gandhi, "Will the Budget Achieve Its Aims? Certain Doubts", *The Economic Times*, VIII, 2,

(8 March 1968), 5.



Bibliography

Desai, D.K. "Review of Application of Programming Techniques to Indian Farming Conditions by S.S. Jain and A.S. Kahlar", *Indian Journal of Agricultural Economics*, XXIII, 1, (Jan-Mar 1968), 91-94. *Footnote*

1 D.K. Desai, "Review of Application of Programming Techniques to Indian Farming Conditions by S.S. Jain and A.S. Kahlar", *Indian Journal of Agricultural Economics*, XXIII, 1, (Jan-Mar 1968), 92. 34

ASSOCIATION JOURNAL

Bibliography

Aggarwal, S.C. "Modern trends in Production Planning and Control", *Management Review* (Baroda Management Association), VII, 1, (Nov 1967), 17-19.

Footnote

1 S.C. Aggarwal, "Modern trends in Production Planning and Control", *Management Review* (Baroda Management Association), VII, 1, (Nov 1967), 18.

CONFERENCE PAPER

Bibliography

Bhattacharya, S.K. "Control techniques and Their Applicability." Paper read at the Ahmedabad Management Association, Ahmedabad, 22 Nov 1967. 12 pp. (Mimeographed)

Footnote

1, S.K. Bhattacharya, "Control Techniques and Their Applicability." Paper read at the Ahmedabad Management Association, Ahmedabad, 22 Nov 1967. p.11 (Mimeographed)

MORE THAN ONE ITEM OF AN AUTHOR

Bibliography

Shah, B.G. "Farm Finance: A Few important Issues", *Artha Kkas*, IV, 1, (Jan 1968), 38-45. "Manpower Development for Banks", *The Feonomic Times*, VIII, 3, (26 June 1968), 5.

3) Glossary

What is a Glossary : A glossary is a short dictionary giving definitions and examples of terms and phrases which are technical, used in a special connotation by the author, unfamiliar to the reader, or foreign to the language in which the book is written. It is listed as a major section in all capital letters in the table of contents.

Positioning of a Glossary : The glossary appears after the bibliography. It may also appear in the introductory pages of a book after the lists of tables and illustrations.

Order of Listing : Items are listed in alphabetical and normal order. *Example:*

Centre Heading is lasted under 'C' and not under **H**.

Activity 4

Take any report and check whether bibliography is presented in the standard form. If not, rewrite the bibliography.

.....
.....
.....
.....

Activity 5

Examine the appendices to any report. Are all of them essential for understanding the theme of the report. Can they be pruned?

.....
.....
.....
.....

12.7 TYPING INSTRUCTIONS

For typing of a report, the following should be kept in mind.

Paper

- a) Quarto-size, white, thick, unruled paper is used for manuscripts.
- b) Typing is done on only one side of the paper.

Margins

The following margins may be followed :

- Left = 1.5 in.
- Right = 1 in.



Top and bottom = 1 in. (But on the first page of every major division, e.g., beginning of a chapter give 3 in. space at the top. give 3 in. space at the top.)

Uniform margins make the typescript look neat.

Indentation

- a) The first line of a regular paragraph is indented five spaces from the margin.
- b) All lines in an indented paragraph are indented five spaces from the margin. But the first line of an indented paragraph, if it has a paragraph beginning, is indented 10 spaces from the margin.

Example :

The increase in taxation on commodities through excise duties and custom duties has increased the tax and therefore the prices.

Spacing between Lines

- a) The whole manuscript is typed in double space, except indented paragraphs, tables, and footnotes, which are usually in single space. Wherever single space is used, double space is given between paragraphs or sets of items.
- b) Triple space is given 1) before a paragraph head and 2) before and after a centre head, centre subhead, side head, indented paragraph, or table.

Spacing within a Sentence

Between words	1 space
After a semi-colon	2 spaces
After a colon	2 spaces
After a comma	1 space
After a full stop	2 spaces
Before the first parenthesis or bracket	1 space
After the last parenthesis	1 space

No space is given in the following cases :

- a) Between the last letter and the comma, semi-colon, colon, exclamation mark, question mark, last parenthesis, and last bracket.
- b) Between the first quotation mark and the following word.
- c) Between the last quotation mark and the last quoted word or punctuation.
- d) Between the dash and the words preceding or following it.
- e) Between hyphenated words.
- f) Between the bar (/) and the words preceding or following it.

12.8 COPY READING

The copy reader's symbols are used for instructing the typist or secretary. But the proof reading symbols are used for instructing the printer. Some symbols are common. But the symbols for proof reading are more than for copy reading. (Copy reading symbols with explanations are given at the end of this unit in Appendix A.)

12.9 PROOF READING

Types of Proofs

- a) Usually the printer sends galley proofs (also known as first proofs), page proofs, and engraver's proofs (wherever photographs or other illustrations are involved). If required, revised proofs at any stage are sent. For a high quality work, the printer provides a dummy, which is also called machine proof or press proof.
- b) The galley proof is the one which is not divided into pages. Gallies, the short name for galley proofs, are in single column set in the line width of the text and sometimes as long as 24 inches. The second stage is that of page proofs, which give Formats of Reports an idea what each page will contain and look fake. Dummy is the final stage which represents the printed version before copies are run off.

How to Proof Read

- a) A good proof reader has *accuracy* to pin-point all the mistakes, *clarity* in giving instructions to the printer, and *speed* for meeting the printer's deadlines.



b) Correction marks are indicated at two places 1) within the line where the correction is to be carried out and 2) in the margin against the corresponding line giving the instruction. If there are two or more corrections in a line, both the right and left margins are used for instructions.- The sequence of instructions corresponds to the sequence of marks within the line in order from left to right. Each instruction is separated by a bar (/).

c) Instructions are never given at the place of correction. The printer only goes through the margins and never reads through the proofs. If the instruction is not in the margin, the printer will miss it.

d) The proof may be marked preferably with a red ballpoint pen. The red colour shows up better in the background of black ink and darkness of the composing room. Avoid red ink or pencil. Ink spreads on the cheap paper used for proofs and pencil marks are not sharp.

e) To catch as many errors as possible, proof may be read four times as follows :

- 1) Ask another person to read the copy aloud while you go through the proofs.
- 2) Read the proof alone without somebody reading from the copy.
- 3) Check all the headings and subheadings.
- 4) Check all the cross references.

Above all, remember proofs have to be read letter by letter rather than word by word.

f) Proofs are meant to be *corrected* but not *edited*. Additions and deletions at the proof stage, commonly known as author's alterations (AA), are time consuming and very expensive. The cost of making these alterations are passed on to the author. Large-scale editing will upset the layout of the pages also. But if the mistake is very glaring, edit it at the proof stage rather than let it go into the final print.

(Proof reading symbols with explanations are given at the end of this unit in Appendix B.)

Returning the Proofs

a) Proofs must be returned to the printer according to the agreed schedule. The delay on author's part upset scheduling of the machines and other operations of the printer and the publisher.

b) The manuscript is also returned with the proofs. The printer uses the manuscript for his checking and record in case any suit for damages is filed. The manuscript becomes the property of the printer.

The author can use the duplicate of the manuscript for correcting. Then the printer need not send the original copy back and forth.

c) Sometimes printers send two proof copies-6ne for the author's record and the other for returning to the printer.

d) For security, either hand deliver the proofs or send in a registered cover.

Activity 6

Take any report and edit it using copy reading and proof reading symbols.

.....



12.10 SUMMARY

In this unit, we have discussed the various parts of a report. They are divided into cover and Title Page, Introductory Pages, Text and Reference Section. Cover and Title Page have these components (a) Title of the subject or Project (b) Presented to whom (c) on what date (d) for what purpose (e) written by whom. The Introductory pages contain (a) Foreward (b) Preface (c) Acknowledgement (d) Table of contents (e) Listing of Tables and Illustrations and (f) Summary. The subject matter of Text is divided into (a) Headings (b) Quotations (c) Footnotes (d) Exhibits. Reference section follows the Text. It contains (a) Appendices (b) Bibliography and (c) Glossary. Each of these heads and subheads are explained with the help of examples.

The unit also explains the typing instructions which should be followed while typing the report. The unit concludes by explaining how one goes about proof reading the report.

12.11 SELF-ASSESSMENT EXERCISES

Take a report that you have recently written and examine the following:

- 1) Does the cover and the title page contain all the essential information? If not, prepare a new cover and title page.
- 2) Do the introductory pages contain all the sections indicated in this unit? If not, put in these sections if they are necessary for the report.
- 3) Is the table of contents comprehensive? If not, prepare a fresh table of contents. For practice, prepare the contents both in traditional and decimal classifications.
- 4) Read through the headings in the report. Improve the wording, sequence, and presentation of the headings. Rewrite the contents page according to the new headings inside the report.
- 5) Does your report contain the executive summary? If yes, check whether it is comprehensive? If not, write an executive summary.
- 6) Check the presentation of quotations and footnotes. Rewrite the references both in traditional and modern format.
- 7) Go through the exhibits in the report and compare against the checklist given in this unit. Improve the presentation of the exhibits and prune them down to the bare minimum required. Rewrite the explanation to them in the text.
- 8) Examine the appendices to the report. Are all of them essential for understanding the theme of the report? Can they be pruned?
- 9) Is the bibliography presented in the standard form? If not, rewrite the bibliography.
- 10) Edit your report using the copy reading and proof reading symbols.

12.12 FURTHER READINGS

Gallagher, J. William, *"Report Writing for Management"*, Addison-Wesley

Golen, P. Stevan, *"Report Writing for Business and Industry"*, Business Communication Service

Sharma R.C. and Krishan Mohan, *"Business Correspondence and Report Writing"*, Tata McGraw-Hill

Wright, C., *"Report Writing"*, Witherby & Co England



APPENDIX A

Copy Reading Symbols

Additions and Deletions

Insert the letter or word

Delete

Institute
~~The Institute~~ y

Capital Letters and Small Letters

Use capital letter

Use small letter

Use all capital letters

indian Institute of Management
 Indian Institute of Management
Indian Institute of Management

The letters underlined three times should be in capitals and the rest in the small letters

INDIAN INSTITUTE OF MANAGEMENT

Closeup and Separation

Bring them together

Give space between the two letters

Insttute
 IndianInstitute #

Transposition

Transpose the letter

Transpose the word

Institu? of
 Indian Institute Management of?

Numbers and Abbreviations

Spell out

Use the numeral

Abbreviate

Spell out

9 means write it as nine
 Ten means write the number 10
Indian Institute of Management, Ahmedabad
 means write it as IIMA
 Co. means write it as Company

Indention

Put it in the centre

Push the word or line to the right margin indicated

Push the word or line to the left margin indicated

New paragraph

No paragraph break

] Indian Institute Management [
 [Indian Institute of Management
 ← Indian Institute of Management
 ¶
 No ¶

Miscellaneous

Ignore the correction under which dots are put

Stet
 Indian Institute of Management

APPENDIX B

Proof Reading Symbols

Instruction

in the margin

Mark in the copy

Explanation

Type Faces

bf

The Institute

Set in bold face type

bf ital

The Institute

Set in bold face italics

uc

The Institute

Set in capital letters.

lc

The Institute

Set in small letters

lf

The Institute

Set in light face

rom

The Institute

Set in Roman type

wf

The Institute

Wrong font

ital

The Institute

Set in italics

uc/lc

THE INSTITUTE

Set the main letters in caps and the rest in small letters

Insert

i

The Institute

Caret indicates the place where the insertion has to be made

The Institutes y

Insert apostrophe



✓/✓	✓The Institute✓	Insert quotation marks
[/]	^Ahmedabad^	Insert brackets
(/)	^Ahmedabad^	Insert parentheses
^	Indian Institute of Management^Ahmedabad	Insert comma
;	The Institute	Insert semi-colon
:	The Institute's activities are^	Insert colon
.	These are the Institute's activities^	Insert full stop
?	What are the activities of the Institute^	Insert question mark
!	Oh^	Insert exclamation mark
-/	Semi^annual	Insert hyphen
/--/	The two Institutes^ at Ahmedabad and Calcutta	Insert dash
^	HO^	Insert subscript
^	A + B = C	Insert superscript
<i>Spacing</i>		
#	The^Institute	Give space
⊂	Insti^tute	Close up
eq#	Indian^/Institute^/of Management^/at^Ahmedabad	Correct uneven spacing
eq#	Indian Institute of Management at Ahmedabad and other institutions	Equalize leading or space between lines

Movement of Position

tr	Institut ^t	transpose
[]	Ins ⁱ tute	Move up
[]	Instit ⁱ ute	Move down
[]	←Institute	Move to the left
[]	↳Institute	Move to the right
]INSTITUTE[Put in the centre

Miscellaneous

⊗	The Indian Institute	Delete
¶	^The Institute...	Paragraph
No ¶	^The Institute	No paragraph
9	Instit ⁱ ute	Invert the letter
	<u>i n s t i t u t e</u>	Straighten the line
	The Institute The Institute The nstitute	Correct the alignment
⊗	The ^o Institute	Broken letter
✗	The -Institute	Ignore the correction