NR_key_name:	BA24EAA9664E3DC785256632005DC651
SendTo:	ALL
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:	
DisplayDate:	06/29/1998
DisplayDate_Time:	1:23:47 PM
ComposedDate:	06/29/1998
ComposedDate_Time:	1:04:16 PM
Subject:	Final Report Formatting
Body:	We now have a style for the Final Report. From this point forward, all drafts, outlines, edits, etc. should be submitted in the standard format. Pete will be sending you an e-mail that permits you to use a template to instantly put documents in this standard format. If you have any questions about how this works, talk to Pete or Cathy.Please note that for documents that have already been created in another font and format, there may need to be some readjusting. Cathy is soon to become the world's leading expert on re-formatting.The principal features of the format are as follows:Final Report Template/Format/Style Font: Garamond Pitch: 13 (text); 10 (footnote)Pagination: center top; consecutive numbering through text of entire report; for Tableof Contents, lower case roman numerals (i, ii, iii, iv, etc.); for Appendices, App. followed by page number (App. 1, App. 2, App. 3, etc.) Header/footer: Line across top/bottom, first-page suppress for Chapters, Table of Contents, Appendices, etc. Justification: full (text and footnotes) Margins: 1.55 (left); 1.25 (top, right, bottom) Paragraphs: indent at beginning of paragraph Footnotes: begin renumbering footnotes at each chapter WARNING: do not use italics and bold togetherRemember--you do not need to make any of the changes or adjustments above as long as you use Pete's template.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	