HANDBOOK OF STYLE
FOR UGPTI DOCUMENTS

By

Julene M. Rodriguez

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PREFACE

This report is for Transportation Institute personnel who write, type, bind, mail, or are otherwise involved in publishing reports. Its purpose is three-fold: (1) to develop a continuity in style for reports produced by this office, (2) to give guidelines to new or experienced personnel, and (3) to enhance the use of word processing capabilities within the office. The styles developed by this report are complimented by WordPerfect word processing software. References to and commands for this software are given in the text where applicable. This is not meant to preclude the use of other word processing software, but the styles set forth within should be adhered to. This handbook is meant to be a guide. While it should be used as much as possible, it is not the final answer to all style and formatting questions and improvisations can be expected.

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HANDBOOK OF STYLE

FOR TRANSPORTATION INSTITUTE REPORTS

by

Julene M. Rodriguez

INTRODUCTION

The Transportation Institute prepares many types of
publications. These include research reports, staff papers, news
releases, informational handouts, and others. The purpose of
these publications is to extend the expertise of the Institute.
The appearance and consistency of these documents can be as
important as the content. The purpose of this document is to
encourage consistency among the different types of publications
and to facilitate the use of WordPerfect software as a department
standard.

TYPES OF PUBLICATIONS

The types of publications listed below are those most
frequently published by the Transportation Institute. Other
types of publications may be written from time to time. With
other types of publications the author has final authority in the
appearance of the document. Some of the guidelines presented
here, however, may be useful in such documents.

RESEARCH REPORTS

Research reports are probably the most fundamental documents
prepared by UGPTI staff. These reports are usually longer than

staff papers and use a specific methodology to present results. Often a new model or methodology has been developed that can be used again or further developed for other uses. These are the reports most likely to involve mathematical equations.

These reports should include an executive summary, abstract, or highlights page that can be mailed out to interested parties. These summaries should go to advisory council members and others. Completion of a research report dictates an updating of the list of publications and the author(s) resumé and/or vitae.

STAFF PAPERS

Staff papers are more numerous than research reports. They are usually shorter in length and use an already established methodology. They may also be descriptive in nature. This may be considered a "miscellaneous publications" category for the UGPTI. Staff papers are usually those papers that are not reports, journal articles, verified statements, or other types of publications. Completion of a staff paper necessitates updating the list of staff papers and the author(s) resumé, vitae, etc. These papers may or may not be intended for widespread distribution.

NEWS RELEASES

Often when a report or staff paper is completed it is of interest to the media. Other times seminars and workshops need to be brought to the public's attention. The best way to

accomplish either of these objectives is to issue a news release.

A standard news release form may be filled out and then mailed to

those addresses listed in the MEDIA.FIN address file. News

releases will be illustrated separately in a later section of

this paper.

LETTERS

The style for letters for this department should emulate the

example that follows. If a letter is more than one page the

first line of text on the second page should appear on line 3.

All letters should be signed in <u>black ink</u>!!

(LETTERHEAD)

[10] December 31, 1999

Mr. Joe Plentywood
Assistant Vice President
Everyman's Railroad
9999 East 1167th Street
Hometown, ND 58999

Dear Mr. Plentywood:

Please be informed that you are being used a guinea pig in our letter example. I do not wish to embarass you without your knowlege. However, now that you know I will proceed to ridicule you to no end.

Thank you for your cooperation in this matter.

Sincerely,

3

Jane M. Goodbody
Author's initials   [45]
                                    2

JMG/JMR Typist's initials (if different)
Enclosure(s)
cc: Mr. Skipper McGillicuddy
     Mr. Farmer Grover

COMPLETION OF A DOCUMENT

Upon the completion of any type of a publication, the

authors' resume, and/or vitae should be updated immediately. The

original hardcopy should be placed in the appropriate file

drawer. A copy of the WordPerfect file should be downloaded onto

a floppy disk which should also be stored in a file drawer or other appropriate place. The floppy disks may have more than one document stored on it, but staff papers, reports, and other publications should not be combined on a disk. For example, a disk may be labeled "STAFF PAPERS" and have staff papers #90, #91, and #92 on it but it should not have publication #68, staff paper #85, and miscellaneous #16 stored on it.

The list of staff papers or publications needs to be updated with every completed report. These lists should be presented in reverse chronological order to facilitate their use.

Completion of a publication may also warrant a news release being sent out. This should be done as soon as possible after completion of the document. Later sections address how to go about this.

FORMAT

The order of the items in this section follows the order that they should appear in a report. Some items may or may not be included in every report.

COVERS

Each publication the UGPTI published is distinguished by a unique cover page. A description of the different types of covers follows.

Research Reports

Research reports require a preprinted cover with a large Institute logo and the department's name and address. These covers also have a box with room for the report title, report number, date, author, and author's title (in that order). The information should be centered within the box with a blank line between items. Specially printed covers are also acceptable for research reports.

Staff Papers

Staff papers do not have a preprinted cover, this must be created with the rest of the document. The cover should be xeroxed onto cardstock weight paper. On the cover should appear the department logo and name in the upper left hand corner with a one inch margin from the top and at least a margin of one and one quarter inches from the left. The creation of staff paper covers is facilitated by the file STFCOVER. The comment boxes ask for the required information which included the paper number, the paper title, and the author(s) name(s). Once this information is added the page can be printed.

If a cover must be created manually, the following instructions should acheive the desired results. In the upper right hand corner, one inch from the top and right, should appear the following lines:

UGPTI Staff Paper Series
Staff Paper No. ##

Note that the second line starts directly under UGPTI of the first line (Pos 51).

The title of the paper should begin on line 9. It is double spaced, centered, and all caps. Following the title is the name of the author(s). The following guidelines should help in the placement of the authors' names on the cover.

1. If there is only <u>one author</u>: The word "by" is centered on line 24 and the author(s) name appears, centered, on line 26.

2. If there are <u>two authors</u>: The "by" line is centered on line 24, with the first author's name on line 26, the word "and" should appear, centered, on line 28, followed by the second author's name centered on line 30.

3. If there are <u>more than two authors</u>: Place the "by" line farther up as is necessary and single space the names to allow the last name to appear on line 30. Leave a blank line between "by" and the first author's name. Each author's name should appear on a separate line and the word "and" should appear, on a separate line, before the last name listed.

The authors should be listed in the order of their contribution to the paper. If no priority is established, alphabetical listing is preferred with a superscript asterisk and footnote to indicate that there is no priority established by the order.

The following information should be single spaced and centered. The full department name and mailing address should appear on lines 41 to 44. The month and year of completion, not separated by a comma, should appear on line 48. The following example of a staff paper cover has the lines on which text appears indicated on the left.

[1] Logo   UGPTI Staff Paper Series
[2]   Staff Paper No. __

[9]   TITLE

[11]   LONGER TITLE

[24]   by

[26]   John Q. Dough

[28]   and

[30]   Jane M. Goodbody

[41]   Upper Great Plains Transportation Institute
[42]   North Dakota State University
[43]   P.O. Box 5074
[44]   Fargo, North Dakota   58105

[48]   January 1999

FOREWORD

The foreword may appear on the back of the front cover or on the first page following the cover. A foreword, be careful of the spelling, is an introductory statement written by a person other than the author(s). Usually a foreword and a preface do not appear in the same paper. It may give a summary of the paper or provide other information about the report. The name of the foreword's author should appear at the bottom starting at position 45 like in the closing of a letter. This page is not numbered but has an implied number that may appear in the table of contents.

PREFACE

A preface may also appear on the back of the front cover or on the first page following the cover. A preface and a foreword are not usually present in the same paper. A preface is written by the author(s) of the paper. A preface can include background information, the purpose of the paper, sources of funding, cooperative departments or agencies, additional projects, and/or disclaimers. If acknowledgements become lengthy a separate page entitled ACKNOWLEDGEMENTS should be presented. This page should follow the style of a foreword page with the exception of the author(s) name should appear at the bottom. On the preface page the author(s) name should appear centered at the bottom along with the department's address. It is the option of the author(s) to include the department phone number on this page. This page

is not numbered but has an implied page number that may appear in the table of contents.

PREFACE

The production of ethanol from raw agricultural products and utilization of the fuel as an octane enhancer has taken on state and national significance. This is due to the growth in production and utilization of the product, and concurrent support of the industry through federal and state tax incentives.

This report is intended to provide background information from which decisions can be based regarding current and future tax incentives. The intent is to provide factual information without regard to position on the level or source of tax incentives or subsidies.

For further information regarding this report contact:

Daniel L. Zink
Transportation Economist
Upper Great Plains Transportation Institute
North Dakota State University
Fargo, North Dakota   58105
(701) 237-7767

TABLE OF CONTENTS[*]

The table of contents page(s) is placed directly behind the foreword, preface, and/or acknowledgements. The table of

contents would be the first place a page number could appear on the page. A page number should not appear on the first page of the table of contents, but if there is more than one page of contents then the second and subsequent pages should be numbered with lower case roman numerals at the bottom center of the page.

WordPerfect will automatically generate a table of contents. To have the program perform this function each heading must be marked for the table of contents. The procedure for this is to block the text [Alt-F4 or F12] (making sure not to capture centers, bolds, or underlines - check by revealing the codes [Alt-F3]), then press [Alt-F5] and then [1] and then identify the heading's level as one, two, three, etc.

WordPerfect also needs to be informed of where you want the table placed. The file CONTENTS is a styled page that can be brought into any document. The codes are already set in this file. However, in case of an emergency... On the appropriate page, which should be set for single spacing, the heading "TABLE OF CONTENTS" should be placed on the first line followed by the word "Page" flush right [Alt-F6] on line 5. On line 6 the code for generating the table should be entered. To do this press [Alt-F5] then [7], WordPerfect will ask if you have deleted previous tables of contents, answer the questions and wait for the program to build the table.

> NOTE: The codes for bold, center, underline, etc. may
> be picked up in the Table of Contents depending how
> carefully the heading was blocked in the text. This
> can be corrected in two ways: (1) blocking the text
> carefully, perhaps by going into reveal codes [Alt-F3]
> and placing the block immediately around the text, or

(2) indiscriminately blocking the headings, proceeding
with the generation of the Table of Contents, and then
deleting all the unwanted codes. Either may be an
acceptable method depending on the document.

TABLE OF CONTENTS

LIST OF TABLES

A list of tables should appear following the table of

contents if there are three or more tables in the report. This

page should not be numbered but has an implied page number that

should appear in the table of contents. If the list spills to

two or more pages, the page number should appear in lower case

roman numerals centered at the bottom of the page.

LIST OF TABLES

LIST OF FIGURES

A list of figures should appear following the list of tables

if there are three or more figures in the report. This page

should not be numbered but has an implied page number that should

appear in the table of contents. If the list spills to two or

more pages the page number should appear in lower case roman

numerals centered at the bottom of the page.

LIST OF FIGURES

ABSTRACT, EXECUTIVE SUMMARY, OR HIGHLIGHTS

This section is a one or two page summary of the report. It follows the tables of contents, list of tables, or list of figures and immediately preceeds the body of the text. This page should be double spaced. In this page objectives and techniques are presented along with a summary of the results and conclusions. The title of the report, centered and all caps, should appear on an abstract or executive summary. The author's name(s) should appear on this page if it is titled an abstract. The author's name and department address and/or phone number should appear on this page if it is titled an executive summary.

TEXT[*]

The body of the report should be double spaced. No extra spacing between paragraphs is necessary. The headings of the report should follow the prescribed format (see the sections on HEADINGS). Do not depend entirely upon WordPerfect's spell checker to find errors. Spell check does not recognize grammatical errors and cannot differentiate some typographical errors.

Paragraph Numbering

Longer, more technical reports may dictate numbering paragraphs to aid the reader's understanding. These numbers should organized according to the following example.

EXAMPLE

1. Few product updates have elicited the anticipation already inspired by <u>WordPerfect</u>, Version 5.0. With each successive visit to our New York offices, WordPerfect Corp. demonstrates yet a few additional crowd pleasing features.

1.1. Most of the significant enhancements work toward desktop publishing needs.

1.1.1. The flashiest new feature allows you to import and embed color images into <u>WordPerfect</u> documents.

1.1.2. A full screen preview displays the text and graphics together on the screen.

1.2. <u>WordPerfect</u> 5.0 also adds the ability to store and recall a "style" for a document or a portion of a document.

1.3. One of the more ambitious new features, dubbed Intelligent Printing by WordPerfect Corp., lets you automatically print documents designed for one printer on any other printer.

2. <u>WordPerfect</u> 5.0 will carry a suggested list price of $495. <u>WordPerfect</u> owners will be able to upgrade to Version 5.0 for $60.

<u>Chapters</u>

Longer documents may be divided into actual "Chapters". The word "CHAPTER" should appear with the appropriate roman numeral centered and bolded at the top of the page. Two lines below

should appear the title of the chapter in all capital letters, similar to the heading level one as specified elsewhere.

APPENDICES

Some reports will not have any appendices and some will contain several. Before each appendix should appear a title page with the word "APPENDIX" and its sequential letter (A, B, C, etc.), capitalized, centered both vertically and horizontally. An appendix title should also appear centered with one blank line between the appendix identification and the title. The title should have the first letter of each word capitalized. WordPerfect facilitates the centering of this information vertically when the [CtrPg] command has been given [Shft-F8, 2, 1]. Appendices should be arranged according to their presentation in the text. All appendices should be referenced in the text.

The content of the appendices varies greatly and no style or format can be generalized. Appendices should appear in order of their reference in the text.

In larger documents that have chapters designated, appendices may also be placed at the end of the appropriate chapter at the author's discretion, instead of at the end of the document. These appendices should be numbered according to the respective chapter and given a character (captialized) to designate the order of the appendices. In other words, Appendix

1.B follows Appendix 1.A after Chapter 1, similarly Appendix 2
follows Chapter 2.

FOOTNOTES

Footnotes should be used to explain or give background in
addition to the text. They are <u>not</u> the preferred style for
citing literature in the text. Footnotes should appear at the
bottom of the page separated from the text by a two inch
horizontal line. The first line of the footnote should be
indented five spaces and subsequent lines are flush left.
WordPerfect's automatic footnote command [Ctrl-F7] will
automatically number (and renumber) and superscript your
footnotes throughout the paper.

LITERATURE CITED

Literature should be cited using the authors last name and a
publication date in parentheses in the text (more information is
given in a later section). A list of literature cited should
then be presented at the end of the paper arranged by the authors
last names and secondarily by the publication dates. A list of
literature cited differs from a bibliography in that only works
that were referenced in the text are listed.

BIBLIOGRAPHY

The bibliography lists the sources used in writing the paper. It is not necessary to include every work examined, only those that were relevant.

Technically a bibliography is a list of all that has been written on a given topic. Since the sources for most papers are rarely this comprehensive, a more suitable heading may be "Selected Bibliography". "Sources Consulted" may also be appropriate if the paper includes many unpublished sources, e.g., personal interviews or unpublished meetings.

The principal purposes of a bibliographic entry are (1) to acknowledge the work which preceded the research being reported and (2) to convey the information which would allow an interested reader to find the preceding work with a minimum of effort. Consistency is the most important goal when compiling a list of references. Sequencing, punctuation, capitalization, and the use of italics should be consistent. Clarity and brevity are also important. References should allow readers to easily locate sources while omitting redundant or extraneous information. Commonly understood abbreviations are an important means to shorten citations.

There are three parts of a bibliographic entry: authorship, title, and facts of publication. These three parts are separated with periods. Authorship may involve individuals or corporate entities such as commissions or government agencies. Titles include the actual title of a document and any surrogate title

such as a report number which distinctively identifies a work in a series. Finally, the facts of publication provide just enough information to indicate who (or what) provided the document and when it was issued.

Sample entries for commonly encountered works are given in Appendix B. See Turabian or other style manuals for a more detailed discussion of bibliographic format.

NEWS RELEASES

News releases should be sent out whenever a report is published or when workshops or seminars are being held. News releases should be kept brief and factual in nature. All relevant information should be included on the page. Information to include: a release date, a publication date, the author or other contact person, a phone number, fees required, or other pertinent info.

(Letterhead)

NEWS RELEASE

Date: January 18, 1989

Contact Person: Ms. Marion Ness

Subject: Research Report Publication

Shortline Economies in North Dakota is ready for distribution to the public.   This study reports on shortline railroad economies specific to North Dakota.   It pinpoints why North Dakota is a prime location for shortline formation.   It also highlight the current shortline status in the state.

STYLE GUIDELINES

The following guidelines are general rules that can be used in all written material.   The styles presented should be followed as closely as possible in published reports.

DATES

Dates in text shall appear as follows: January 1, 1987. The month is capitalized and a comma divides the day and year. Dates consisting of just a month and year should not have a comma between them (e.g. July 1989).   Abbreviations for months shall consist of the first three letters of their names.   Numerical abbreviations shall be in the order MM/DD/YY.   Note that the numbers are divided by slash marks, not hyphens.   This is the preferred style for this department.   By using slash marks, hyphens can be used to indicate a time period (i.e. 07/25/88-09/30/89).

Numerical plurals referring to decades should not have a comma (i.e. 1980s, not 1980's). With a comma, 1980's is a possessive. Note the difference in the following sentence:

> Production goals for the 1980s (the decade) had to be revised after reviewing 1980's (the year's) production figures.

Spans of years in the text should be written as <u>1982 to 1987</u>. The preferred style for the body of tables is <u>1982-87</u>. Titles to tables or figures should follow the same format as for text.

WordPerfect features a date key that will automatically insert today's date into the text [Shft-F5]. It is very useful for letters. The date code key should be used on draft copies of publications. The words <u>Review Draft:</u> should appear in the upper right corner with the date code following flush right. Insert the date function [Shft-F5, 2] to always have the current date on draft copies.

EQUATIONS

While not used extensively in UGPTI publications, equations do appear occasionally. Equations should be centered and typed as presented. For example:

$$f\ (x,\ y,\ w) = \frac{x^2}{Y} + \frac{2w^2}{X} \tag{1}$$

where: f = a homogeneous function of degree one, related to x, y, and w
X = a silly variable
W = another silly variable
Y = more silly variables

If the equation must be split between lines it should first be split at the equals sign. If it must be split futher, do so at the operand signs (+, -, *, ÷, etc.). The legend for the equation should begin with the word "where" indented five from the left margin and followed by a colon and at least two spaces. The variables should be separated from their definitions by an equals sign with one space on both sides. The equal sign for all variables should be at the same position. Unless all the variable names are the same length, this will mean that the left edge of the variable names will be jagged. Longer definitions that exceed one line should be kept in alignment with previous text. (Use the Indent key [Shift-F4] for long definitions.)

If the occasion arises where more than one equation appears it may be useful to number the equations to avoid confusion. This should be done in parentheses flush right on the same line as the equals sign appears in the equation.

Appendix A is a list of the characters available on the letter quality Quietwriter, statistical and otherwise. The Proprinters have virtually the same character capability. The printers are limited to these characters at this time. Please limit your characters to those that can be handled by these printers.

FIGURES

Figures will take many forms: maps, graphs, charts, pictures, etc. The only things to remember are to label all parts clearly and be consistent. All figures should be titled and given a number. For example:
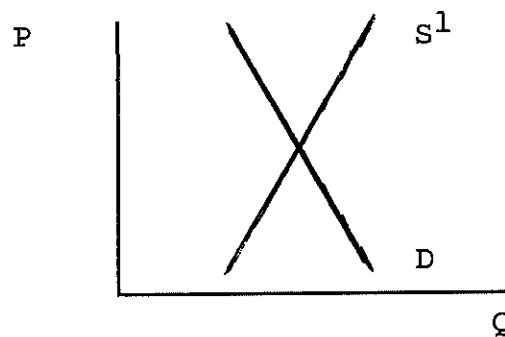
[1]Supply is a derived function.

Figure 1. Market Forces in Determining Price and Quantity
  Relationships

SOURCE: (Dough, 1982).

All captions to a figure should be single spaced. Notice that words in the title are capitalized but not all caps. The second and subsequent lines are indented two spaces. The figure title should always be flush left, regardless of how wide the figure is. The source should be cited using the literature style, if possible. If only data is being cited, then a full citation should appear in the source line (e.g. unpublished PSC data, etc.).

Figures that must be placed sideways to fit on a page should have their top edge towards the left side of the page. This also

applies to double-sided copies. The title of the figure should be flush left with the left edge of the figure.

The source line should be spaced down 1 from the figure title. "SOURCE" should be all caps and followed by a colon and two spaces. Subsequent lines should be indented two spaces.

If footnotes occur in the figure they should appear before the figure title. Letters should be used to footnote numbers, and numbers used to footnote words or characters. The superscript should be flush left and followed immediately by the note. Subsequent lines should be indented one space. Skip a line before the title line.

<div align="center">FOOTNOTES</div>

Using footnotes is facilitated by WordPerfect's automatic footnote function [Ctrl-F7]. It will automatically superscript, number (and renumber), and place them at the bottom of the page. The following are a few definitions of some common abbreviations found in footnotes:

1. <u>ibid.</u>: in the same place, as in a book cited before

2. <u>op cit</u>: in the work cited

<u>Text</u>

Footnotes in the text should be used for additional explanation or background information, not for citing literature. Footnotes should be single spaced and indented five spaces on the

first line and left justified on subsequent lines. Numbering

should be continuous throughout the report. These style

specifications are met by WordPerfect's automatic function.

Tables

Footnotes in tables should appear directly beneath the

bottom double line of the table. These footnotes should clarify

or explain information in the table. If a word is being

footnoted then a superscript number should be used. If a number,

then a superscripted letter. Numbers should be presented before

letters at the bottom. A superscript character should be flush

left on the first line below the table. The footnote should

begin directly after this character, no spaces. Second and

subsequent lines should be indented one space from the left. No

blank lines should be left between footnotes.

Figures

Figures should be footnoted in a manner similar to tables:

letters for numbers and numbers for letters. The footnote is

displayed directly below the figure but above the figure title.

The spacing and placement of lines and characters should follow

the format listed under tables.

HYPHENATION

WordPerfect has an automatic hyphenation function that can be useful. Beware of over hyphenating. Use a dictionary if in doubt of where to place the hyphen. Most importantly be consistent throughout the report. The following guidelines may be useful (Maki and Ekstrom, p. 13).

1. Do hyphenate adjectives in constructions like "large-scale project" and "general-theory model," when they occur before the noun; however, do <u>not</u> hyphenate these adjectives when they follow the noun: The project is <u>large scale</u>.

2. Do <u>not</u> hyphenate words formed with prefixes, unless the second element is capitalized or is a number, causes confusion with homonyms[1], or is more than one word: preoperative, nonemergency, multicounty, pre-1982, post-Enlightenment, re-creation (not to be confused with recreation), pre-latency-period therapy.

3. Do <u>not</u> hyphenate constructions formed with an adverb ending in "ly" plus an adjective or a participle: highly predictive equation, especially interesting concept.

HEADINGS AND SUBHEADINGS

The style for different levels of heading are demonstrated in the following table. If two or more levels must appear with no intervening text, the headings should have a blank line between them. However, this practice is denounced; at least one sentence should follow each heading.

---

[1]Homonym: one of two or more words that have the same sound and often the same spelling but differ in meaning.

The heading styles have been automated in a style sheet on WordPerfect. To use this feature simply press [Alt-F8] and highlight the desired heading level and press [Enter]. Type in the heading and press [Enter]. The heading should be properly underlined, centered, bolded, or whatever is required. However, you must know the appropriate heading level before you type.

The following discussion relates the procedure for headings without using style sheets. Some of the information is of value even with the style sheets, so please take the time to look it over.

The first page of the report should list the title of the paper, in bold, followed by the author's name(s) centered beneath it. There should be three blank lines (two returns in double spacing) between the last author's name and the first heading level. Level one headings should begin on a new page. These pages should not be numbered.

Heading levels do not have to be used in sequence. Their relative priority should be kept intact, however. This means that while it is acceptable to publish a report using heading levels 1, 2, 3, and 4, it is also acceptable to publish a report using heading levels 1, 3, and 4, or 2, 4, and 5 (in that order).

TITLE

by

Julene M. Rodriguez

LEVEL 1 - CENTERED, ALL CAPS, BOLD, AND UNDERLINED

The level one head introduces the major sections of the report. There should be three blank lines between the title and the level one heading and one blank line between the heading and the text (In double spacing, double return after the title and single return after the level one heading). The heading should be centered, capitalized and underlined. The heading is too long for one line, divide it into two or more lines, single-spaced, with the longest line at the top and each succeeding line at least three spaces shorter at each end than the previous line - inverted pyramid style. These lines should be single spaced. Do not punctuate the heading unless it ends with an exclamation point or question mark.

LEVEL 2 - ALL CAPS, CENTERED AND BOLD

This level introduces subdivisions of the major sections of the report. This level also is centered and capitalized, but not underlined as was level one. This heading is also preceded by three and followed by one blank line(s).

Level 3 - Left Justified, Underlined, First Letter Capitalized

The level three heading introduces sub-subdivisions of the report. This heading should also be preceded by three and followed by one blank line(s). Only the first letter of the major words should be capitalized.

Level 4 - Left Justified, First Letter Capitalized

This heading is similar to level three except that it is not underlined. The same spacing rules apply.

Level 5 - Tabbed, Underlined, First Letter Capitalized.

Most reports do not require this many heading divisions. This heading should be tabbed like a normal paragraph, then underlined and the first letters of important words should be capitalized. Note that this heading ends with a period and the paragraph begins two spaces after the period.

LITERATURE CITING

Literature should be cited in the text by using the author's last name and a date, if necessary. For example:

> Thus, high wheat prices in 1947 were blamed on futures trading (Wise and Duncan), but, on the other hand, relatively low potato prices in Maine also were thought to be due to futures trading (Johnson, 1963, p. 139). ... Larger stocks will be needed by the principal residual suppliers if importing countries do not permit prices to rise so as to ration consumption in short-

crop years (Johnson, 1975).

If there is only one work being referenced (e.g. Wise and Duncan, above), only the name need appear. If necessary a page number may also be presented in the parentheses (see above). There should then be a list of references (bibliography, literature cited) containing all works cited in the text and additional references used, in alphabetical order. The style for referencing different types of literature is given in Appendix B.

NUMBERED LISTS

Lists of items are often numbered in text as an aid to the reader. Format and punctuation are largely influenced by the length of the list. Short lists can be run in with the text, and enumerations indicated by numbers enclosed in parentheses. Simple lists with little or not internal puctuation can be separated with commas:

> The student should submit (1) a completed application form, (2) transcripts from all colleges and universities attended, and (3) three reference letters.

Longer lists, or lists of puncutated items, should be separated with semicolons, as follows:

> Very long, extensive enumerations can be treated in one of two ways: (1) each item should be on a numbered line by itself with no end punctuation, unless each item is a complete sentence; or (2) the items can be presented as numbered paragraphs having no special indentation, other than that of the usual initial paragraphic indentation.

A colon should not be used when a list is needed to complete the sentence. If a complete thought is presented before the list, then a colon should appear.

Even longer lists or lists that need extra emphasis can be presented in an outline form. If each point is a complete sentence then capitalize the first letter and place a period at the end (see Example List 1). If each point is a phrase of a longer sentence then end with a comma, do not capitalize the first word and use the word "and" before the last point (see Example List 2). Note that if all the points consist of a single line they are single spaced with no spaces between point (see Example List 1). However, if one or more points spills to two or more lines the list is single spaced with a blank line between points (see Example List 2).

Example List 1

Each stage in the production of your paper will be explained in detail (Theriault, p. 1). Here in brief are the ten steps that you will follow.

1. Check the requirements of the assignment.
2. Select and narrow the topic.
3. Make a rough outline.
4. Read source materials and take notes.
5. Revise the outline.
6. Write the first draft.
7. Revise the first draft.
8. Write the second draft.
9. Organize footnotes and bibliography.
10. Prepare the final copy.

Example List 2

An historical overview of funds collected through motor fuel

taxes . . . is presented in Table 14 (Zink, p. 27). Four types

of state taxes are levied on motor fuels in North Dakota

including:

1.   a per gallon tax on gasoline sold at the retail level,

2.   a per gallon tax on gasohol sold at the retail level,

3.   a per gallon tax on special fuel (primarily diesel)
      sold at the retail level, and

4.   a two percent tax on agricultural, railroad, industrial
      and heating fuel otherwise exempt from the 13 cents per
      gallon tax on special tax (#3 above).

NUMBERS

The numbers one through nine should be spelled out and

numbers 10 or greater should be presented with figures in

technical or scientific writing. <u>Commas should be present in all</u>

<u>numbers over 1,000</u>. If the document is non-scientific then all

numbers under one hundred should be spelled out. Exceptions

include: (1) years (100 B.C., A.D. 276); (2) numbers referring

to parts of books (Chapter 2, Table 14); (3) decimals (4.53,

0.009); and (4) percentages (54 percent). Percentages should

always be presented as figures followed by the word "percent"

(e.g. 9 percent, 0.01 percent). Very large numbers may be

expressed in units of millions or billions (2.8 million). Any

number at the beginning of a sentence should be written out.

Numbers related to the same category should be treated alike throughout a paragraph. Thus, some smaller numbers may have to converted to figures:

> Compare the road miles of 227 in Fargo to those in
> Sutton which has only 3 miles of road. (The number "3"
> is presented as a figure because "227" is presented as
> a figure.)

Centuries are written out and not capitalized (the nineteenth century). Inclusive or connected consecutive numbers are handled in one of several ways. Give the second number in full through ninety-nine (e.g. p. 34-56), and when expressing groups beginning with a multiple of 100 (e.g. p. 200-202). For larger numbers, if the last three digits are greater than 100 but less than 110 (i.e. 100-9) only the changed number need appear. If the last three digits are greater than 109 (i.e. 110-999) give only the last two or three digits, as needed (e.g. 323-35, 11847-56, 198-204).

PAGINATION

Page numbering is an automatic function on almost every word processing package. The preferred placement of page numbers is the upper right hand corner for single sided documents. If the document is to be double sided the page number should appear on the upper outer corner. A double sided document should have the odd numbers on the right hand pages. Page numbers should appear at the bottom center of the first page of a major division (level

one heading). Preliminary pages (forewords, table of contents, abstracts, etc.) should be numbered in lower case roman numeral placed on the bottom center of the page if permitted. Page numbering should begin on the first page following the cover. The cover is not given a page number. Page numbering also begins with page 1 on the first page of the body of the paper when the style of numbering changes to arabic in the upper right hand corner. Appendices should be numbered at the bottom center of the page but not the title page. A list of references or literature cited page should also be numbered at the bottom center in arabic but not on the initial page of the list.

DOUBLE SIDED DOCUMENTS

Double sided copying is recommended for documents over 50 pages in length. Double sided documents have just a few special treatments. Page numbers should appear on the outside corner at the top of the page. Level one headings should appear on a right side page, even if a page must be left blank. If blank pages are necessary, do number them. Preliminary pages should not be double sided. Forewords, table of contents, etc. should all appear on right side pages as should literature cited. Tables and figures if placed sideways on a page should have their tops on the left side of the page. Appendices however should be double sided with their title pages appearing on right side pages.

QUOTATIONS

Quotations should be enclosed in quotation marks if they are short or left and right indented [Shift-F4] and single spaced if they are long. Long quotes do not require quotation marks. All quotes should be referenced. Quotation marks may also be useful for other purposes than simply marking quotations.

SERIAL COMMAS

If a sentence contains a list of three or more items there should be one less comma than there are items. In other words a comma should appear before the word "and". For example: The breakfast menu consists of cereal, fruit, bacon and eggs, toast, and muffins. Hyphens, instead of commas, should be used to set off a list of items that are separated by commas. For example: Several regional commodities - wheat, corn, oats, and barley - are shipped by unit train.

SPACING

All text should be double spaced. Exceptions occur in the table of contents, list of figures and tables, long quotes, and tables. Tables should be single spaced; in some instances, however, double spacing may help in readability. Use judgement on ease of reading and how it fits on the page. Remember to be consistent. Tables and figures should be typed in single spacing mode and surrounded with three spaces on top and bottom. Headings should have three lines above them (double spaced with

double spacing) and one line below them (single spaced with double spacing).

TABLES

Tables should be bordered by a line around the top and bottom. WordPerfect's graphic feature should be used for drawing lines in tables to facilitate printing on various printers. To do this press [Alt-F9, 5, 1] for a line that extends from margin to margin. The top and bottom ruling line should be wider than the default setting. For these change the width [3] to .02". Underlining should also be placed under column headings all the way across the page. This can be left at the default width. Labels over more than one column should have hyphens extending across all applicable columns.

If footnotes appear in a table they should be placed before the source line but below the bottom double underline. The superscript should be flush left and followed immediately by the note. Subsequent lines should be indented one space. (NOTE: Use a hard return at the end of each line to prevent the lines from sliding around.) Footnotes exceeding one line in length should be indented one space on the second and subsequent lines. Skip a line before the source line.

The source line should be spaced down 1 from any footnotes or immediately following the bottom double underline. "SOURCE" should be all caps and followed by a colon and two spaces. Subsequent lines should be indented two spaces.

TABLE 1. PRODUCTION AND MARKETINGS OF ALL GRAINS AND OILSEEDS, NORTH DAKOTA.

Year[1]	Production	Marketings
	------------million bushels------------	
1975	444	320
1976	453	306
1977	484[a]	359

[1]Production is based on calendar years, marketings are based on the crop marketing year (July through June).
[a]Estimated.

SOURCE: North Dakota Crop and Livestock Reporting Service, and Upper Great Plains Transportation Institute Report No. 56.

APPENDIX A

Character Capabilities of the IBM Quietwriter

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     0                   1
```

This is a test of footnote numbers[234].

---

[234]This is footnote 234!

APPENDIX B

Style Guide for Referencing Literature

JOURNAL ARTICLES

Journal Article - One Author

Tolliver, Denver D. "Economies of Density in Rail Cost Finding:
    Applications to Rail Form A." The Logistics and Transp.
    Review, 20(1):3-24, 1984.

Journal Article - Two or Three Authors

Tolliver, D.D., F.J. Dooley, and D.L. Zink. "Short Line Opera-
    tion of Light Density Rail Networks: Economics and Public
    Policy." J. of the Transp. Research Forum, 28(1): 277-282,
    1987.

Journal Article - More than Three Authors

Fuller, Stephen W., et al. "Alternative Wheat Collection and
    Transportation Systems for the Southern U.S. Plains." West.
    J. Agr. Econ, 6(1):91-101, 1981.

Popular Journal - No Author

"Administration Unveils Legislation on Waterway Cost-Sharing
    Formulas." Traffic World, March 4, 1985, pp. 41-42.

Popular Journal - Authored

Levine, H.A. and C.F. Rockey. "Face-lift of U.S. Rail System is
    Far More than Merely Cosmetic." Traffic World, Feb. 15,
    1988, pp. 15-18.

BOOKS

Book

Keeler, Theodore E. Railroads, Freight, and Public Policy.
    Washington, D.C.: The Brookings Inst., 1983.

Book - Other Than First Edition

Varian, Hal R. Microeconomic Analysis, 2 ed. New York: W.W.
    Norton & Co., 1984.

Book - Editor as Author

Farris, Paul L., ed. Future Frontiers in Agricultural Marketing.
    Ames: Iowa State U. Press, 1983.

Individually Authored Chapter in Book

Casavant, Kenneth L. and James K. Binkley. "Transportation
     Changes and Agricultural Marketing Research." In Future
     Frontiers in Agricultural Marketing, pp. 98-116, edited by
     P.L. Farris. Ames: Iowa State U. Press, 1983.

GOVERNMENT DOCUMENTS

Government Document - Individual as Author

Klindworth, Keith A., et al. Impact of Rail Deregulation on
     Marketing of Kansas Wheat. U.S.D.A. Office of Transpor-
     tation, Washington, D.C., 1985.

Government Document - Agency as Author

Washington State Dept. of Agr. Changing Transportation and
     Storage Characteristics of the Washington Grain Industry.
     Olympia, 1983.

Legislative Document

Surface Transportation Assistance Act of 1982. Public Law No.
     97-424, Tit. V, 96 Stat. 2097, 1983.

OTHER

Technical Reports or Bulletins

Tolliver, D.D., D.L. Zink, and F.J. Dooley. Costs and
     Profitability of Light Density Branch Lines: BN vs. Short
     Line Ownership. UGPTI Staff Paper No. 85. Upper Great
     Plains Transp. Inst., North Dakota State U., Fargo, 1987.

Paper Presented at Meetings - Published Proceedings

Wilson, Wesley W. et al. "The Applicability of the Theory of
     Contestable Markets to Railroad Competition." In Proceed-
     ings, Twenty-Seventh Annual Meeting, pp. 131-136. Washing-
     ton, D.C.: Transp. Research Forum, 1986.

Paper Presented at Meetings - Not Published

Wilson, Wesley W. and Frank J. Dooley. "Elevator Investments in
     Transportation Facilities." Paper presented at the Western
     Agr. Econ. Assoc. meetings, Honolulu, HI, July 8-10, 1988.

Dissertation

Dooley, Frank J. "The Theory and Economics of Multiplant Firms
     Applied to Washington Grain Elevators." Ph.D. dissertation,
     Dept. of Agr. Econ., Washington State U., Pullman, 1986.

Personal Interview

Watson, Phillip C. Central Washington Grain Growers, Inc.,
     Mansfield, WA. Interview, May 12, 1985.

APPENDIX C

Standard State Abbreviations

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

APPENDIX D

Troublesome Transportation Words

Branchline
 Railcar
Short line
Ton-miles

LIST OF REFERENCES

Maki, Karen Clauson and Brenda Eckstrom, <u>Style Guide for</u>
     <u>Departmental Reports</u>, Dept. of Agricultural Economics, North
     Dakota State Univ., Fargo, October 1983.

Theriault, Albert A. Jr. <u>Guide to Writing Term Papers</u>. Amsco
     School Publications, Inc., New York, 1971.

Turabian, Kate L. <u>A Manual for Writers of Term Papers, These,</u>
     <u>and Dissertations</u>, 4th ed. Chicago: The University of
     Chicago Press, 1973.

Zink, Daniel L. <u>State Tax Incentives for the North Dakota</u>
     <u>Ethanol Industry: Issues and Alternatives</u>, UGPTI Staff
     Paper No. 76. Upper Great Plains Transp. Inst., North
     Dakota State U., Fargo, ND, July 1986.

INDEX

PAPER TITLE

by

John Q. Dough

MAJOR HEADINGS

kljdfijl lkjdflijld ksdfglkjviosd m,vlkjxcija dkjfiaejmcv
lkjdfijlblsdk dlkjbieskfkmlkcvlkjdlksdlk ldkjflieslm dlkjdinbmv
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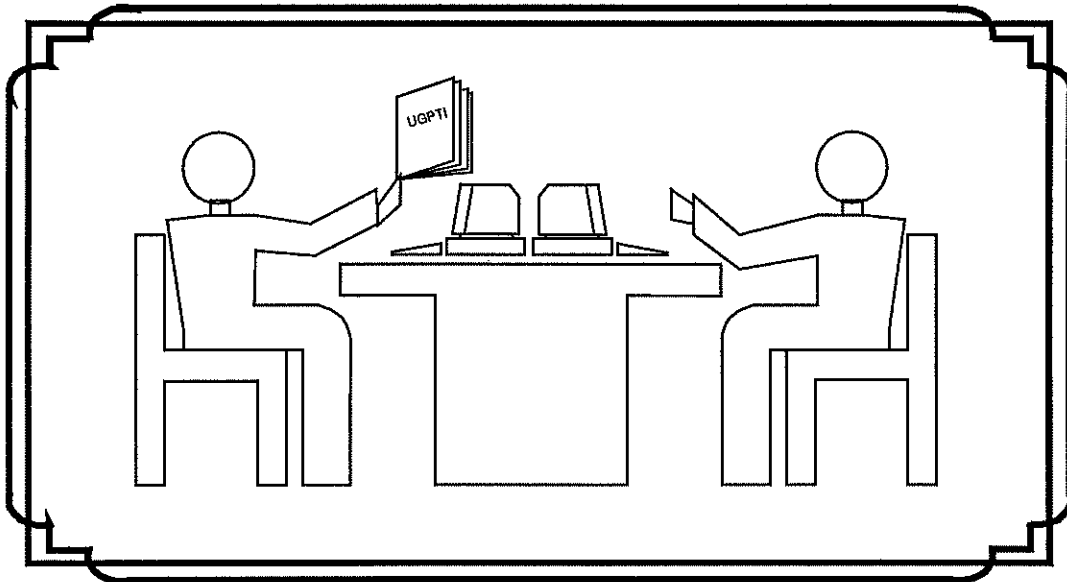slkjdfinmcvl dkjlsdf dlkj dlksjflimv dlkd

Upper
Great Plains
Transportation Institute

Handbook of Style
for UGPTI Documents

by

Julene M. Rodriguez

August 1988

UGPTI Staff Handbook