

## GUIDELINES FOR REPORTS - BROCHURE OF REPORTS

The *Brochure of Reports* is a significant document. It is ultimately incorporated into the conference *Journal* which comprises the historical record of the annual conference session of the Alabama-West Florida Conference. To facilitate the development of a concise, complete, accurate, and professional publication and to be effective stewards of funds provided for printing, the Editorial Committee has developed the following guidelines for reports to be included in the *Brochure of Reports*.

### Guidelines regarding content

- Remember that your report will be a part of the historical record of the Alabama-West Florida Conference and will be read by members of the annual conference and by other individuals in future generations.
- In preparing your report, ask these questions to determine what to include and what to exclude: *What purpose does this report serve for my readers? Have I included **ONLY** the material essential to that purpose, or am I distracting readers with unessential information or information that is meaningful only to the current members of my board/agency? Are the facts pertinent, reliable, accurate, complete, and current?*
- When writing your report, make your readers' job as easy as possible. To do our work, all of us have to read many reports. Often, they are long and wordy, and we have to search for the essential points. Make your report accurate and complete but as concise as feasible in consideration of your purpose and your readers' time.

### GUIDELINES REGARDING FORMAT

- Use *Word* software
- Use *Times New Roman* font – 12 point type
- Use 1 inch margins – top, bottom, left, right
- Single space paragraphs; double space between paragraphs
- Block paragraphs: do not indent first line
- Listings within paragraphs – indent and use bullets for each item; use numbers (1, 2, 3, etc.) *only* if the sequence of the items is significant.
- Number all pages of the report consecutively in the upper right-hand corner
- Center headings – all caps and bold - no underlining (example: **BOARD OF TRUSTEES**)
- Side headings – Upper and lower case and bold - no underlining (example: **Class of 2009**)
- Paragraph headings – upper and lower case and underline (example: Summary of activities.)
- Titles of publications – use italics - no underlining (example: *Brochure of Reports* OR *Journal*)
- Titles with individual names – eliminate *Mr., Miss, Mrs.*; include *Rev., Dr.*, etc. (examples: **John Doe; Rev. Sam Smith**)

### Guidelines regarding submission

- Submit your report by email to Traci Ward Herndon at [traci@awfumc.org](mailto:traci@awfumc.org) **BY FEBRUARY 29**. This will facilitate compilation of the reports for review by the Editorial Committee and more timely printing of the *Brochure of Reports* for distribution to clergy and lay members of annual conference.
- The final deadline for receipt of any changes to reports is **NO LATER THAN** the second Monday of March (March 10, 2008). (See Conference Standing Rule 15C.) Materials received after this date may not be included in the *Brochure of Reports*.