

Top and Left margins are set at 1 ½ inches.
Note: Right and Bottom margins are set at 1 inch.

The header is set at 1 inch

Skills-Based Report Card 1

→ Running head: SKILLS-BASED REPORT CARD IN A MULTI-AGE SETTING

Notice the “h” in head is lower case

The Running head is an abbreviated title, but it should be logical and less than 50 characters including spaces

This information is centered and begins in the upper half of the page

Skills-Based Report Card:

The Effects of Implementation in a Primary Multi-Age Setting

Jane Doe

University of Wisconsin-La Crosse

West Salem Learning Community

An “en dash” can be created by choosing Insert, Symbol, Special Character tab. You will see “en dash” second on the list.

There is no space before or after the en dash in Wisconsin-La Crosse

Additional helpful tips:

- When a capitalized word is a hyphenated compound, capitalize both words in the title (Example: Skills-Based)
- Capitalize all words of four letters or more in a title (Example: With is capitalized)
- A new paragraph should not begin at the bottom of a page unless there is adequate space for at least two lines of text on that page. However, the final line at the end of a paragraph may be placed at the bottom of a page (even though this decreases the bottom margin slightly) OR an additional line should be included and moved to the top of the next page.
- In the text, all new heading or subheading should not begin at the bottom of a page unless there is adequate space for at least two lines of related text on that page.
- A new entry should not begin at the bottom of a page in the reference list unless the complete citation can fit on that page.