

# Professional Business Associates

## STYLE & REFERENCE MANUAL

### 2009-2010 Edition

Professional Business Associates has established a standard style for all documents that are produced for the Workplace Skills Assessment Program. These styles can be found on the following pages. Please review the styles carefully in preparing the Workplace Skills Assessment Program documents. **Documents must be prepared using the formats specified in this manual.**

#### *Formatting Notes*

- Use left justification of documents unless otherwise indicated.
- Use a 12-point Times New Roman font unless otherwise indicated.
- Spacing Guidelines:
  - One or two spaces may be used between the two-letter state abbreviation and the ZIP code.
  - One or two spaces may be used following the end-of-sentence punctuation.
  - One or two spaces may be used after a colon.
  - For a dash, use either an em dash key or two hyphens (no spaces before, between, or after).Spacing must be consistent throughout the document.
- When using the abbreviation for Post Office in an inside address, it should be as follows:  
P.O.
- In a series, the comma before the conjunction is optional.
- Main and subheadings should be keyed in boldface in all documents except in the Report format.
- Documents in the *Style & Reference Manual* may not show the correct top margins due to instruction box at the top of the page.
- Header and footer margins are .5" unless otherwise indicated.
- All signature lines will be 2".
- Enumerations and bullets are formatted the same way in letters and memos. (See memo for example.)