



DOCUMENT FORMAT & ORGANIZATION

Be consistent.

Use a consistent format within the same document.

- Review your document for consistent spacing, font type and size, bold, underlining and indenting.
- If more than one writer contributes to the document, make sure all sections use the same format.

Use the same format in similar types of documents.

Use headings effectively by ensuring they:

- Are concise.
- Are consistent throughout the document (phrases, sentences, font, point size).
- Follow a logical order.

Present information in the proper section of the document.

- Don't include background material in the Findings section.
- Avoid mixing Findings with Recommendations.

Follow a consistent writing style.

This is especially important if different individuals write different parts of the document.

Questions? Email us at info@quillassociates.com