

Style Guide for Report Writing

Arborist Reports

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Section 1 - Introduction

Purpose

This Style Guide ensures that all reports generated are consistent. This style guide, when followed, ensures all documents produced are to a professional standard. It minimises formatting errors and increases productivity using predesigned templates.

Section 2 - Title Page

Your report should have a title page. This will identify the client, the site address and author. Please see below for instructions on how to format. Please complete each instruction in order.

Header

Your header must include business logo and company name

Report title

Include what type of arborist report it is. Eg:

- Preliminary tree assessment
- Tree risk assessment
- Arboricultural impact assessment
- Health assessment

Site Address

Ensure full street address including state and postcode to avoid confusion. If a street address is not available for example with new developments than use the appropriate lot number or as much detail as possible to identify the site location.

Prepared for

If client is an individual include their first and last name. For example:Mr Shrek Ogre

If the client is a company include their full name and the first and last name of the company representative that commission the report.

Example:

Fairytale Land Developments

Mr Shrek Ogre

Date Completed

Please use long date format E.g. 7th November 2016

To insert the date

1. Go to the Insert bar located on the top of your page
2. Click on the calendar and clock icon (Date & Time) located on the right-hand side of the bar
3. Select date formatted as above

Report identifier

Include a report number or identifier. This may be as simple as the year completed followed by the number of reports you have completed that year. Eg 2016/0024

Prepared by:

Please use full name, e.g., James Smith

List relevant qualifications underneath your name

Include Company/business name and address.

Section 3 – Page style

Orientation

All assignments are to be in A4 and portrait. However, if you have an A3 site plan, you are able to change that page only to landscape A3. See Appendix 1 (pg. 8) on how your page must look

Margins

Left Margin - 2.5 cm

Top and bottom Margins - 2.54cm

Right Margin - 2.5 cm

Header and Footer- 1.27cm from edge

Please see Appendix 1 for margin settings.



Section 4 – Styles

Font

All fonts are sans (E.g. Arial) or Sans Serif (E.g. Times New Roman).

Font Colours

Use appropriate font colours such as black or darker colours. When using colours such as yellow, red or green, it is harder to read. Set the body of your text font colour as black.

1. Go to your Home tab located at the top of your page.
2. You will see a section labelled font in that section you will see  on the right-hand side.
3. In that section, click on  icon
4. Select black

Font size

Headings

Heading 1 – no smaller than 18 point no larger than 24 point

Heading 2 – no smaller than 16 point no bigger than 20 point

Heading 3 – no smaller than 12 point no bigger than 16 point

Headings may be in bold or underlined to differentiate.

Body Text

Most fonts can be easily read at around 12 point. The text you are currently reading is 12 point Times New Roman


Footers

Footers font size is to be no smaller or no bigger than 10 point.

Text Alignment

Either left align or fully justify all text.

To fully justify

1. Highlighted text
2. Go to the ribbon and select the Home tab located at the top of your page
3. Once you click on the home tab where you will see a section that has paragraph
4. Select the justify icon .

Footers

Please ensure that there are footers on every document page. Footers must have company name, report number and the page number.

The page number must be formatted “X of Y” E.g. 1 of 2

To insert footer

1. Go to the ribbon and select the Insert tab.
2. Once you select the Insert tab on the right side from the middle,
3. Click the Footer icon
4. Select Blank (three columns).
5. Please make sure you select a different first page.

To enter the page number

1. After inserting a footer
2. Select “Type text” on the right-hand side in the footer.
3. Select page number, on the top on the left-hand side the bar,
4. Select the bottom right-hand corner.
5. Select “X of Y.”

See Appendix 2 for example

Table of Contents

A Table of Contents is to be inserted at the start of every document after the title page.

To insert a Table of Contents

1. Go to the ribbon and select the References tab.
2. Once you select references on the left-hand side, you will see the Table of Contents icon.

3. Once you select that you will be given options on various styles
4. Select the Automatic Table 2.

See Appendix 3

Bullets

Use the Following bullets

- The first level, not indented, text indent at 0.6cm
 - Second level, indented at 0.63cm, text indented at 1.25cm
 - The Third level indented at 1.25cm; text indented at 1.90cm

Capitalisation

Please ensure you use capital letters at the start of every sentence and after every full stop.

Capital letters should be used in titles, or for proper nouns (a name of someone, something or somewhere), e.g., Fairy Tale Developments (something), James Smith (someone) and Sydney (somewhere).

Acronyms

When using acronyms for the first time you must use the whole word then in brackets the initials E.g Visual Tree Assessment (VTA). After the first time you can use the initials, please make sure you capitalise each initial letter.

Botanical Names

If you do not know the species use the genus italicised and follow up with sp. not italicised. E.g. *Acacia pycnantha* or *Acacia* sp. The appropriate times to use the botanical name is any time when referring to the tree for the first time or in a more formal document.

To italicise a word

1. Navigate to the home tab bar at the top of your page
2. You will see “*I*” icon
3. Highlight your word and click the *I* and it will italicise your word. E.g. *Italic*

Shortcut: Highlight text press the ‘Ctrl’ key + ‘I’ key

Document Breaks

Using a page break, the text will start at the beginning of the following page. However, when using a section break, this splits your document into different sections. When your document is split into different sections, this allows you to use different formatting in each section. E.g. page size and layout

To insert a page breaks

1. To use a section break go to the end of your page, you are working on
2. Go to your ribbon and select the page layout tab.
3. Once you select page layout, you will see a section labelled page setup.
4. Under the section page set up at the top, you will see breaks click on that and select “page”.

Shortcut: Press the 'Ctrl' key + 'Enter' key

To insert a section break (new section)


5. To use a section break go to the end of your page, you are working on
6. Go to your ribbon and select the page layout tab.
7. Once you select page layout, you will see a section labelled page setup.
8. Under the section page set up at the top, you will see breaks click on that and select "section break new page".

Paragraphs

There must be one carriage return in between paragraphs.

Add or remove lines/space between paragraphs:

To add or remove space between paragraphs or lines go to the ribbon and select the home tab.

Once you have selected the home tab, select the  icon. You will have a choice to either add or remove spacing between paragraphs or lines. (Make sure you select the paragraph before applying the settings).

Appendices

Where information is important but will affect the readability and flow of the document, i.e., photographs, charts and plans these should be included in the back of document as appendices (appendix) and not in the main body of the text.

Watermarks

If you are supplying a draft copy of your report or any documentation, make sure you use a watermark.

1. To insert a watermark go to the ribbon and select page layout tab.
2. Once you have selected the page layout tab, you will see the watermark icon roughly located in the middle of the ribbon.
3. Select the icon and select which option best suits you.

Footnotes

A footnote is used to add additional information or reference to a word/sentence.

To insert a footnote

1. Go to the ribbon
2. Select the References tab.
3. Once you have selected the References tab on the left-hand side, you will see an insert footnote icon. Select the icon and your footnote will appear at the bottom of the page.

Referencing

Where more than five (5) consecutive words in anyone sentence has been taken from another source these must be italicised and placed in inverted commas (" "). In addition, the author and/or source correctly cited.

In-text citation

If you have directly quoted an author, your in-text citation consists of author/s surname and year of publication and page number. Formatted as follows:

(Hartley & Chalk 2016, p.5)

The reference list

A reference list is to be included at the back of your document. It must be formatted using the Harvard Referencing system.

Reference entry for a book

Hartley & Chalk 2016, *Style Guide*, 1st ed. Shanes Park, Sydney.

Reference list entry for a journal

Manning, J, 2016, 'Style guide for Diploma in Arboriculture', a Style Guide for Report Writing, Vol. 1, pp 1-11.

Section 5 - Presentation & Delivery

Presentation of Digital Document

Should be able to save as both a word (.doc or .docx) and PDF file.

Section 6 - Table Style

When inserting a table for images, there is a certain way this is to be done to prevent errors in your table.

Inserting a table

Inserting a table will make inserting images a lot easier and a lot neater.

To enter a table click on the Insert tab located at the top of your page. Once you select insert, you will see an icon that says table. Click on the table icon and create a table of 2 columns and 5 Rows.

Inserting images in tables

To insert images in the table, you will have to move your cursor into the table. Go to the Insert tab and select picture. Once you select picture, this will then allow you to select which image you would like to insert.

Insert a carriage return after. (This will make captioning and numbering easier)

Image captions & Table of images

All images must have captions and are to be numbered. In addition, a table of images must be inserted to allow us to navigate through your images more efficiently.

To insert caption and number images

1. Click on the reference tab.

2. Once you have clicked on the reference tab
3. Where it's labelled captions you will see a larger icon labelled Insert caption
4. Click on the icon,
5. A pop-up will appear.
6. Make sure the following is: Label: Figure and Caption: 1
7. Click ok.
8. If the caption appears under the table highlight the number and drag to the table, you can then copy and paste the caption under the other photos

To update the caption and the image number

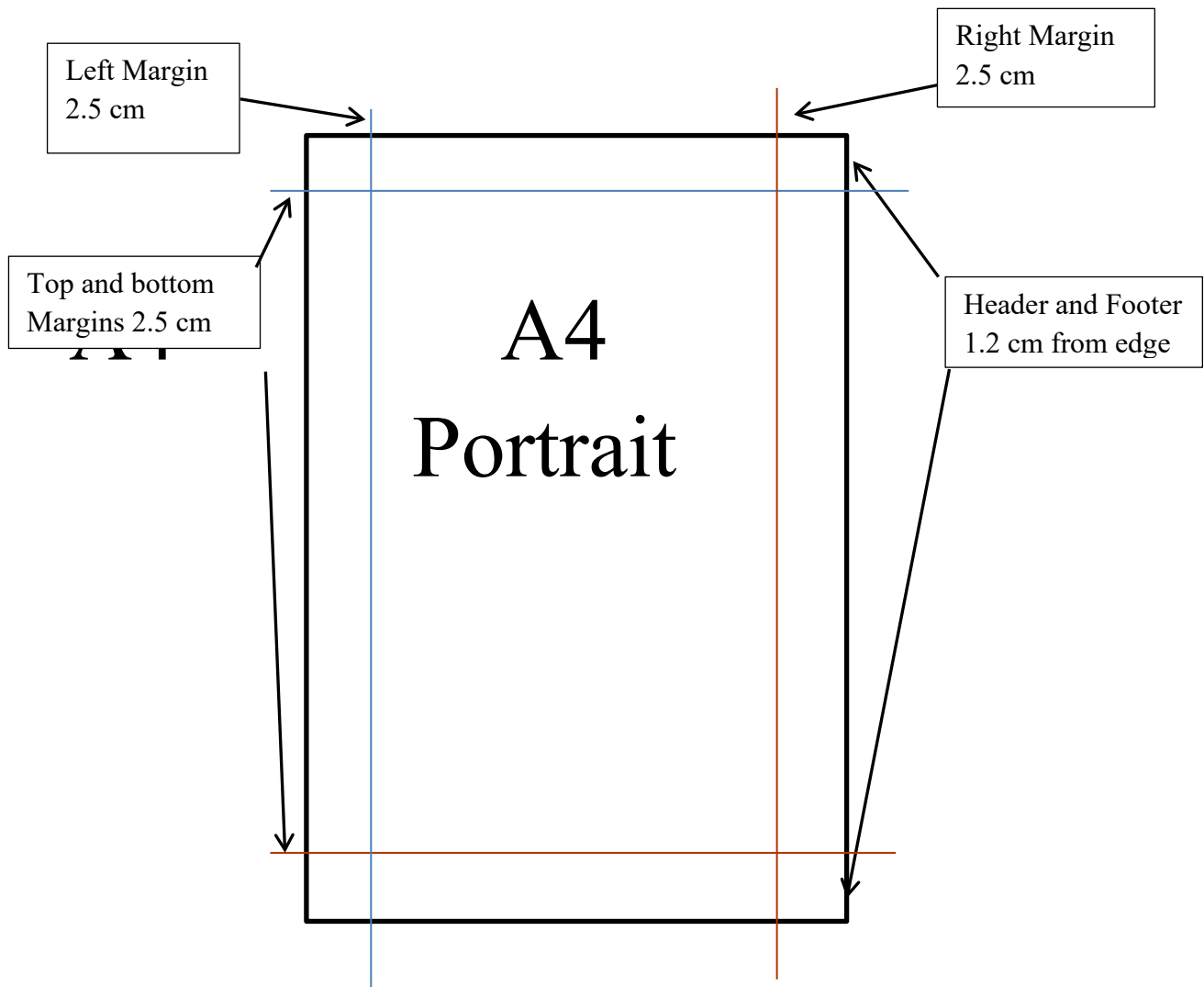
1. Highlight caption/image number
2. Right-click on your mouse
3. Select update field

To add a table of images

1. Go to the Reference tab at the top of your page.
2. Once you click on the reference tab, you will see a section labelled captions.
3. Click on Insert table of figures.
4. This will create your table of images.

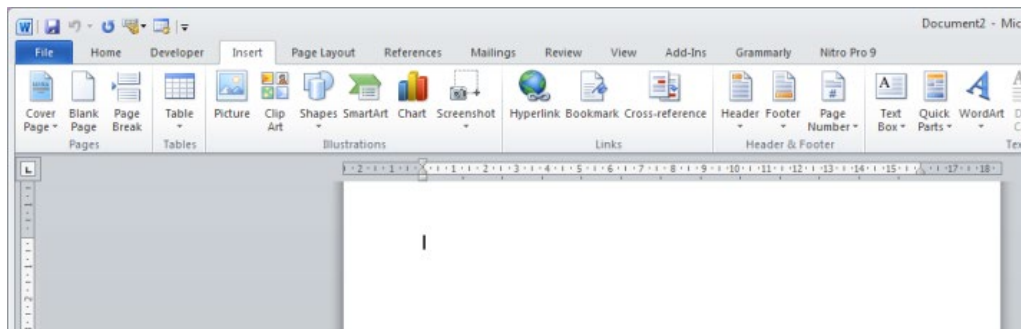
Hint: table of images will not work if you have not used captions

Appendix 1

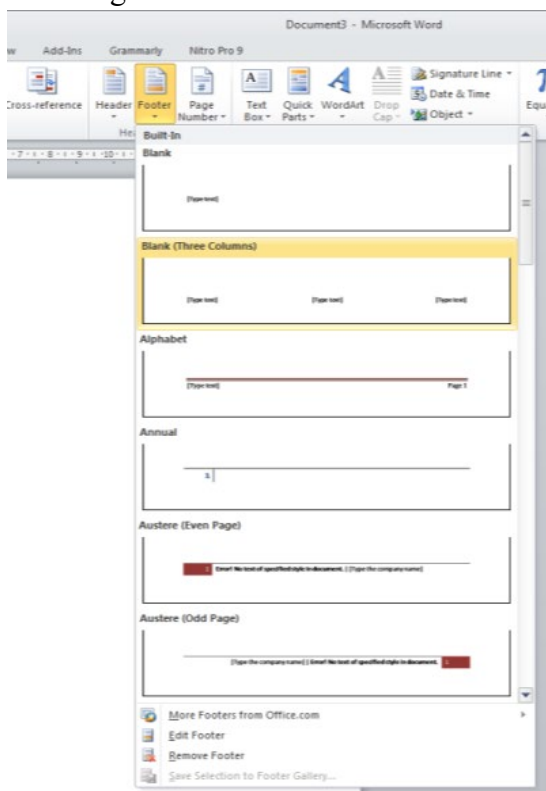


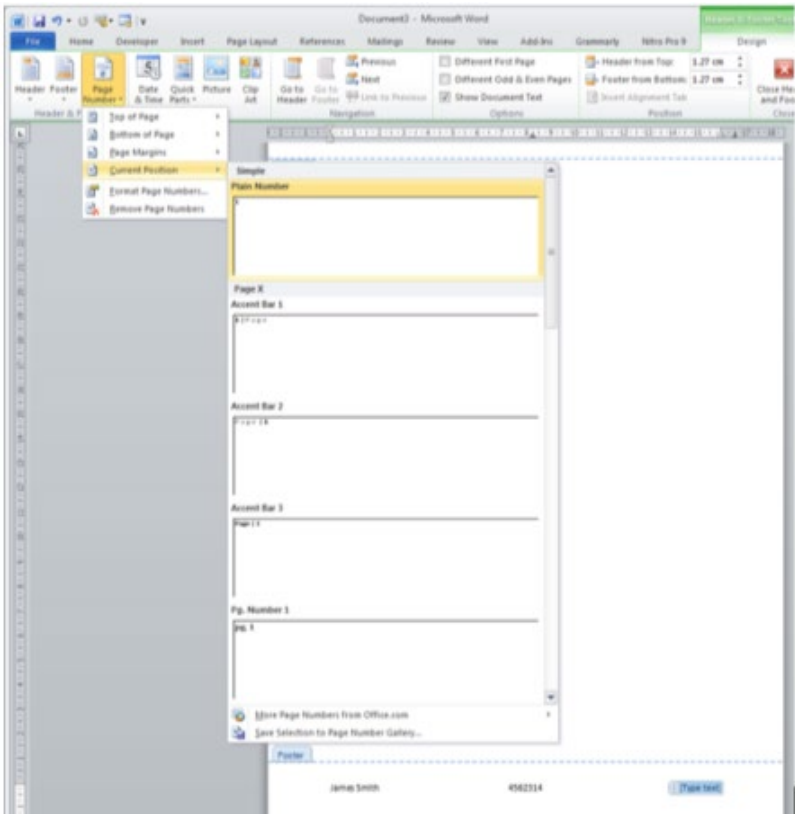
Appendix 2: Inserting a footer

The Insert Tab



Selecting Footer icon and selecting blank footer (Three Columns)





Top on the left-hand side select page number, select current position.

Appendix 3: Inserting a table of contents

