

Guidance for Weekly Report Submissions

1. Reference GPO style manual in producing this report.
2. Use Times New Roman, 12-point type. Don't use extra bold or justified formatting.
3. Don't use bullets, indents, or hanging indents.
4. Capitalize "Federal," "State" (when referring to a U.S. State), "Department," "Agency," "Government," and "Nation."
5. Items submitted should be written in lay person's language.
6. The lead sentence should start with ARS. Include who, what, where, when and why in the submission. Spell out names of months; don't name the present year, but specify past or future years. (Refer to page 4)
7. Don't use first person, instead say "the Secretary".
8. With scientific titles, drop the "research" in "research plant geneticist" to make them more intelligible to non-ARS readers.
9. In naming scientific papers or presentations, put quotes around the titles and use just an initial cap (plus capitalize proper nouns and italicize scientific names). It is preferred that the report item be summarized in a one sentence explanation rather than using a scientific title (e.g., with an understanding and helpful scientist we converted, "Deletion of Densoviral Sequences Reduces the Efficiency of Somatic Integration of JcDENV-Derived Plasmids in Insects" to "he will present information on the improvement of genes transfer vectors for insects")