

Department of Health Informatics Style Sheet

The following instruction should be used for creating and submitting assigned reports in DHI courses, unless otherwise directed by the course instructor. A sample report document is provided for further guidance.

Each document should contain:

- Title Page (see attached example)
- 1" margins on all sides
- Double-spacing
- Left-justification
- Font is Times New Roman, 12 pt.
- Running Head at top-right, beginning on first page of text (see attached example)
 - Lastname, First Initial, Middle Initial, and page #
 - Ex: Smith, AB 2
- References (see attached example)
 - Double-space between each reference
 - Single-space within the individual reference
 - Hanging Indent (begins 2nd line of reference)
- Headings (see attached example)
 - 1st (major) heading is centered
 - 2nd subheading is left justified, italicized
 - 3rd subheading is left justified, italicized, followed by a period
- Appendices - at end of paper, after references
- Tables and Figures are placed within text
- All electronically submitted documents should follow a standard filename format
 - First initial, Last name, underscore, and Assignment Title
 - Ex: JSmith_3206Asmt1