Report Name

[SUBTITLE- month year should align with the subtitle. if the subtitle is long, month/year should align with second line]

[Month Year]

Public Policy Associates is a public policy research, development, and evaluation firm headquartered in Lansing, Michigan. We serve clients in the public, private, and nonprofit sectors at the national, state, and local levels by conducting research, analysis, and evaluation that supports informed strategic decision-making.

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PPA TOC

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PPA Heading 1

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PPA Heading 3

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Text Box Example. 3” width. Outside of the margins. Ideally, the top of the text box aligns with the bottom of a line of the paragraph text and the bottom of the text box aligns with the top of a line of paragraph text (Look to the left.)

PPA Heading 4

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DOTTED LINE can be used to distinguish between sections.

Bullet List Examples

Only go to level 3 unless absolutely necessary!

* List Bullet
	+ List Bullet 2
		- List Bullet 3
			* List Bullet 4
				+ List Bullet 5

List Bullet 6

1. List Number
2. List Number 2
	* 1. List Number 3

Table Examples

TABLE X. PRIMARY EXAMPLE

| COLUMN 1 | COLUMN 2 (N) | COLUMN 3 (%) |
| --- | --- | --- |
| Row 1 | 1,234 | 95% |
| Row 2 | 123,456 | 95% |
| Row 3 | 12,345 | 95% |
| Row 4  | 123,456 | 95% |
| Row 5 | 123 | 95% |
| Row 6 | 123,456 | 95% |
| Row 7  | 1,234 | 95% |
| **Total** | 123,456 | 95% |

TABLE X. ONE YEAR BUDGET TABLE EXAMPLE

| Labor |  |
| --- | --- |
| Total PPA Staff | $XX |
| Member: Role | $XX |
| Row 3 | $XX |
| Row 4  | $XX |
| Expenses |  |
| Total | $XX |
| Item 1  | $XX |
| Item 2 | $XX |
| Total Project Budget | $XX |

TABLE X. ANOTHER EXAMPLE

| Column 1 | Column 2 | Column 3 |
| --- | --- | --- |
| Row 1 |  |  |
| Row 2 |  |  |
| Row 3 |  |  |
| Row 4  |  |  |
| Row 5  |  |  |
| Row 6 |  |  |
| Total |  | Number |

Chart and Graph Examples

Excel charts and graphs should be linked to your report so the editors can edit them directly. To learn how to use the Excel templates, see: [HowToUseExcelTemplates.docx](https://publicpolicy0.sharepoint.com/%3Aw%3A/r/Shared%20Documents/MainData/WrkProdTools/Templates_PPA/Templates%202023/Excel/HowToUseExcelTemplates.docx?d=wea6f26a1909845c0b9d6cad735755d44&csf=1&web=1&e=zTugCO).

Figure 1. Column Chart Example 1

Figure 2. Column Chart Example 2

Figure 3. Bar Chart Example 1

Figure 4. Bar Chart Example 2

Figure 5. Bar Chart Example 3

Figure 6. Bar Chart Example 4

Figure 7. Pie Chart Example

Figure 8. Line Chart Example

Notes about the above line chart example:

* The data labels are set to be above the lines in the Excel template, but may need to be manually adjusted (as done above) for readability
* The legend labels on the right hand side are manually added through text boxes

References

**Journal Article Elements**

Last Name, First Initial. Middle Initial. (Year). Title with only the first word capitalized: Subtitle with only the first word capitalized. *Name of Journal, Volume Number*(Issue Number), page numbers. DOI number

**Journal Article Example**

Ansari, A., Pianta, R. C., Whittaker, J. V., Vitiello, V. E., & Ruzek, E. A. (2022). Preschool teachers’ emotional exhaustion in relation to classroom instruction and teacher-child interactions. *Early Education and Development, 33*(1), 107–120, https://doi.org/doi # (there is no ending punctuation after the URL)

**Book and Ebook Elements**

Last Name, First Initial., Middle Initial., Last Name, First Initial. Middle Initial., Last Name, First Initial. Middle Initial., & Last Name, First Initial. Middle Initial. (Year). *Title with only the first word capitalized: Subtitle with only the first word capitalized*. Name of Publisher. URL or DOI if available

**Book and Ebook Example**

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. https://thebigpicture-academicwriting.digi.hansreitzel.dk/

**Report by a Government Agency or Other Organization Elements**

Agency or Division. (Year). *Title with only the first word capitalized: Subtitle with only the first word capitalized* (Publication or Report Type and Number if Available). Name of Parent Agency. URL or DOI

**Report by a Government Agency or Other Organization Example**

National Cancer Institute. (2019). Taking time: Support for people with cancer (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/takingtime.pdf

For additional types of references, see <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

1. This is a sample footnote. Make sure you have Footnote Text selected as the style. [↑](#footnote-ref-2)