**Report Quiz**

**Directions: Circle the correct answer.**

1. What is the line spacing for the body of the document?
   1. Single
   2. Double
   3. Triple
   4. Quadruple
2. How should the top margin be set in an unbound report?
   1. 1 inch
   2. 1.5 inch
   3. 2 inch
   4. inch
3. How should the bottom margin be set in an unbound report?
   1. 1 inch
   2. 1.5 inch
   3. 2 inch
   4. inch
4. How should the side margins be set in an unbound report?
   1. 1 inch
   2. 1.5 inch
   3. 2 inch
   4. inch
5. What is the line spacing after side headings?
   1. Single
   2. Double
   3. Triple
   4. Quadruple
6. What are the paragraphs in an unbound report?
   1. Title
   2. Side heading
   3. Body
   4. References
7. What are the headings that are keyed at the left margin, underlined, initial cap and followed by a double space.
   1. Side headings
   2. Titles
   3. Subtitles
   4. References
8. How are side headings keyed?
   1. All capital letters and underlined
   2. Initial capital letters and underlined
   3. All capital letters and centered
   4. Indented
9. What is the topic of the entire report?
   1. Title
   2. Side heading
   3. Body
   4. Bibliography title
10. How should the title be keyed in an unbound report?
    1. Left aligned and lower case
    2. Right aligned and initial cap
    3. Centered and all cap
    4. Bold
11. What should be the line spacing within each reference in a bibliography?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
12. What should be the line spacing between references in a bibliography?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
13. Underlined titles represent which of the following in a bibliography?
    1. Books
    2. Poetry
    3. Essays
    4. Articles
14. What should be the line spacing after the title in an unbound report?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
15. How should the references be organized in a bibliography?
    1. Alphabetically by title
    2. Alphabetically by publisher
    3. Alphabetically by the authors’ last name
    4. Numerically
16. How should each reference be formatted in a bibliography?
    1. First line indent
    2. Hanging indent
    3. Centered
    4. Left aligned
17. What determines the margins of the bibliography?
    1. Length of the research paper
    2. Length of the sheet of paper
    3. Margins of the research paper
    4. Margins within the software
18. If a page number is included in a bibliography, it should be approximately how many inches from the top of the page?
    1. .5 inch
    2. 2 inches
    3. inches
    4. 3 inches
19. What is the purpose of a bibliography?
    1. Provide additional readings on a report
    2. Provide all publications related to a report topic
    3. Provide a list of references cited in a report
    4. Provide a list of all sources related to a report
20. What should separate the main parts of each reference in a bibliography?
    1. Comma
    2. Colon
    3. Quotation marks
    4. Period
21. How should the first line of each reference be formatted in a bibliography?
    1. Centered
    2. Left aligned
    3. Right aligned
    4. Indented
22. What should be the line spacing after the report title in an unbound report?
    1. Single
    2. Double
    3. Triple
    4. Quadruple
23. What should be included in the title page of the report?
    1. Title, author’s name, class, date
    2. Title, report, bibliography
    3. Title, side headings, date
    4. Title, references, repor