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GAO

Office of Information Management and Communications

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Preparing Publications for Typesetting

GAO/OIMC-12.14.1

Foreword

The Publishing and Communications Center (PCC) of the Office of Information Management and Communications provides typesetting services for GAO audit reports and other publications. PCC uses an increasingly automated process that accepts documents prepared in WordPerfect 5.1 (WP) as input and produces high-quality typeset publications in GAO's prescribed format.

Chapters 1-4 of this publication contain updated instructions for preparing publications for typesetting. Chapter 3, which addresses creating tables, is a result of a collaborative effort of PCC and GGD's Table Preparation Task Team, part of the GGD/Regional Total Quality Management pilot. Appendixes I to VI contain sample pages that compare WordPerfect copy with typeset copy.

Because this publication has been extensively revised, asterisks have not been used to indicate changes. This publication should be read in its entirety.

Please contact your Customer Service Representative or call 512-9272 for additional information or assistance.

F. Kevin Boland

F. Kevin Boland, Director
Office of Information Management and Communications

Contents

Abbreviations

DCP	Design, Composition, and Photography Section
EPS	Encapsulated PostScript
GAO	General Accounting Office
OIMC	Office of Information Management and Communications
PCC	Publishing and Communications Center
WP	WordPerfect 5.1

General Instructions

The following instructions explain how to prepare a document produced on WordPerfect 5.1 (WP) for typesetting.

The typewritten version of a GAO publication does not look like the typeset version. The design of the typeset version is produced by the codes inserted in the disk by staff in the Design, Composition, and Photography Section (DCP) of the Publishing and Communications Center (PCC), Office of Information Management and Communications (OIMC). The WP version should be consistent with GAO's editorial policies as set forth in GAO's Editorial Style Manual and the Communications Manual.

For further guidance or to make suggestions on improving these instructions, please contact your Customer Service Representative (202) 512-9272 or call DCP between 8 a.m. and 4 p.m. at (202) 512-8590.

Setting the Defaults

- Set the following defaults before typing the publication.
  - Set margins wherever you wish for text and tables, except do not set the left margin at zero.
  - Turn hyphenation off.
  - Set spacing at **1** or **2**.
  - Turn right justification off.

Note: You may use Widow/Orphan Control.

Organizing the Disk

- Include on the disk all portions of the publication that are to be typeset and nothing else. Be sure to remove all files that are not to be typeset, such as preliminary correspondence and backup files. (DCP must have one version only of each section of a publication.)
- Keep each section (e.g., letter, chapter, or appendix) of the publication in a separate file, or provide a single file of the publication.
- Include InstantChart files and any Encapsulated PostScript (EPS) files on a separate disk.
- Give each file a short descriptive name (e.g., "LTR" for the transmittal letter, "ES" for the executive summary, and "CH1" for ch. 1).

Listing Abbreviations and Acronyms

- Provide an alphabetical list of all abbreviations and acronyms on the disk and on the hard copy. If there is a table of contents, put the list at the end of it. If there is no table of contents, put the list in a separate file. This list enables the typesetting software to set acronyms in small caps. If there are no acronyms in the publication, indicate this fact on the GAO Form 312, "PCC Production Services."

Note: Acronyms in publications that are smaller than 8-1/2 by 11 inches are set in the same type size as text. Therefore, provide a list of abbreviations and acronyms for such a publication only when it has a table of contents.

Typing the Text Correctly

- Use the automatic wrap feature; do not force line breaks in the middle of paragraphs.
- You may type the entire publication flush left, except for third-level headings, see section on correct typing of headings and quoted paragraphs, which should be centered.
- Try not to use more WP codes than necessary to provide the desired format because they can interfere with the production of a publication. (For example, when underlining a heading, try not to turn the underlining on and off more than once.)

Separating the Elements of a Publication

- Separate the elements of a publication from each other and from the text with at least two hard carriage returns—one at the end of the last line of the element and one between that line and the next element. These elements include

  - titles for a chapter, an appendix, a figure, or a table;
  - headings (such as those within a chapter);
  - paragraphs;
  - bullets and subbullets;
  - tables;
  - table notes and sources;
  - notes and sources for visuals (figures); and
  - ends of report sections.

  Note: Any element on the disk that is not separated from another element by two hard carriage returns will automatically be joined to that element during typesetting. (For example, a series of notes following a table will be merged into one paragraph unless they are separated from each other by two hard carriage returns.)

Typing Numbers

- Do not type the letter "l" for the number "one" or the letter "O" for "zero."

Typing Headers and Footers

- If you wish use automatic features at the beginning of a file to type headers, footers, and page numbers. Do not type any of this information within a text file.

Typing Headings

- Break lines within text headings by single hard returns or allow them to wrap.
- Differentiate levels of headings as follows:
  - First level (head 1): Use all caps, align flush left, and underline.
  - Second level (head 2): Use initial caps, align flush left, and underline.
  - Third level (head 3): Use initial caps, indent, and underline.

  Note: Underlining in headings is removed in a typeset publication.

Using All Caps

- Use all caps in the following instances only:
  - section titles (e.g., chapter or appendix titles);
  - acronyms; or
  - head 1s.
- Do not type any words in a table in all caps (except acronyms).

Typing Initial Caps

- Capitalize the first letter of all nouns, pronouns, verbs, adjectives, and adverbs, no matter how short.
- Lowercase the first letter of coordinate conjunctions, articles, and prepositions of three or fewer letters unless the word appears immediately after a colon or a dash or is the last word in the heading or the title.
- See Words Into Type, pages 146-148, for further guidance.

Typing Footnotes

- Number text footnotes with Arabic numerals.
- Use the normal WP footnote option **(Ctrl/F7)** to create footnotes, not the Super/Subscript **(Ctrl/F8)** key. (For notes to tables, see ch. 3.) Do not select 4 (Advance Up) or 5 (Advance Down); letters and numbers typed with options 4 or 5 will not be read by ASDB's automatic coding program.
- If 11 or more text footnotes are used, begin the first footnote in each section of the publication with a number "1." If text footnotes number 10 or fewer for an entire publication, you may number them sequentially from

the beginning to the end of the publication or may begin with the number "1" in each section.

Typing Figure Notes and Sources

- Type directly below the space where the figure is to be inserted in the publication. Be sure to type the notes for InstantCharts as well so that this material may be typeset.

Typing Bulleted Items

- Type two dashes (use the key to the right of the zero), leave a space, and enter text.
- You may block text, but this is not necessary.
- Separate the bulleted items from each other and from surrounding text by two hard carriage returns.

Underlining and Indicating Emphasis

- Use underlining to indicate the name of a publication, a vessel, an airplane, or a spacecraft.
- Use underlining or bolding for emphasis, but be consistent within your publication.

Using the Spelling Checker

- Run the spelling checker feature before printing a hard copy and duplicating the disk(s) for DCP.

Preparing the Typesetting Package

The instructions below pertain to all publications.

- Duplicate the disk(s).
- Print the file index.
- Label disk(s) with the report's or the publication's title and number.
- Number the disk(s).
- Include the following in the package:
  - "PCC Production Services" (GAO Form 312);
  - "Printing Release Form" (GAO Form 47, the pink card);
  - one copy of the publication disk(s) with a hard copy of the disk file directory;
  - one hard copy of the publication;
  - separate disk containing any InstantCharts or EPS files of artwork with a hard copy of the disk file directory;

- originals of the request and agency comment letters (for audit reports) and originals of any other documents to be reproduced "as is" in the publication (such as a memorandum), artwork, and photographs;
- an alphabetical list of abbreviations and acronyms in the hard copy and on the disk (please indicate on the Form 312 if the report has no abbreviations or acronyms);
- a signed memorandum requesting priority services (if applicable); and
- the original signature in black ink of the person signing the publication, if other than one of the usual signers (e.g., heads of divisions and offices and issue area directors).

Publication Sections

The following information applies to specific sections (chapters, appendixes, etc.) of publications.

Generating the Cover

- The typesetter generates the cover from material coded by DCP. Therefore, do not include a cover page on the disk.

Typing the Basic Transmittal Letter

- For prepublished reports, type the date of the basic transmittal letter on the hard copy and the disk.

  Note: The addressee and signature blocks will be typeset to duplicate the line breaks and the indentation of the WP copy.

- Do not use tables, figures, or footnotes in the transmittal letter of a chapter report, and generally limit this letter to one page.
- You may use tables, figures, and footnotes in the basic letter in a letter report.

Typing the Executive Summary

- You may type the executive summary the same as the rest of the report (i.e., flush left). If you wish to submit to DCP a format resembling the typeset version, however, type the headings on lines above the text and separate headings from the text by two hard carriage returns.
- You may use footnotes, but including them in the body of the report is better.
- You may include tables and figures in the executive summary.
- An executive summary should not usually exceed four pages when typeset.

Generating the Table of Contents

Because the typesetting process generates the table of contents automatically, DCP does not require a particular format for the WP version submitted.

If a publication does not have a table of contents, you must still include the list of abbreviations for the 8-1/2- by 11-inch size. For smaller publications, include this list only if the publication has a table of contents.

Numbering Chapters

- Use Arabic numerals to number chapters.

Typing Section Titles

- Type titles for publication sections in all caps. Underline titles if you wish.
- Center titles or type them flush left and allow them to wrap.

Typing the Appendix(es)

- Use Roman numerals to number appendixes.

Note: If a publication has only one appendix, you may use the Roman numeral "I" after the word "Appendix" if you wish.

- Type the title of the appendix on the first page only of the appendix.
- Use the "Header/Footer" feature to type "APPENDIX" and its number at the top left of each appendix page.

Appendixes may contain request letters, agency comments, and other documents to be reproduced "as is"; visuals; and GAO text and tables produced in WP. (See chs. 3 and 4 for guidance on tables and visuals.)

- Submit the originals of request letters, agency comments, and other documents to be reproduced "as is." Ensure that they are clean and are of suitable quality for reduction to 70 percent of the original size. (DCP artists will reproduce them to fit into a box on the righthand two-thirds of the page.)
- Title the appendix title of the request letter as "REQUEST LETTER."
- Begin the title for a comments appendix with "COMMENTS FROM" followed by the source (usually an agency) in all caps.
- Include the same number of pages in the WP file as the number of letter or document pages to be reproduced; these will be typeset as placeholders on which DCP artists will mount the reduced version.

Typing Marginal Notes to Agency Comments

Marginal notes for agency comments consist of GAO comments and new page references. (Examples of the WP-produced copy and the corresponding typeset copy are found in app. I)

- Type these notes in the left margin of the blank page(s).
- Type them in the order in which they appear.
- Begin each note on a separate line.
- Separate the notes from each other with at least two carriage returns.
- For GAO comments, type the following words on the first blank page of the appendix flush left below the appendix title: "Note: GAO comments supplementing those in the report text appear at the end of this appendix."
- Then type "See comment" followed by an Arabic numeral.

- For new page numbers, type "Now on p. x" or "Now on pp. x-x."
- Do not change the page references until the proofs are received since page numbers will change when the document is typeset.

Note: DCP artists will place margin notes on the camera copy (repros) in accordance with the marked-up proofs.

Typing GAO's Response to Agency Comments

Create a new page with the words "The following are GAO comments on the ..." followed by the name of the source and the date of the comment letter. Insert two hard carriage returns and type "GAO COMMENTS." Insert two hard returns before typing the GAO comments.

Typing Optional Publication Sections

- Open a separate WP file for each section.
- If a publication contains one or more of the following sections, include them after the appendix(es) in this order:

  - "MAJOR CONTRIBUTORS TO THIS REPORT" (last appendix), and
  - "GLOSSARY,"
  - "BIBLIOGRAPHY,"
  - "INDEX,"
  - "RELATED GAO PRODUCTS."

  (Examples of the WP-produced copy and the corresponding typeset copy of these optional sections begin are in apps. I to VI.)

- Do not set up any of these sections as tables. Type them as text, flush left.
- Center titles or type them flush left.

Typing a List of Major Contributors

- Number and designate this section as the last appendix.
- Type the name of the division or the office as a head 1.
- Insert two hard carriage returns.
- List the contributors' names.
- Insert two hard carriage returns before listing another division or office.

Typing a Glossary

- Do not number or designate this as an appendix.
- Type each term as a head 2.
- Insert two hard carriage returns.
- Type the definition.

- Insert two hard carriage returns before typing the next term.

Typing a Bibliography

- Do not number or designate this as an appendix.
- Type each entry as a separate paragraph.
- Insert two hard carriage returns between entries.
- Divide categories by head 1s, if appropriate.

Typing a List of Related GAO Products

- Do not number or designate this as an appendix.
- Limit the list to one page. (See Communications Manual for an exception.)
- Do not divide the list with headings.
- Type each entry as a separate paragraph.
- Insert two hard carriage returns between entries.

Tables

- Follow these instructions, which apply to all tables in all publications, to ensure that your tables are not scrambled in typesetting and processing is not delayed. (Some examples in this chapter show how the material appears on the screen.)
- Use the Table Editor function in WP. Do not use the Column On/Off feature.

Placing Tables in the Text

- Type tables in the text file between paragraphs.
- Separate the table from surrounding text by two hard carriage returns.

Note: Use the Block Protect feature to keep tables intact when printing the copy.

Converting From Lotus

- Convert tables typed in Lotus to WP. If necessary, be sure to change your paper size (press **Shift/F8** and select **2**) before importing the Lotus table, and import the Lotus table as a table, not as text. Press **Ctrl/F5** (Text In/Out), select **5 Spreadsheet**, select **1 Import**, press **1** to select the filename option, type the name of the file you are importing and press **Enter**, press **3** to select the type of file, and leave the option set at "table." Then select **4 Import** to begin the import function. For most tables, using the Table Editor in the first place is just as easy.

Designing Tables

- Whenever possible, design a table so that it is longer than it is wide. Tabular information presented vertically is usually more easily read and understood than the same information presented horizontally. Tables may be all numeric, all text, or a combination.
- Avoid using tables containing more than three text columns. The more columns in a table, the narrower the columns will be and the harder the typeset tables will be to read. Multiple-column tables should consist of numeric data.
- If you have a table that is wider than it is long, try turning the stub items (see "Typing the Stub Column") into column heads, turning the column heads into stub items, and rearranging the data accordingly or contact DCP, a writer-editor, or a reports analyst for help in table design.

Determining the Table Size

- If you change the margins, the font, or the paper orientation (to landscape), do so before the table definition ([TblDef]) code. Change them back after the table off ([Tbl Off]) code.

- If you change the paper orientation, put that table on a separate page. Insert a hard page return before the table definition and after the [Tbl Off] code.

Setting Margins

- Set the page width to accommodate the width of the table, but do not set the left margin at zero.
- Reset the width for text at the end of the table.

Capitalizing

- Use sentence-style capitalization (that is, capitalize only the first letter of the first word and proper nouns and type acronyms in all caps) for all parts of the table except the title and legend (if there is one), which should be typed in initial caps. (See "Typing Initial Caps" in ch. 1.) PCC cannot accept tables typed in all caps.

Hyphenating Words

- Do not hyphenate words in tables except words that are always hyphenated, such as "mother-in-law"; this includes the column headings. This is crucial to the coding process. Turn off the default hyphenation.

Underlining and Indicating Emphasis

- Use underlining to indicate the name of a publication, a vessel, an airplane, or an spacecraft.
- You may use underlining in tables for emphasis; however, all underlined text will appear in italics in the typeset publication.
- You need not use underlining for column heads if you leave the default settings (lines) on in the Table Editor. If you take the lines out, however, underline only the base line (last line) of the column heading.
- You may bold text or numbers you wish to emphasize.
- Use bold for all totals.
- Remove WP codes that enable portions of a table to be shaded. The typesetting software cannot accommodate these codes.

Note: Using more than one method to emphasize material in a table will make it hard to read.

Using Abbreviations

- Do not use abbreviations or symbols that mean more than one thing in tables (e.g., "Co." and "#").

Typing Table Numbers and Titles

- Do not turn on the Table Editor until after you have typed the table number and title.
- Number all tables in a publication section consecutively.
- Type the table number and title flush left.
- Use one Arabic numeral to number a table in the letter of a letter report or in an executive summary. For example:

```
Table 1: Federal Programs
```

- Use two Arabic numerals separated by a period to number tables in chapters. Number the first table in chapter 1 as follows:

```
Table 1.1: State Programs
```

- Use a Roman numeral followed by an Arabic numeral to number tables in an appendix. Number the second table in appendix II as follows:

```
Table II.2: County Programs
```

- If an appendix consists of one table and one table only and no text, the title of the appendix is the table title. In this case, do not number or title the table.
- Insert two hard carriage returns between the last line of the title and the first line typed within the Table Editor.

Typing Headnotes

- Type headnotes (e.g., "Dollars in millions") one line after the table title. Do not underline them. For example:

```
Table 3.1: Funds Spent for Three Aircraft Commonly
Used for Executive Transportation

Dollars in millions
```

Turning on Table Editor

- Press **Alt/F7**, select **2** Tables and **1** Create, and respond to the prompts about number of columns and rows. The number of rows should include the number of spanning column headings and column headings. If you are not sure of the exact number of rows, overestimate. It is easy to delete extra rows after you have entered all of your data and text.

Setting Column Justification

- You cannot use the Tab Align feature within the Table Editor. Instead, while in the Table Editor, block the rows and columns where you will be entering text. From the menu, select **2** Format; select **1** Cell; select **3** Justify; then select Left or **R**ight, depending on whether you are entering text or numbers. Align entire columns: text on the left and numbers on the right.

Typing Column Headings

- Phrase concisely to avoid a top-heavy look.
- You may left-justify, center, or right-justify heads. But use the same style throughout your publication. In the typeset version, stub heads will be aligned flush left and column heads will be aligned flush right, except spanning heads, which will be centered.
- Center spanning heads over the columns they span. Do this by joining side-by-side cells. Press **Alt/F7** Table **E**dit and select **7** join and **y**.

An example of a spanning head and text in columns follows.

Figure 3.1: Example of Column Headings

	Award type and range		
State	Base pay	Bonus	Comments
Alabama	Varies	Varies	Bonuses for those at pay range
Florida	Varies	None	Staff at range max get lump

Level of Column Headings

- Type each level of column headings in a separate row. Position the second-level heading above all the first-level headings. Make sure that all column heads have the same baseline.
- Vertical alignment of column headings will not effect typesetting of the column headings. Typeset column headings are always lower aligned.

Figure 3.2: Example of Level of Column Headings

	Second-level heading		Second-level heading	
Stub heading	First level	First level	First level	First level

Note: Align the stub heading with the first-level headings, not with the second-level headings.

Typing the Stub Column

The stub is the first column on the left.

- For entries of more than one line, indent the second and subsequent lines two spaces to show that the text belongs together. In the typeset version, the second and subsequent lines will be flush left.
- When stub entries have subgroupings, follow this hierarchy: bold the first level, type the second level flush left, and indent the third level.

Joining Cells

For use in the Table Editor, a "cell" is defined as a small editing window in which one can enter text, numbers, or a formula.

- Type each item of the table in a separate cell. Do not create a cell with more than 300 characters.
- Do not join cells vertically (up and down) in the Table Editor; they cannot be typeset this way.
- You may join cells horizontally, that is, using a spanning column head.

Figure 3.3: Example of Joined Cells

```
Cells joined vertically:  (Cannot be typeset)
```

<table>
<tr><td rowspan="2">Joined cells</td><td></td></tr>
<tr><td></td></tr>
</table>

```
Cells joined horizontally:  (Can be typeset)
```

<table>
<tr><td colspan="2">Joined cells</td></tr>
<tr><td></td><td></td></tr>
</table>

Typing Dollar Signs

- For columns with dollar amounts, type dollar signs next to the first number in the column and the total (if there is one).

Typing Superscripted Notes

- In a cell that contains nothing but a reference (a lowercase letter) to a specific note, superscript the letter in the cell, flush right. Press **Ctrl/F8**, and select **1 Size** and **1 superscript**. Do not use the WP Footnote feature (Ctrl/F7). (See "Typing Table Notes" in this chapter.)

Typing Headers

- Define the row(s) containing the column headings as the Table Header using the "Header" feature in the Table Editor. Press **Alt/F7 Tables** and select **4 Header**.
- Enter the number of rows.

Typing Totals

- You must bold totals.
- Do not bold or underscore subtotals.

Typing Legends

- Use a legend to explain any symbols in the table. Type the legend outside the Table Editor and at the bottom of the table, before any table notes.

Legend

Q = Questionnaire

I = Interview

Typing Table Notes

There are three types of table notes. General notes apply to the whole table. These are not numbered or lettered. Specific notes apply to certain parts of the table and are indicated with supercript letters. Source notes show where GAO obtained data that it has not generated.

- Type all notes directly on the page at the end of the table outside the table editor.
- Type general notes first, followed by specific notes and then source notes.
- If the table is longer than one page, type all notes at the end of the table on its last page.
- Use **Ctrl/F8** to type superscripted letters for specific notes. Do not use the Advance Up/Down feature. Do not use WP footnote feature (Ctrl/F7).
- Order specific notes from left to right within the table, not down the columns.
- Do not use a specific note reference in the table title. Use a general note instead.
- Separate notes from each other, the table, any legend, and the text that follows with two hard carriage returns.

Detailed Examples

This is an example of a table with a headnote, a spanning head over two columns, indented text in the stub column, bolded entries, and superscripted notes. Note that the text entries are flush left and the numbers are flush rigth.

Figure 3.4: Detailed Example Number 1

Table 3.1: Total Work Load of the Three Aircraft Commonly Used for Executive Transportation

August 11, 1988, to July 31, 1989

	Flight time	
Mission	Hours	Percent
Attorney General transportation	146.0	17.8
FBI Director transportation	213.5	26.1
Other executive transportation	71.0	8.7
Total executive transportation	**430.5**	52.6
Investigative missions[a]	188.8	23.1
Aviation support operations[b]	198.9	24.3
Total	**818.2**	**100.0**

[a]Includes undercover missions (76.5 hours), transportation of passengers to support investigations (63.8 hours), equipment and evidence transport (42.9 hours), and photography (5.6 hours).

[b]Includes pilot training (73.7 hours); maintenance and testing of the planes (62.6 hours); and ferrying, i.e., moving the planes from one location to another (62.6 hours).

This is an example of a table with a spanning head, specific notes, and a source note.

Figure 3.5: Detailed Example Number 2

	Percent of claims (estimated)			
Hospital service	**Army**	**Navy**	**Air Force**	**DOD-wide**
Obstetrics/gynecology	31.9	30.0	25.5	28.8
Emergency medicine	12.8	15.6	19.6	16.3
Pediatrics	12.8	4.0	3.9	7.0
General surgery	8.5	5.2	3.9	5.8
Radiology	6.4	3.9	0.0	3.1
Orthopedic surgery	2.1	3.9	3.9	3.3
Cardiology	4.3	2.6	2.0	2.9
Family practice	0.0	3.9	3.9	2.5
Ear, nose, and throat	0.0	5.2	2.0	2.0
Other[a]	14.9	13.0	23.6	18.1
Unable to determine	6.4	13.0	11.8	10.2
Total[b]	**100.0**	**100.0**	**100.0**	**100.0**

[a] Includes anesthesiology, thoracic/cardiovascular surgery, orthopedics, psychiatry, plastic surgery, oncology, neurosurgery, neurology, urology, gastroenterology, colon and rectal surgery, internal medicine, other laboratory, pharmacy, surgical nursing, and inpatient nursing.

[b] Columns may not total 100 because of rounding.

Source: DOD.

This is an example of a table with entries that are all text. Note that the text in the columns aligns with the top line of the stub text. The more text columns there are, the narrower the columns will be and the harder the typeset version will be to read.

Figure 3.6: Detailed Example Number 3

Table I.1: Comparison of Capital Standards for Countries Using IOSCO Framework

	European markets		
Framework standard	France	Germany	Switzerland
Does the capital rule cover liquidity and solvency?	Yes. Capital must exceed both liquidity and solvency ratios.	Yes. As a universal banking country, Germany has capital requirements that apply only to banks.	Yes. As a universal banking country, Switzerland has its securities activities done primarily by banks.
Does the capital rule mark positions to market?	Yes. All positions are recognized on a trade date basis.	No. Capital is convervatively defined as reserves.	No. Banks maintain assets and securities at book value.
Does the capital rule have a base requirement?	Yes. It is based on business volume and equals 66% of the clients' total position.	No. There is no base requirement for the securities activities of German banks.	Yes. The base requiremnt is 2-1/2% of average short-term liabilities.

Visuals

Because visual material is an integral element of GAO's publication design, all visuals used must be of the highest quality possible.

Visuals are referred to as figures in typeset publications.

Determining If Material Is a Visual

Visuals are merged into the publication either electronically or pasted up by hand after the camera ready repro is generated.

Visuals may be

- photographs;
- illustrations (e.g., maps or drawings);
- charts (e.g., organizational, flow, pie, bar, or line charts); or
- anything that will be reproduced in the publication "as is" (e.g., agency comments; the request letter; or any other material, such as tables that are being reprinted from a non-GAO source and memorandums).

Tabular material is not considered a visual if GAO produced it on WP; such material is considered part of the typed manuscript and will be typeset with the rest of the publication.

- When using charts and graphics that are created with the InstantChart and TextFrame software, make sure to use the updated version (InstantChart 3.11 or greater and TextFrame 2.0 or greater). This will allow the charts and graphics to be put in place automatically.

Placement, Numbering, and Titling of Visuals

- Place visuals between paragraphs.
- At the end of the paragraph that precedes a visual, insert two hard carriage returns.
- Refer to and label all visuals as figures (except certain material included as appendixes, that is, the request letter; agency comments; and other material being reproduced "as is," such as a memorandum.)
- Number all figures throughout a publication section consecutively.
- Type the figure number flush left.

Note: Titles for TextFrames and InstantCharts must be typed as part of the WP material submitted, not just in the TextFrame and InstantChart software.

- Use one Arabic numeral to number a figure in the letter of a letter report or in an executive summary. For example:

  Figure 1: Federal Programs in Urban Areas

- Use two Arabic numerals separated by a period to number figures in chapters. Number the first figure in chapter 1 as follows:

  Figure 1.1: Federal Programs in Rural Areas

- Use a Roman numeral followed by an Arabic numeral to number figures in an appendix. Number the second figure in appendix II as follows:

  Figure II.2: Federal Programs in Wilderness Areas

- If an appendix consists of one figure and one figure only and no accompanying text, the title of the appendix is the figure title. In this case, do not title or number the figure.
- Insert space to accommodate the visual.
- Beneath the space, type any caption, credit, note, or source.

  Note: Do not give the source for GAO-produced visuals if GAO generated the data they contain.

- Insert two hard carriage returns before continuing with text typing.

Example of an Agency Comments Appendix

Figure I.1: Example of a WP Page of Agency Comments

APPENDIX IX

COMMENTS FROM THE NUCLEAR CLAIMS TRIBUNAL

Note: GAO comments
supplementing those in
the report text appear at
the end of this appendix.

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Figure I.2: Example of a Typeset Page of Agency Comments

Appendix IX

Comments From the Nuclear Claims Tribunal

Note: GAO comments supplementing those in the report text appear at the end of this appendix.

Nuclear Claims Tribunal

Post Office Box 702
Republic of the Marshall Islands
Majuro, MH • 96960

Telephone: (011) 6929 • 3396/3962
3963/3964 (direct)
Facsimile: (011) 6929 • 3389

July 14, 1992

VIA FACSIMILE TRANSMISSION
ORIGINAL MAILED

Harold J. Johnson, Director
Foreign Economic Assistance Issues
U.S. General Accounting Office
Washington, D.C. 20548

SUBJECT: COMMENTS ON DRAFT REPORT OF JUNE 5, 1992

Dear Mr. Johnson:

On June 5, 1992, your office issued a draft report titled "MARSHALL ISLANDS: Status of the Nuclear Claims Trust Fund." Copies of that draft report were provided to me while I was in Washington D.C. in June, and the report has been shared with the senior officers of the Tribunal. We appreciate the opportunity to provide formal comments on the above draft prior to its issuance in final form.

We note that the draft report generally addresses two subjects: (1) the distribution of Trust Fund monies, and (2) the adequacy of the Trust Fund corpus to satisfy distribution requirements. Except for the impact on the amount of funds ultimately available for compensation payments, the Tribunal has no direct involvement in either determining the adequacy of the Trust Fund corpus or the investment of that corpus. Rather, as indicated in the draft report, the Tribunal's focus is on the quarterly distributions from the Trust Fund.

Except for minor factual errors noted below, the draft report represents, in our view, a generally fair summary of the history and financial picture of the Tribunal's activities. However, we believe that several matters summarized in the body of the draft report fail to adequately explain the scope and nature of the challenges that confronted and, in large measure, continue to confront the Tribunal. In addition, some of the draft report findings, particularly with respect to the amounts of compensation awarded by the Tribunal, convey the difficult policy and legal decisions underlying the Tribunal's activities. Rather than attempt to respond to the generalized findings contained in the draft report, we elect to direct our specific comments to those portions of the several appendices upon which the draft report findings are based.

Page 1 of 7

Page 48 GAO/NSIAD-92-229 Marshall Islands

**Figure I.3:
Example of a WP Page of Agency Comments**

APPENDIX IX

Now on p.

See comment 1.

Now on p.

See comment 1.

Now on p.

See comment 1.

Now on p.

See comment 1.

Now on p.

See comment 2.

Now on P.

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Figure I.4: Example of a Typeset Page of Agency Comments

Appendix IX
Comments From the Nuclear Claims Tribunal

Comments on Appendix I

Now on p. 13.
See comment 1

Page 10: *Tribunal Responsibility.* The specification of the Tribunal's authority with respect to oversight of LDA re-distributions of Trust Fund Quarterly distributions should more clearly indicate that it has the *dual* responsibility of first monitoring the actions of LDA's, and second adjudicating any disputes arising from those actions. The failure to grasp the different power and authority of the Tribunal when it exercises either of these two responsibilities led, in our view, to some of the difficulties that characterized the initial years of the Tribunal's existence.

Now on pp. 13 and 14.
See comment 1.

Page 11: *Tribunal Offices.* While Sections 15-18 of the Nuclear Claims Tribunal Act do create Offices of the Public Advocate, Defender of the Fund, Mediation and Finance, the decision to staff and fund any or all of these offices is left to the Tribunal under Section 6(4)(c) of the Act, subject to approval of the Cabinet of the Republic. To date, the Tribunal has elected to forego the creation of a permanent Office of Mediation, preferring to use temporary *ad hoc* mediators when necessary.

Now on p. 14.
See comment 1

Page 11: *Public Advocate.* The responsibilities of the Public Advocate include, in addition to those listed, the responsibility of representing claimants in individual or consolidated/class claim adjudications before the Tribunal where the claimant(s) elect not to retain private counsel.

Now on p. 14.
See comment 1.

Page 12: *Defender of the Fund.* Under the Tribunal's compensation program, the Defender of the Fund does not "decide" whether a claim for compensation is valid. As suggested by the language of Section 23 of the Act, only a Special Tribunal can determine the validity of a claim for compensation. The Defender is to review each claim for compensation (including all relevant documentation) to determine whether, consistent with Section 18(1)(a), any valid defense exists. Where the Defender believes that a claim and the accompanying documentation satisfies the Tribunal's requirements for compensation, the Defender "admits" the claim, essentially giving notice that no objection will be raised to a grant of compensation. In all cases, however, including those in which the Defender has "admitted" the claim, the final decision to grant or deny compensation is one made solely by a Special Tribunal after an independent review the entire claim file. The regulations of the Tribunal, drafted before adoption of the current compensation program, which suggest otherwise are currently being amended to conform with the intended role of the Special Tribunal and the actual compensation procedure used by the Tribunal.

Now on pp. 15 and 16.
See comment 2.

Page 13: *Section 177 Minutes.* Only the reinvestment agreements of Bikini and Enewetak Atolls appears as minutes to the Section 177 Agreement. The reinvestment agreements of Rongelap and Utirik Atolls, while required by the Section 177 Agreement, are separate documents negotiated after the Section 177 Agreement between these latter atolls and the Republic of the Marshall Islands.

Now on p. 16.
See comment 1

Page 15: *Adoption of Regulations.* In August 1991, the regulations of the Tribunal setting out its compensation program were formally adopted, approved and made

Page 2 of 7

Page 49 GAO/NSIAD-92-229 Marshall Islands

Figure I.5: Example of a WP Page of GAO Comments

APPENDIX II

The following is GAO's comment on the Department of Treasury's letter dated October 21, 1992.

GAO COMMENT

1. In view of the International Monetary Fund's standard, we agree that letters of credit are not a viable option for this purpose and have revised our report accordingly.

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Figure I.6:
Example of a Typeset Page of GAO Comments

Appendix II
Comments From the Department of the Treasury

The following is GAO's comment on the Department of the Treasury's letter dated October 21, 1992.

GAO Comment

In view of the International Monetary Fund's standard, we agree that letters of credit are not a viable option for this purpose and have revised our report accordingly.

(472282) Page 20 GAO/NSIAD-93-88 Foreign Assistance

Example of a Memorandum Being Reproduced as an Appendix

Figure II.1: Example of a WP Page for a Memorandum Being Reproduced

APPENDIX VI

<u>MEMORANDUM TO PAB GENERAL COUNSEL REGARDING</u>
<u>PROPOSED EEO OVERSIGHT STUDY</u>

Figure II.2: Example of a Typeset Page for a Memorandum Being Reproduced

Appendix VI

Memorandum to PAB General Counsel Regarding Proposed EEO Oversight Study

MPAC MEMORANDUM

Date: February 15, 1991

To: General Counsel, PAB - Carl D. Moore

From: Band II Chair - Paul Williams (Boston)

Subject: PAB Request for Response Regarding Proposed EEO Oversight Study

This memorandum is in response to your February 4, 1991 memorandum to Chairs of GAO Employee Groups requesting comments on your draft EEO Oversight Study memorandum to the Personnel Appeals Board.

In general, we have no objection to anything in the proposed memorandum. However, we would like to offer some constituent comments for your consideration in preparing the final version of the memorandum.

1. We would like the Board to discuss the protected class of Age and include in the EEO Oversight report a discussion of the unique characteristics of Age as a protected class and how the Board chose to handle the Age issue in the report. If the Board believes that an analysis of Age statistics would be outside the scope of the planned report, we would like to understand the Board's plans to address the Age issue in the future.

2. The Board's study may want to consider analyses of factors such as bonuses and permanent pay increases, as well as promotions.

3. Roles and responsibilities assigned to individuals would be another factor to consider since an employee's ability to be promoted, receive pay increases, and obtain bonuses is directly related to the type of work assigned.

4. The Board may also want to look into years of relevant work experience of the population to determine whether there are differences in how new employees versus more experienced employees are being treated.

5. For purposes of analysis, the study may want to obtain data that will enable them to look at variations between regions and headquarters as well as the agency as a whole.

6. The Board may want to reference the July 1985 EEO Oversight Study and describe its relevance to the planned study.

7 Finally, the impact of banding on promotions and pay

Page 35

Example of Optional Publication Section—Major Contributors to This Report (Last Appendix)

Figure III.1: Example of a WP Page of Major Contributors

APPENDIX III

MAJOR CONTRIBUTORS TO THIS REPORT

PROGRAM EVALUATION AND METHODOLOGY DIVISION

Stephanie L. Shipman, Assistant Director

Kenneth C. Litkowski, Project Manager

Patrick C. Seeley, Reports Analyst

Hy X. Le, Project Staff

David G. Bernet, Project Staff

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Figure III.2:
Example of a Typeset Page of Major Contributors

Appendix III

Major Contributors to This Report

Program Evaluation and Methodology Division

Stephanie L. Shipman, Assistant Director
Kenneth C. Litkowski, Project Manager
Patrick C. Seeley, Reports Analyst
Hy X. Le, Project Staff
David G. Bernet, Project Staff

Page 108 GAO/PEMD-92-34 Poverty Trends, 1980-88

Example of Optional Publication Section—Glossary

Figure IV.1: Example of a WP Page of a Glossary

GLOSSARY

Atrial Lead

An atrial lead is a type of permanent implantable cardiac pacemaker lead that is positioned in the atrial chamber of the heart. It is a transvenous lead that is implanted through a vein. This type of lead can fail and not necessarily have catastrophic effects on the patient.

Audit Check

FDA audit checks are methods to determine the adequacy of a firm's performance in ensuring that all consignees (device purchasers) have received notification of a recall and are taking appropriate action. They may be personal visits, telephone calls, or some combination. FDA decides on an audit program and selects an audit check level after evaluating the firm's recall strategy. The audit check level will either be based upon the effectiveness check level provided in the U.S. Code of Federal Regulations, chapter 21, or on other statistically valid plans. FDA may be assisted by cooperating federal, state, or local officials in the performance of the audit checks.

Bipolar and Unipolar Leads

Bipolar leads have two electrodes or conductors. One end of the conductor makes contact with the metal plate of the pacemaker and the other end of each conductor makes contact with the inner surface of the heart. The unipolar lead is typically thinner and has only one electrode or conductor.

Confidence Level

A number, stated as a percentage, that expresses the degree of certainty associated with an interval estimate of a population parameter.

Confidence Interval

An estimate of a population parameter that consists of a range of values bounded by statistics called upper and lower confidence limits. For this study, a value is the rate at which a lead fails at a given time interval.

Effectiveness Check

Effectiveness checks are actions taken to verify that all consignees (device purchasers) at the level specified by the recall strategy have received notification about the recall and have taken appropriate action. The method for contacting consignees may be accomplished by personal visits,telephone calls, letters, or some combination. These checks are conducted by the recalling firm as part of its recall strategy.

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Figure IV.2: Example of a Typeset Page of a Glossary

Glossary

Atrial Lead	An atrial lead is a type of permanent implantable cardiac pacemaker lead that is positioned in the atrial chamber of the heart. It is a transvenous lead that is implanted through a vein. This type of lead can fail and not necessarily have catastrophic effects on the patient.
Audit Check	FDA audit checks are methods to determine the adequacy of a firm's performance in ensuring that all consignees (device purchasers) have received notification of a recall and are taking appropriate action. They may be personal visits, telephone calls, or some combination. FDA decides on an audit program and selects an audit check level after evaluating the firm's recall strategy. The audit check level will either be based upon the effectiveness check level provided in the U.S. Code of Federal Regulations, chapter 21, or on other statistically valid plans. FDA may be assisted by cooperating federal, state, or local officials in the performance of the audit checks.
Bipolar and Unipolar Leads	Bipolar leads have two electrodes or conductors. One end of the conductor makes contact with the metal plate of the pacemaker and the other end of each conductor makes contact with the inner surface of the heart. The unipolar lead is typically thinner and has only one electrode or conductor.
Confidence Level	A number, stated as a percentage, that expresses the degree of certainty associated with an interval estimate of a population parameter.
Confidence Interval	An estimate of a population parameter that consists of a range of values bounded by statistics called upper and lower confidence limits. For this study, a value is the rate at which a lead fails at a given time interval.
Effectiveness Check	Effectiveness checks are actions taken to verify that all consignees (device purchasers) at the level specified by the recall strategy have received notification about the recall and have taken appropriate action. The method for contacting consignees may be accomplished by personal visits, telephone calls, letters, or some combination. These checks are conducted by the recalling firm as part of its recall strategy.

Page 45 GAO/PEMD-92-20 Cardiac Pacemaker Leads

Example of Optional Publication Section—Bibliography

Figure V.1:
Example of a WP Page of a Bibliography

BIBLIOGRAPHY

Advisory Committee on Intergovernmental Relations. Significant Features of Fiscal Federalism, 1979-80 Edition. Washington, D.C.: 1980.

Advisory Committee on Intergovernmental Relations. Significant Features of Fiscal Federalism, 1989 Edition. Washington, D.C.: 1989.

Bane, Mary Jo. "Household Composition and Poverty." In Sheldon H. Danziger and Daniel H. Weinberg (eds.). Fighting Poverty: What Works and What Doesn't. Cambridge, Mass.: Harvard University Press, 1986, 209-31.

Bane, Mary Jo, and David Ellwood. "One Fifth of the Nation's Children: Why Are They Poor?" Science, 245 (1989), 1047-53.

Bureau of the Census. The Current Population Survey: Design and Methodology. Technical Paper 40. Washington, D.C.: U.S. Government Printing Office, 1977.

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Figure V.2:
Example of a Typeset Page of a Bibliography

Bibliography

Advisory Committee on Intergovernmental Relations. Significant Features of Fiscal Federalism, 1979-80 Edition. Washington, D.C.: 1980.

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Bureau of the Census. Labor Force Status and Other Characteristics of Persons with a Work Disability: 1981 to 1988. Current Population Reports,

Page 109 GAO/PEMD-92-34 Poverty Trends, 1980-88

Example of Optional Publication Section—Related GAO Products

Figure VI.1: Example of a WP Page of Related GAO Products

RELATED GAO PRODUCTS

Alternative Fuels: Experiences of Brazil, Canada, and New Zealand in Using Alternative Motor Fuels (GAO/RCED-92-119, May 7, 1992).

Air Pollution: EPA's Actions to Ensure Vehicle Compliance With Emission Standards (GAO/RCED-92-94BR, Jan. 13, 1992).

Traffic Management: Federal Policies to Encourage Low-Cost Approaches Need to Be Strengthened (GAO/PEMD-91-26BR, Aug. 28, 1991).

Air Pollution: Oxygenated Fuels Help Reduce Carbon Monoxide (GAO/RCED-91-176, Aug. 13, 1991).

Alternative Fuels: Experiences of Countries Using Alternative Motor Fuels (GAO/T-RCED-91-85, July 29, 1991).

Full Disclosure of National Energy Strategy Analyses Needed to Enhance Strategy's Credibility (GAO/T-RCED-91-76, July 8, 1991).

Alternative Fuels: Increasing Federal Procurement of Alternative-Fueled Vehicles (GAO/RCED-91-169, May 24, 1991).

Balanced Approach and Improved R&D Management Needed to Achieve Energy Efficiency Objectives (GAO/T-RCED-91-36, Apr. 17, 1991).

Energy Policy: Evolution of DOE's Process for Developing a National Energy Strategy (GAO/RCED-91-76, Feb. 21, 1991).

Energy Reports and Testimony: 1990 (RCED-91-84, Jan., 1991).

Environmental Protection: Bibliography of GAO Documents, August 1988-April 1990 (GAO/RCED-90-228, Sept., 1990).

Energy: Bibliography of GAO Documents January 1986-December 1989 (GAO/RCED-90-179, July, 1990).

Alcohol Fuels: Impacts From Increased Use of Ethanol Blended Fuels (GAO/RCED-90-156, July 16, 1990).

Air Pollution: Air Quality Implications of Alternative Fuels (GAO/RCED-90-143, July 9, 1990).

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Figure VI.2:
Example of a Typeset Page of Related GAO Products

Related GAO Products

Alternative Fuels: Experiences of Brazil, Canada, and New Zealand in Using Alternative Motor Fuels (GAO/RCED-92-119, May 7, 1992).

Air Pollution: EPA's Actions to Ensure Vehicle Compliance With Emission Standards (GAO/RCED-92-94BR, Jan. 13, 1992).

Traffic Management: Federal Policies to Encourage Low-Cost Approaches Need to Be Strengthened (GAO/PEMD-91-26BR, Aug. 28, 1991).

Air Pollution: Oxygenated Fuels Help Reduce Carbon Monoxide (GAO/RCED-91-176, Aug. 13, 1991).

Alternative Fuels: Experiences of Countries Using Alternative Motor Fuels (GAO/T-RCED-91-85, July 29, 1991).

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Energy: Bibliography of GAO Documents January 1986-December 1989 (GAO/RCED-90-179, July, 1990).

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Air Pollution: Air Quality Implications of Alternative Fuels (GAO/RCED-90-143, July 9, 1990).

(472283)

Page 50 GAO/RCED-92-260 Energy Policy

Checklist: Everything You Always Needed to Know About Setting Up a Table but Were Afraid to Ask

November 1992 version

Number and title	
Type in initial caps.	
Type flush left, underline and let carryover lines wrap.	
Insert two spaces after colon, which appears after table number.	
Before typing headnotes, insert two hard returns after title; do not underline.	
Turn on Table Editor--Alt+F7, 2(table), 1(create), # rows, and # columns.	
Stub (first column on left)	
Use sentence-style capitalization.	
Indent carryover lines two spaces (use space bar).	
Indent subordinate entries four spaces (use space bar).	
Row alignment	
Align numbers in column with top or bottom line of stub.	
Align text in columns with top line of stub.	
Align combination of numbers and text with top line of stub.	
Column heads	
Type multiline headings in same style--flush left, flush right, or centered. Be consistent throughout publication. Align baselines horizontally.	
Use sentence-style capitalization.	
Center column heads that span more than one column (spanning heads).	
Columns	
Type columns of numbers flush right--Alt+F7, F12 to block column, 2(format), 2(column), 3(justify), 3(right).	
Type columns of text flush left.	
Type combination of numbers and text flush left or flush right.	
If superscript letter is the only entry in a cell, type it flush right.	
Place $ before the first number (except zero) at the top of the column and before the total, if there is one; no space after $.	

Notes:

Type legends and all notes outside table box, after Table Editor has been turned off.

Type legend before notes.

Type general notes first, specific notes (indicated by lowercase letters) second (use superscript function, not footnote function), source note last.

Do not indent carryover lines.

Do not type hyphens anywhere in table unless a word is normally hyphenated ("long-term effect").

TABLE EXAMPLE

Spanning head

Headnote

Table 2.12: Selected Credit Union Statistics by Size of Credit Union

As of June 30, 1990

Column head

Baseline

Stub column	All credit unions	Size of assets	
		Credit unions with $100 million or more in assets	Credit unions with less than $100 million in assets
Number	13,102	375	12,727
Capital-to-asset ratio	7.3%	6.9%	7.7%
Net income as a percentage of assets[a]	0.4	0.5	0.4
Real-estate-based assets as a percentage of assets	21.3	25.7	17.6
First mortgages as a percentage of assets	12.2	15.3	9.7
Commercial loans as a percentage of assets	0.7	0.9	0.6
Loans as a percentage of assets	63.5	62.7	64.1
Investments as a percentage of assets	31.8	32.4	31.3

Carryover lines indented two spaces

Note: The 375 credit unions with assets of $100 million or more hold 46 percent of the industry's assets.

General note (applies to entire table)

[a]Data are for the first half of 1990 and are not annualized.

Specific note (alphabetic)

Source: Data calculated from credit union financial and statistical reports provided by NCUA.

For all non-GAO data

****

The Help key--F3--can be used anywhere in the Table Edit function.

My Division table preparation advisor is:

GAO Software Hotline number: 512-3745

For additional table examples, see the WordPerfect manual (grey hardcover), pages 693-723; WordPerfect for Dos Reference Manual, pages 626-661; and WordPerfect for Dos Workbook, pages 416-454.

WordPerfect Corporation Hotline number: 800-541-5129

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