Section Narrative Lengths:

- There are no page, word, or character limits for the sections (except for the Executive Summary)
- Executive Summary should be no more than 10 pages in length
- Maximum attachment size on myKomen Documents Due is 25 MB

Section Templates:

- Affiliates **must use** the templates in the Module 6 Toolkit.
- Font: Arial
- Narrative Font Size: 11
- Table/Figure Font Size: 8, 9, 10, or 11. (Affiliates should choose the font size that best fits the table)
- Footnotes to Tables/Figures Font Size: 8
- Margins: 1 inch
- Retain all section headers

Table and Figure Numbers (Komen HQ recognizes that these numbers may change as the Executive Summary and Introduction narratives are added):

- If a table is added in the “Additional Quantitative Data Exploration” or “Selection of Target Communities”, then begin with Table 8.
- If a figure is added in the “Additional Quantitative Data Exploration” or “Selection of Target Communities”, then begin with Figure 2.

Grammar Guidance for Reports:

- The word “Affiliate” should always have a capitalized “A”.
- County/Counties should be capitalized when discussing specific county/counties (i.e. Green County, Pink and Green Counties). When used without the proper title, capitalization is not needed (i.e. the county has a lack of breast cancer providers).
- Report should be written in third person (i.e. the Affiliate, the service area)
- The word “data” is plural (i.e. data are, data were)
- The term “significant/significantly” should only be used when statistical methods have been used to prove significances.
- “%” should be written out as “percent” (i.e. 34.0 percent), **except** in tables or figures
• Numbers:
  o Numbers should be written out if it is a single digit whole number between 0-9 (i.e. five)
  o Numerals should be used for numbers 10 and above (i.e. 15)
  o Numerals representing percentages and rates should be to the tenth decimal place (i.e. 34.0, 54.1).
  o Always spell out simple fractions and use hyphens (i.e. one-half, two-thirds)
• Race and ethnicity terms should be consistent with the Census Bureau designations which were used in the QDR.
  o Race: White, Black, American Indian/Alaska Native, Asian/Pacific Islander
  o Ethnicity: Hispanic/Latina, Non-Hispanic/Latina

**APA Narrative Citations and Reference Page Information:**

If you have references that you are citing in the narrative, please keep a separate Word document that can be uploaded when the Mission Action Plan is submitted on March 16, 2015. Komen HQ will then add this to the final document.

• **In-Narrative Citations**: To cite references in the narrative, follow the APA In-Text Citations information.

• **Reference Page**: The full citation of the references should be in a separate Word document using APA citation formats appropriate to the source.
  o Periodicals
  o Books
  o Other Print Resources
  o Electronic Sources and Data Sets
  o Other Non-Print Sources

• If citing data, tables or figures in the consolidated QDR (section 1) then you can refer to the respective table or figure that is in the consolidated QDR (i.e. Table 1 or Figure 1).

• If citing data, tables or figures from the full QDR that are not contained in the consolidated QDR (section 1):
  o In-text citation: (Susan G. Komen, 2014).