

Child and Advocacy and Assessment Program - (CAAP)

Report Style Guidelines

1. Use Correct Titles:

- Adults: use Mr., Ms., or Dr. (not first name only)
 - Use title, first and last name when an adult is first mentioned (Ms. Jane Doe); after that, use title and last name only (Ms. Doe)
 - Children: use first names only (Sue)
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2. Use Consistent Verb Tenses:

- Past: Ms. Doe described her past
 - Use past tense throughout
 - Use present tense only when quoting: Ms. Doe described her past, "I have bad memories."
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3. Avoid Contractions:

- Use: Ms. Doe has not
 - Not: Ms. Doe hasn't
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4. Use Active Voice:

- Passive: the child was observed to engage his mother in play related activities in a quiet manner
 - Active: the child played quietly with his mother
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5. Numbers:

- Numbers less than 10 write out (four, five, etc)
 - Numbers more than 10 use digits (11, 12, etc)
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6. Attribute Information:

- Always account for where information came from: "according to," "said," "as reported by," "stated."
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7. Use Variety:

- Start paragraphs with different words/phrases
- Use synonyms for "stated" and "reported" or "said."

Outlined	Remarked
Explained	Alleged
Maintained	Elaborated
Observed	Mentioned
Clarified	Defined
Noted	Commented
Suggested	Indicated

8. Edit Yourself:

- Be succinct
- Avoid redundancy
- Make sure headings follow standard order, format

9. Gender Neutral Language:

- Use Ms., not Mrs., unless woman requests or it is required for simplicity
- Refer to women “working in” the home, not as “not working”
- Refer to spouse or partners, not husband or wife