

While considering the organization and layout of information in a document, what elements of layout and what parts of document should be thought about carefully?

Often, the rules of organization and layout, except for the matters of margins, page number, locating of headings, can be different in different parts of a document. Therefore, rather than looking for a set of general rules that apply to the whole document. Therefore, rather than looking for a set of general rules that apply to the whole document, it is better to think of the organization and layout for each part separately. Again, there may not be hard-and-fast rules for organization and layout. Rather, much depends on practical consideration, depending on how the given document and information can best be presented so as to fulfill its purpose effectively.

Special attention should be paid to the following parts:

1. *The title page[placing of title; wording of title: size of the letters used in title] [please elaborate these elements yourself.]*
2. *Summary: if possible, summary can be given in the title page. If not, it should be included in the page immediately following.*
3. *Body of the report: Christopher Turk and John Kirkman suggest the following arrangements for the body of the report:*
 - a) *Table of contents: [use specific headings, subheadings; use decimal numbering system for headings & subheadings; indent sub-headings from heading; headings should be full and informative]*
 - b) *List of symbols, abbreviations and definitions [Although they are often found in the end of texts/documents, they can best be placed in the beginning because the readers need to know them before studying the report.]*
 - c) *Introduction [It shouldn't be the summary; background information should be provided; history of earlier research related to the report, etc.*
 - d) *Account of the work done*
 - e) *Results/findings*
 - f) *Discussion/analysis/argument*
 - g) *Conclusion*
 - h) *Recommendations*
 - i) *Acknowledgements*
 - j) *References*
 - k) *Appendix for tables, figures & graphs*
 - l) *Appendices*

What is the proper order for presenting information, results or ideas in the document?

Logical order is followed should be followed in presenting information and ideas in a document. But there are different logical orders. For example, information can be arranged in ascending order, starting from less important detail and ending in more important details. Or the reverse of this order, the descending order, is also another logical order for presenting information and ideas. In technical documents, descending order is preferable to ascending order. Most readers may not have enough time to go through the whole document. When information is arranged in descending order, readers feel convenient. They can read as much of the document as they need, and stop at that point. When information is presented in ascending order, they need to read the whole document.