**Business Document Notes: Research Report**

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|  |
| **Description – What is it and Why is it used?** |
|  |
| **Margins** |
| * All margins should be set to 1 inch
 |
| **Components (in order)** |
| **Title page (optional)** |  |
| **Title** |  |
| **Header** |  |
| **Body** |  |
| **Parenthetical citations** |  |
| **Endnotes/ Footnotes** |  |
| **Works cited** |  |
| **Notes page** |  |