

COBOL Source Formatting Guidelines

General:

- NO **Multiple** blank lines anywhere in source program
(Includes comment lines with only '*' in CC 7)
- NO COMPUTE, GO TO, or ALTER statements allowed!
- Only one (1) READ or WRITE statement per file
(PRINT files are allowed 1 extra: (WRITE ... AFTER PAGE))
- No '\$' on any reports. No more than double spacing in any report!

Data Division:

- One (1) blank line before each FD and 01 level (Except 01 of FD)
- FD and 01 levels start in CC 8 with 2 spaces after level numbers
Other levels (02-49) start in CC12, 16, 20,...etc.
- 2 spaces after each level number
- No '77' level numbers allowed
- 'PIC' statements **all** aligned on same column (Usually between 25 and 40)
- REDEFINE and OCCURS align with PIC statements
- If the VALUE won't fit on same line, leave 'VALUE' on same line, and code actual value begin in CC 12 or 16 with the quote (under FILLER if used)

Procedure Division:

- Paragraph names start in CC 8 (End with period.)
- No other PERIODS except at **end** of each paragraph!
- First level 'VERBS' start in CC 12
- Continued statements indent two (2) spaces
- TRUE and/or FALSE path of each IF statement indented four (4) spaces
- All IF statements have corresponding END-IF
ELSE (if used) and END-IF aligned with IF
- One (1) blank line **before** each paragraph name
- Maximum size of paragraphs is **one** screen! (17 Lines!)
- Do **NOT** use the 'NOT AT END' command type of options
- You can only use commands **covered** in class!