

Appendix A

Format and Grammatical Standards for Documents, Publications, and Bulletins to Be Published by CES Office of Communications and Technology

1. Double space all submitted text.
2. Use left justification for your page; do not use full justification.
3. Use a serif font such as Times Roman or CG Times for body text. Use 12 pt. size only.
4. Put only one space after end-of-sentence punctuation, a colon, or a semi-colon, etc.
5. Tab at the beginning of a paragraph; do not use the space bar.
6. Insert a comma before “and” in a list of items.
7. Only use a semi-colon to separate items in a list if one of the items has commas within it.
8. Use bold or italic for emphasis; do not underline or use all caps.
9. Book and publication titles are to be in italics, article titles in quotation marks.
10. Capitalize titles only when they are before a person’s name (President Philip Dubois).
11. Numbers one through nine are written out, numbers 10 on are numerals. Measurements are always numerals.
12. Write out “degrees Fahrenheit,” “inches,” “pounds,” etc. in text.
13. Type dates as “August” 1 rather than “1 August.”
14. Use curly apostrophe and quotation marks.