

## Style Sheet Sample

Development and Organization	Description
<ul style="list-style-type: none"> <li>Summaries</li> <li>    Sections</li> <li>Organization</li> <li>    Topic sentences</li> <li>    Transitions-flow</li> </ul>	
Design Elements	
<ul style="list-style-type: none"> <li>Font type, size, and style</li> <li>    Headings</li> <li>    Main text</li> <li>    Visuals</li> <li>    Emphasis</li> <li>        Boldface</li> <li>        Italics</li> </ul>	
<ul style="list-style-type: none"> <li>Levels of headings</li> <li>    Number</li> <li>    Style</li> </ul>	
<ul style="list-style-type: none"> <li>Spacing</li> <li>    Justification</li> <li>    Indentions</li> <li>    Space surrounding headings</li> <li>    Spaces after periods and colons</li> <li>    Margins</li> <li>    Spaces surrounding lists</li> </ul>	
<ul style="list-style-type: none"> <li>Pagination</li> <li>    Placement</li> <li>    Design</li> <li>    First page</li> <li>    Prefatory matter</li> <li>    Appendices and attachments</li> </ul>	
<ul style="list-style-type: none"> <li>Headers and footers</li> </ul>	

<p>Figures</p> <ul style="list-style-type: none"> <li>Title and designation</li> <li>Caption</li> <li>Design</li> <li>Integration in text</li> </ul>	
<p>Listing techniques</p> <ul style="list-style-type: none"> <li>Bulleting type</li> <li>Numbering type</li> </ul>	
<p>Special features</p> <ul style="list-style-type: none"> <li>Columns</li> <li>Rules, boxes, callouts, etc.</li> </ul>	
<b>Grammar and Mechanics</b>	<b>Description</b>
<ul style="list-style-type: none"> <li>Capitalization <ul style="list-style-type: none"> <li>Titles</li> <li>Names of agencies</li> <li>Other</li> </ul> </li> </ul>	
Punctuation	
Numbers	
Abbreviations/acronyms	
Spelling of special terms	
Citations	
<b>Usage Guidelines</b>	<b>Description</b>
Use of 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> person	
Tone	
Active and passive voice	