

Style Sheet

Big Book 2023

By Gabrielle Burns

Typefaces

Follow this hierarchy of typefaces throughout the document:

TITLE

(Arial Narrow, bold, 48 points, uppercase)

Heading 1

(Arial Narrow, bold, 28 points)

Heading 2

(Arial Narrow, italic, 18 points)

Heading 3

(Calisto MT italic typeface, 14 points)

Body Text

Calisto MT, 12-point, left aligned and single-spaced.

Format

Margins

- Use 8 ½" x 11" white paper.
- Use 1" margins on all sides.

Spacing

- Use single-spaced linespacing on all headings and text.

Lists

- Use bullet points for lists that do not contain sequence or hierarchy.
- Use numbered lists for sequential items.

Grammar

Follow these grammar guidelines throughout the document. More details

on grammar can be found in outside resources.

Commas

- Use the serial comma when a sentence contains items in a series.
- Use commas after dependent clauses.
- Use commas after coordinating conjunctions.

Hyphens

Use a hyphen (-) for compound adjectives and combination words.

Tone

Use an inviting, professional tone throughout the document.

Active/Passive Voice

Avoid using a passive voice in the document. Instead, use an active voice for clarity.

Contact Information

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