

# Sample Style & Format Sheet

## HEAD LEVELS

**H1 ALL CAPS, BOLD, FLUSH LEFT, STANDALONE**

**H2 Initial Caps, Bold, Flush Left, Standalone**

**H3 Initial Caps, Bold, Italics, Flush Left, Standalone**

**H4 Initial Caps, Bold, Indented, Run-in, End With Period.** Run-in with text that follows.

The first body text paragraph after H1, H2, and H3 will be flush left. Others will be indented. First paragraphs following a numbered or bulleted list may or may not be flush left.

## FIGURES

*Captions:* Sentence style, bold, flush left, no end punctuation; “Figure 1.” in initial caps followed by a period.

*Figure callouts:* Initial caps (except prepositions), unless a full sentence, which would be sentence style. No bold. Axes labels in a graph do not necessarily need labeling unless it’s unclear what measurements are used.

## TABLES

*Heads:* Sentence style, bold, flush left, no end punctuation; “Table 1.” in initial caps followed by a period.

*Column heads:* Initial caps, bold.

*Measurements:* If a measurement follows introductory text, use comma and measurements in italics instead of using measurement in parens (see Table 1 below).

*Spanner rules:* If a spanner rule is used above several columns, no comma is necessary following the text above the spanner rule.

**Table 1. Sentence-style table head, no period at end, measurements in parens, no ital (mm)**

Initial Caps Text Here*	Text†	Measurement			
		<i>ft<sup>2</sup></i>	<i>mph</i>	<i>kPa</i>	%
Sentence style, %	xxx	xxx	xxx	xxx	xxx
Text, <i>mph</i>	xxx	xxx	xxx	xxx	NA‡
Text, <i>mm</i>	xxx	xxx	xxx	xxx	NA

*Source:* Smith 1991. or if more than one source, separate by semicolons (*Source:* Smith 1991; Jones 1980.).

\*Footnote symbols are not superscripts in footnote text.

†Footnote symbols are superscripts in the table text.

‡NA = not applicable.