Style Sheet Guide- Dorothy Knosby Project 2

Page Format – edit for consistency
       size- 51p0 x 66p0 or 8.5"x 11"
       orientation (tall or wide)- Tall
       margins- 1/2" on all four sides
       headers (content, page #, rules, etc.) As of now, no runnning header
       footers (content, page #, rules, etc.) As of now, no footers
       page numbering (location, color, typography) No numbering yet- ran into some issues
       rules (painted lines that act as section dividers)
       columns (number, width of each) no colums
       gutter placement and width- Gutter would be the left-hand side: 1/2"
       graphic placement and width- graphics should be all centered on the page, in landscape.
       colors (highlights for screen areas, text, graphic borders, cautions, tips, etc.) Headings: **C 82, M 40, Y 100, K 38 titled UNCC Green.** This color was heavily utilized throughout the report.

Typography – edit for consistency
       document title (font, face, size, case, placement, emphasis) Font= Microsoft New Tai Lue 36 pt white centered in bold UNCC Green
       heading 1 (font, face, size, case, placement, emphasis) Name on title page, Font= Minion Pro 18 pt centered color= Paper
       heading 2 (font, face, size, case, placement, emphasis) Main section headings, Font= Microsoft New Tai Lue 24 pt left-justified In bold UNCC Green
       heading 3 (font, face, size, case, placement, emphasis) Sub section headings, Font= Microsoft New Tai Lue 14 pt left-justified in bold UNCC Green
       captions for illlustrations (font, face, size, case, placement, emphasis) Font= Cambria 12 pt left-justified in Italics UNCC Green
       menu items, as represented in the text (icons, font, face, size, case, placement, emphasis)
       key strokes, as represented in the text (icons, font, face, size, case, placement, emphasis)
       spacing (leading & kerning- usually normal but may be compressed for copy-fitting) Normal single-spacing in text, double-spacing between headings and beginning of text In body of work
       cautions/ warnings (font, face, size, case, placement, emphasis)
       hints (font, face, size, case, placement, emphasis)
       steps: (numbers, bullets, glyphs or dingbats) standard (u) bullet 0.5" tab position standard Arabic numerals 0.5" tab position
       other list items (numbers, bullets, font, face, size, case, placement, emphasis)

Mechanics
       abbreviations to use after first reference UNCC is the only abbreviation used in text.
       acronyms to use after first reference N/A
       capitalization (any non-standard uses must be specified) N/A Capitalization used for beginning of text, the UNCC acronym, and proper nouns only.
       hyphenation (on or off – off is preferred – avoids strange line breaks) Should be off
       in-text definitions (font, face, size, case, placement, emphasis) N/A
       quotation marks (straight or smart quotes) Straight quotes
       spelling (U.S. English, British English, other?) U.S. English

Usage

imperative voice is normal - Mostly third person objective but every once In a while first person is used to bring in personal actions/thoughts.

second person direct address of reader is optional Second person not used.

parallelisms consistent verb phrases used in the "Suggestions" section in each Key Findings.

gender references (avoid sexism and decide upon acceptable pronouns including pl. "they" to singular noun) No gender references made.

Figures & Tables

captions (include figure numbers & titles?) Font= Cambria 12 pt left-justified in Italics UNCC Green

consistent size, cropping, and placement Minion Pro 12 pt left-justified for labels, centered for results, Black

in-text references to figures & tables (font, face, size, case, placement, emphasis)

units of measure (inches, centimeters, picas, points, etc.)

decimals aligned vertically (decimal tab setting in a table of contents, for example)

typography & punctuation of elements such as lists, headings, titles (none, final periods, serial commas, font, case)