Project Style Sheet Quick Reference

Project team members will follow this style sheet for all project documents. It serves to inform project team members of proper grammar and to provide them with writing tips, as well as ensure that team members write project materials correctly and consistently. Use this style guide for all project documents whether intended for distribution to the project client or for distribution to the public, unless otherwise instructed.

Resources

References and citations: Use the *Publication Manual of the American Psychological Association*, Sixth Edition (APA) for all references and citations.

Punctuation: Use APA Chapter 4 for punctuation. Use *The Chicago Manual of Style*, Seventeenth Edition (CMOS) Chapter 6 for punctuation questions the APA does not address.

Spelling and definitions: Use the *Merriam-Webster's Collegiate Dictionary* for spelling or definitions.

Vertical lists (numbered and bulleted lists): Use CMOS guidelines 6.121 through 6.126 for punctuating vertical lists.

Formatting

Title page, headings, and sub-headings: See examples for templates.

Text font: Use black Arial 11-point font for narrative text; see examples for title page, headings, and sub-headings.

Margins: Use a 1" margin for the top, bottom, and sides of your document.

Paragraph spacing: Do not indent paragraphs. Single space narrative text; set paragraph spacing at 0 pts before and 8 pts after paragraphs.

<u>Widows and orphans</u>: Keep at least two lines of text at the top and bottom of a page. Keep a heading or sub-heading with at least two lines of text in the following paragraph.

<u>Justification</u>: Left justify all documents.

<u>Page numbers</u>: Number each page and place page numbers in the bottom right corner in black Arial 10-point font and without additional text such as "page 1 of xx."

Grammar, Punctuation, Capitalization, Etc.

<u>Contractions</u>: Do not use contractions; spell out all phrases.

<u>Serial comma</u>: Use serial (Oxford) commas in a list (i.e., the comma before the word "and" or "or" at the end of the list) unless a serial comma adds ambiguity instead of clarity.

<u>Spaces</u>: Use one space after a colon or end punctuation (period, question mark, exclamation point).

<u>Titles</u>

People: Capitalize an individual's title only when the title occurs directly prior to his or her name (Senior Research Analyst Anne Smith is responsible for coordinating research for the project). Otherwise, use lowercase (Joe Harper serves as the project director for the initiative). Do not capitalize phrases that describe someone's job/tasks/duties but are not someone's official title (i.e., trainer, evaluator, director, etc.).

Groups and projects: Capitalize groups and projects when referring to the specific groups or projects, such as the Home Care Network or the Service Academy.

Works

Capitalize the first letter of most words in the specific full name of a paper, case study, quality assurance plan, technical assistance guide, etc. (Service Academy Communications Plan). Do not capitalize pronouns, articles, conjunctions, etc., except when they are the first word in a title (<u>A</u> Collective Overview <u>of the</u> Network's Progress). Use lowercase when making a general reference to a paper, case study, quality assurance plan, technical guide, etc. (the communications plan for the Service Academy).

Italicize the title of a publication that has chapters, articles, or other divisions, such as a book, journal, newsletter, magazine, etc. (*Moby Dick*).

Enclose the title of a shorter publication or a section of a longer publication, such as articles, chapters, poems, etc. in double quotation marks ("Key Principles of Home Care").

<u>Lists</u>

Vertical lists: For numbered lists, use Arabic numerals for primary items and lower case Roman numerals for secondary items. For bulleted lists, use solid black dots for primary items and hollow dots for secondary items. Use a numbered list when the order of list items is significant; use a bulleted list if the order is not significant. Indent vertical lists two spaces from the left

margin. Ensure that items in a vertical list are parallel; for example, all noun phrases or all verb phrases, but not a mixture of noun and verb phrases.

Place one space before the first item in a numbered or bulleted list and one space after the list. Single space list items.

In-text lists: For seriated in-text lists, enclose each number or letter in parentheses [(1) or (a)].

Tense, voice, and person: Use present tense and active voice (*the boy threw the ball* not *the ball was thrown by the boy*) as often as possible, so documents are more engaging and easier to read. Do not use personal pronouns like *I* and *we*; instead, use *the project team* or similar phrases.

Numbers: Spell out numbers zero through nine; use numerals for numbers 10 and greater.

Dates: Include the year in all dates in project materials, to maintain an accurate reference point. When writing a month/day/year date in text, place a comma between the year and the next word (January 1, 1892, was the first day of the year). Do not capitalize season names (winter, spring, summer, fall, autumn).

Areas of study: Do not capitalize the name of an area of study unless the name is otherwise a proper noun (nursing, construction, English, math, science).

Project Acronyms, Short Forms, and Selected Terms

Degree names: Do not abbreviate or capitalize generic college degrees (master's degree in education from The University of Tree Surgery).

Acronyms and initialisms:

- Spell out all acronyms and initialisms the first time you use them in a document and enclose the acronym or initialism in parentheses immediately after first spelling it out.
- Do not capitalize the first letter of each word in a phrase unless the phrase is a proper noun (adult basic education/ABE, United States Department of Labor/DOL).
- Use the acronym in all subsequent occurrences in the same document, including at the start of a sentence or paragraph.
- To form the plural of an acronym, place a lowercase *s* at the end of the acronym (SMEs); to form the (singular) possessive of an acronym, place an apostrophe and *s* at the end of the acronym (ABE's).

State names: Treat state names the same way you treat acronyms [West Virginia (WV)].

Design of Project Materials

For deliverables, match the number, title, and capitalization of the deliverables to what is printed in the statement of work.

Examples

Use these templates for formatting your title page, main heading, and sub-headings.

Title page

RESEARCH AND WRITING SAMPLE

Service Academy Communication Plan

JANUARY 25, 2018
HOME CARE NETWORK

Main heading and sub-heading

I.   PURPOSE OF THE PLAN

Increasing the knowledge of home care providers (HCP) is critical to the delivery of effective and appropriate home care. With the passing of the Home Care Act (HCA) and the need to address a mounting skills gap and service demand, HCPs must maintain skills levels to ensure ongoing care.

Goals

The overarching goal of the communications plan is to design and implement an outreach strategy to increase awareness and uptake among HCP leaders. To accomplish this, the project team will approach communications in three distinct phases.