Program Session Title

Your Full Name – Your City

# NCBA CLE manuscript Template

This is the NCBA CLE Manuscript Template. You can use this template in either of the following ways:

1. Paste your manuscript into this template; or
2. Simply start typing.

For either option, remember to delete template text prior to use, beginning with HEADING A above. Replace “Program Session Title”, “Your Full Name”, and “Your City” placeholders with applicable information.

# manuscript template styles

This template contains preformatted named styles, as shown in heading C below. They may be found on the Home tab in the Styles gallery above. Use direct formatting (bold, italics, underline, etc.) to emphasize specific words and/or short phrases within standard body text. Aside from this exception, please avoid modifying style attributes in the template.

Block Indent

# 1 – Heading 1

1a – Body Text

1. 1b – List

## 2 – Heading 2

2a – Body Text Indent

1. 2b – List

### 3 – Heading 3

3a – Body Text Indent 2

1. 3b – List

#### 4 – Heading 4

4a – Body Text Indent 3