MARCUS THOMAS STANDARDS

- Font – Calibri (regular)

- Size – 11.5 pt.
- Margins – right, left*, top, bottom – 1" (0.3 header; 0.5 footer)
- ONE space after a period.

- Red, white and blue. (no comma before "and")

- email – one word

- Web (always cap "W")

- Intranet, Extranet (cap "I" and "E")

- online – one word

- offline – one word

- website – one word

- clickthrough – one word

- Templates can be found in: Y/Master Templates/Marcus Thomas Department Files