

My... (rev. 2.1)

My Information

Organizational

Introduction

This document outlines how documents should be written in the *My... Format*, created by myself, Stutav Azul. This format of documents allows for both online documents, and physical documents. In this document, *format* means the organizational format of a document. For example, what headings should be in a document. However, *font format* means the formatting of a font (i.e. font size, colour, bold, italics, et cetera).

Font Formatting

All documents should have a font of Montserrat.

The primary title of a document should have a font size of 26, centred, bold, and underlined. The primary subtitle should be the same, except with a font size of 15 and a font colour of #666666. The secondary subtitle should have a font size of 12, italics, centred, and a font colour of #666666.

Organization of Titles

Organization of the title of a document breaks down into the primary title, the primary subtitle, and the secondary subtitle. The primary titles are the most specific, and do not require any special format to write them. The primary subtitles must always begin with the word "My." The primary subtitle is somewhat precise. The secondary subtitle is the most precise.

On physical paper, the document title is written at the top left, in large letters. Just below the primary title are the primary and secondary subtitles. They should be written as *PRIMARY*, *SECONDARY* in small capital letters.

The primary and secondary subtitles are precise, and have a specific format. This is outlined in the list below, in no particular order.

- My Projects
 - Computers
 - Languages
 - Education
 - Games
 - Other
- My Writings
 - General
 - Essays*
 - Poetry
 - Music
 - Scripts
 - Lists
 - Other
- My Information
 - Organization
 - About Me
 - That Month

**Essays do not follow the "My..." format, rather they follow a more regular format, such as APA or MLA.*

My Projects

The *My Projects* primary subtitle includes documents which detail and describe projects that I am working on.

Defunct projects that I am not working on, and are not completed are marked as D.

Projects that I have completed and am no longer working on are marked as C.

Projects in planning stages are marked as P.

Projects which I am currently creating are marked as W.

Projects which I am finishing soon are marked as F.

Each secondary subtitle of *My Projects* requires at least one heading.

Computers

The *Computers* secondary subtitle outlines projects that relate to computers.

Required headings are listed, as well as **optional headings**.

- Introduction
 - Summary
- Details
- **Inspiration**

Languages

The *Languages* secondary subtitle outlines projects relating to creation of constructed languages ("conlangs").

- **Introduction**
- Examples
 - Words
 - Sentences
 - Writings
- Phonology
 - Consonants
 - Vowels
 - Phonotactics
- Morphology
- Syntax

Education

The *Education* secondary subtitle outlines projects which are intended to teach people about something. These are commonly combined with other secondary subtitles.

- Introduction
 - Summary
 - **Schedule**
- Details

Games

The *Games* secondary subtitle outlines projects which involve game development.

- Introduction
 - Summary
- Mechanics
- Plot
- Music
- ...

Other

The *Other* secondary subtitle outlines projects which do not fall into one of the other categories. These can have an arbitrary heading format.

My Writings

The *My Writings* primary subtitle documents writings, whether it be essays, poetry, or a list.

Incomplete writings that may or will not be finished are marked as D.

Complete writings that I am no longer working on are marked as C.

Incomplete writings that I am working on are marked as W.

General

General writings are nonfiction, informal essays. Some examples are a summary of a video, or a book. These have arbitrary heading formats.

Essays

Essays are nonfiction or fiction, formal essays. These do not fall under the ordinary font formats and formats of "My...", rather using a pre-existing format such as APA or MLA. The headings should align with pre-existing formats.

Poetry

Poetry writings are nonfiction or fiction poems. These are creative, and again, have arbitrary heading formats; however, heading formats should be the name of the poem.

Music

Music writings are nonfiction or fiction poems which are to be combined with instruments separately. These also use the general sections of choruses, verses, and bridges. The heading formats should be the name of the track, otherwise they are arbitrary.

Scripts

Scripts are scripts for a video or a speech. These have mostly arbitrary headings, with each heading being the name of the video. However, the zeroth heading should be called Introduction. Introduction is to be read at the beginning of every script, if there are multiple. The Introduction is not a full script.

Lists

Lists are the most arbitrary. They are an exception in that they do not require any headings. *Lists* simply list out something, such as cities to go to on travel, or groceries.

Other

Other is for any writing that does not follow the predetermined structure of the others, and does not fall into any of the categories.

My Information

My Information primary subtitles detail things about me and about the documents. These "meta-documents" do not follow any particular heading format.

Organization

Organization meta-documents detail each version of the *My...* format.

About Me

About Me meta-documents talk about the author of these documents. These are generally private.

That Month

That Month secondary subtitles aren't actually documents. These are created in a spreadsheet, and detail all of the important documents from the beginning of that month to the end.

"Important" documents are the documents that I would like to save for the future, and outlines a few key facts.

On the columns are the document titles. The rows are descriptors about the documents. From top to bottom, there is the Date, Importance, and Completion.

The date is self-explanatory, the date the document was created. The Importance is a zero to nine scale, where zero is that I will not continue this, and nine is that it is going to be the main thing I will work on for a long time. The Completion describes how far completed the writing or project is. *My Projects* use the letters DCPWF, and *My Writings* only uses DCW.