**UNION OF SOCIETIST COMMUNES OF ENTANTHA**  
Commons Coordination Board

**REGULATION**  
On the Formatting and Layout Standards for Official USEC Documents  
**The Standardization of Document Structure Act of May 2, 1903**

**Approved by:**  
Commons Coordination Board of the Union of Societist Communes of Entantha  
**Date of Enactment:**  
May 2, 1903  
**Confidentiality Level:**  
Public Document  
**Responsible Department:**  
USEC Department of Document Standardization

Digitized Version

**Section 1: Purpose and Scope**  
This regulation establishes the formatting and layout rules for official documents within the Union of Societist Communes of Entantha (USEC). The objective is to ensure consistency, clarity, and professionalism in all official documents, facilitating ease of reading and comprehension. This format applies to all internal governance documents, regulations, and official communications within the Union.

**Section 2: Document Structure**  
The document should follow the structure outlined below:

* **Title and Heading**:  
  The title must be centered, bold, capitalized, and underlined, followed by a dashed or solid horizontal line. Subheadings should be bold and capitalized.  
  Example: "REGULATION: On the Allocation and Management of Personal Resource Points."
* **Section Headings**:  
  Section headings should be bold, capitalized, and underlined. Use numbered sections (e.g., "Section 1: Purpose and Scope"). Leave one blank line before and after each section heading.
* **Subsection Headings**:  
  Subsections should be bold, but not underlined, and indented from the margin. Leave one blank line above each subsection heading.

**Section 3: Lists and Bullet Points**  
Use lists to present multiple items or categories:

* Use **bullet points** for unordered lists (e.g., categories or features).
* Use **numbered lists** for ordered information (e.g., steps or procedures).
* Indent lists to the right and ensure that all items are aligned.

**Section 4: Text Formatting**

* **Bold Text**:  
  Bold text should be used for section headings, key terms, and important points.
* **Italics**:  
  Use italics for emphasis on certain terms or for references to external documents, citations, or case law.
* **Underlined Text**:  
  Limit underlining to titles and major headings. Avoid excessive use throughout the document.

**Section 5: Margins and Spacing**

* **Margins**:  
  Standard 1-inch margins should be used on all sides of the document.
* **Line Spacing**:  
  Use single-spacing for the main body of text, with one blank line between each major heading, section, or subsection.
* **Paragraphs**:  
  Indent new paragraphs by 0.5 inches (or 1 tab space). Lists and bullet points should not be indented.

**Section 6: Horizontal Lines**  
Horizontal lines should only be used to separate distinct sections or at the end of the document. Use dashed lines for visual consistency.

**Section 7: Document Metadata**

**Confidentiality Level:**  
The confidentiality level of the document should be stated in plain text, preceded by the **bold text** "Confidentiality Level:" (e.g., Public Document, Confidential).

**Date of Enactment:**  
The date when the regulation was approved and enacted should be stated in plain text, preceded by the **bold text** "Date of Enactment:".

**Department Responsibility:**  
The responsible department should be listed in plain text, preceded by the **bold text** "Responsible Department:".

**Section 8: Footnotes and References**

* **Footnotes**:  
  Number footnotes and place them at the bottom of the page or section. Use small, italicized text, aligned with the left margin.
* **References**:  
  Citations or references should be italicized and appear immediately after the relevant sentence or clause.

**Section 9: Transaction Documentation and Signature Lines**

* **Transaction Lines**:  
  Create a dedicated section for transaction documentation. Ensure all entries, such as vendor address, quantity of points, and signature, are clearly separated.
* **Signature Lines**:  
  Place signature lines at the end of the document, separated by at least two blank lines for space.

**Section 10: Language and Tone**  
The language should be formal and professional throughout the document. Ensure clarity and precision in the wording, avoiding colloquialisms or informal expressions.

**Issued and Enacted by**  
The Commons Coordination Board of the Union of Societist Communes of Entantha  
Date: May 2, 1903