Author(s), version #, date created, and date updated will all be in the top left corner (listed in that order).

**Title will be size 24 and underlined**

Font will be Times New Roman throughout the whole document. We are using 1” margins. Font will always be black. Page number will go in the bottom left corner.

The Title with the above information will have its own separate page.

**Table Of Contents will be size 14 and underlined**

We will have the name of the content on the left and the page number of the content of the right.

Once the Table of Contents ends will will move on to:

The first section referred to is ‘Audience’. Here we will state who is intended to read this document and they should use the document at their own discretion.

The Distribution List will be a short list of people we will be handing the document out to and will be listed after Audience.

Scope will we discussed after audience and distribution list.

The Introduction will start next.

The title of the Standard Sections will be bold, Underlined, and size 14

The titles of the Standard sub Sections inside each section will be bold and size 13

Every section should be specified in the table of contents

Each document will contain a summary at the end.

The revision list or any document will be available on GitHub which keeps track of who revises a document

Any References used will be listed after the document summary

The last thing in the document will be an Index

Than the document will end.

Addressing issues that don’t pertain to the format:

* Document Released this way: The responsibility of writing documents is shared by everyone (each person will write about what they worked on), and at least one other person has to review it.
* Archive on GitHub.
* When release of documents happens all group members are notified. They are released via Dropbox or paper format to company representative.