

Project Standards v1.0

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- Font: Times New Roman
- Headings:
 - Heading 1 (main titles): 16pts
 - Heading 2 (titles): 15pts
 - Heading 3 (subtitles): 12pts
- Text: 11pts
- Notes: All documents must include **Title, Department, Date, Version and Editor**.
Additionally, paragraphs must be justified to both margins.