An Urban-themed template for creating Word outputs

8/26/23

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This Quarto template contains example code for generating text styled to align with Urban’s brief template.

Author 1 Name, Author 2 Name, and Author 3 Name (Authors style)

AUTHORS’ AFFILIATION (USE IF ANY AUTHOR IS NON-URBAN; IF ALL URBAN AUTHORS, DELETE THIS TEXT)

Month and Year (Date Style)

Body Text style or Brief Intro Para style for first paragraph (text shown is in Brief Intro Para style).

Body Text First Indent style for all subsequent paragraphs.

# First-Level Heading in Title Case (Heading 1 style)

Body Text style for first paragraph under a heading.

Body Text First Indent style for all subsequent paragraphs.

* Bulleted List style for bulleted lists.
  + Bulleted List 2 style for second-level bulleted items under a numbered or bulleted list item.
  + Another item using Bulleted List 2 style.

Indented Text style for ordinary paragraphs under a numbered or bulleted list item.

1. Numbered List style for numbered lists
   1. Numbered List 2 style for second-level lettered items under a numbered or bulleted list item.
   2. Another paragraph using Numbered List 2 style.
2. Another item using Numbered List style

## Second-Level Heading in Title Case (Heading 2)

Body Text style for first paragraph under a heading.

### THIRD-LEVEL HEADING; ALL CAPS IS BUILT INTO STYLE (HEADING 3 STYLE)

Body Text style for first paragraph under a heading.

Fourth-level headings are run into the text. Select the first clause or sentence of your paragraph, then apply the Heading 4 (D) style.

Pull Quote style for pull quotes.

—Pull quote attribution in sentence case

Body Text First Indent style for all subsequent paragraphs.

Block Text style for longer (100+ words) quotes and excerpts.

BOX 1 (BOX NUMBER STYLE)

Box Title in Title Case (Box Title style)

Box Body Text for first paragraph.

Box Body Text First Indent for all subsequent paragraphs.

* Box Bulleted List style for lists within boxes
* Another item using Box Bulleted List style

Box Body Text First Indent for all subsequent paragraphs.

Box Note style for sources and notes. Change “Source:” to bold. If your box doesn’t have notes, use Box Body Text\_Last style to add the gray border.

FIGURE 1 (FIGURE/TABLE NUMBER STYLE)

Title in Title Case (Figure/Table Title style)

Subtitle or explainer in sentence case (Figure/Table Subtitle style)

URBAN INSTITUTE LOGO HERE (it appears just to be appropriately colored and styled text, not an image: Lato, 9, all caps, urban in urban blue, institute in urban black)

Source: Figure/Table Notes style. Source in sentence case, except proper nouns. Change “Source:” to bold. Notes: Figure/Table Notes style. Notes in sentences (and sentence case). Change “Notes:” to bold.

TABLE 1 (FIGURE/TABLE NUMBER STYLE)

Title in Title Case (Figure/Table Title style)

Subtitle or explainer in sentence case (Figure/Table Subtitle style)

Table body goes here…

Source: Figure/Table Notes style. Source in sentence case, except proper nouns. Change “Source:” to bold. Notes: Figure/Table Notes style. Notes in sentences (and sentence case). Change “Notes:” to bold.

# Notes

Endnotes should appear automatically under the Notes heading. If they’re showing up somewhere else, ask your editor or your center’s Word expert for assistance. Use notes to cite blog posts, legal citations, magazine articles (print or online), newspaper articles (print or online), personal communications (e.g., e-mails, interviews), news releases, and web pages. For more guidance, see the Urban Institute style guide, https://explorer.urban.org/page/2232.

# References

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Blinder, Alan S. 2022. A Monetary and Fiscal History of the United States, 1961–2021. Princeton, NJ: Princeton University Press. Katz, Batia, William J. Congdon, and Jessica Shakesprere. 2022. Measuring Job Quality: Current Measures, Gaps, and New Approaches. Washington, DC: Urban Institute.

Lawrence, Daniel S., Nancy G. La Vigne, Margaret Goff, and Paige S. Thompson. 2019. “Lessons Learned Implementing Gunshot Detection Technology: Results of a Process Evaluation in Three Major Cities.” Justice Evaluation Journal 1 (2): 109–29.

Parker, Jonathan A., Jake Schild, Laura Erhard, and David Johnson. 2022. “Household Spending Responses to the Economic Impact Payments of 2020: Evidence from the Consumer Expenditure Survey.” Working Paper 29648. Cambridge, MA: National Bureau of Economic Research.

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Author Name in Bold but the rest of the text lightface. Use Author Bios style. You can paste your bio from your urban.org author page here. In the interest of space, you may want to shorten it to three or four sentences. Author bios no longer include photos.

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