

Documentation syntax

Last updated on February 15th, 2014 by Taylor Whited

Table of contents

Table of contents	1
General	2
Paragraph	2
Headings	3
Tables	5
Lists	5
Appendices	6
Citations	6
Revisions	7
Example	8

General

- Only underline, **bold** and *italicize* to show emphasis
- Spell-check before final submission
- Do not include page numbers
 - If you need to reference a page number, use the format:
 - REPLACE_PAGE_NUMBER_<KEYWORD>
- If a section is split into separate pages, do not add any extra spaces before or after text to force text onto the next page
- Margins: 2.54 cm
- Line spacing: 1.15

Paragraph

- No indentation for first line
- Size: 12
- Font: Times New Roman
- Colour: Black
- Alignment: Justify
- Spacing

- After: 10 pt
- Left: 0 cm (Not including indents)
- Right 0 cm
- Before: 0 pt

Headings

- Style: Sentence format (APA suggested)
- Example:
 - This is a proper heading
 - This is Not a Proper Heading
- Heading 1
 - Size: 24
 - Numbered: Yes (Final version only)
 - Space after: Always
- Heading 2
 - Size: 18
 - Numbered: Yes (Final version only)
 - Single space after: Always
- Heading 3

- Size: 16
 - Numbered: Yes (Final version only)
 - Single space after: Always
- Heading 4
 - Size: 14
 - Numbered: No
 - Single space after: Only if preceding another header (ie. Header 5)
- Heading 5
 - Size: 12
 - Numbered: No
 - Style: Bolded
 - Try to only use for table headings
- Reference:

○ Heading 1

○ Heading 2

○ Heading 3

○ Heading 4

○ **Heading 5**

Tables

- NO BOTTOM PARAGRAPH SPACING (0 PT)
- Vertical alignment: Center
- Horizontal alignment: Left (if appropriate; otherwise, Right or Center)
- Margins
 - Top: 0 cm
 - Left: 0.19 cm
 - Bottom: 0 cm
 - Right: 0.19 cm
- Headings: Heading 5
- AutoFit: Window
- Example:

Title	Title	Title	Title	Title
Lorem ipsum dolor sit amet	1	2	Lorem	10

Lists

- Level 1
 - Level 2

- Level 3

Appendices

- Label appendices in the following format:
- Appendix REPLACE_APPENDIX_<KEYWORD>

Citations

- Always cite where you got something from
 - Both in-text and on a references page
- APA format
- Citation tool: <http://www.bibme.org/> (If you need it)
- References page
 - Hanging paragraph indentation style
 - Include either in separate document or as the last page, please

Revisions

- Template:

Date	Author	Reason
YYYY/MM/DD	John Doe	First draft

Example

Heading 1

Heading 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel nibh vel lacus venenatis accumsan. Phasellus mattis, metus vitae laoreet varius, diam sem auctor lacus, sit amet vestibulum leo ligula ac felis. Curabitur vulputate vehicula nulla, ac adipiscing neque placerat non. Quisque sit amet molestie orci, nec facilisis lacus. Donec non magna lectus. Morbi quam odio, pulvinar ullamcorper mauris non, ullamcorper sagittis augue. Aliquam posuere ultrices dolor vel vulputate. Nulla consequat massa ac enim lacinia, at sollicitudin magna ultrices. Praesent vel nulla vitae diam convallis semper egestas eget dolor. Ut id erat dictum, semper dui eget, faucibus tellus.

Heading 2

Nullam sagittis aliquam nunc vel adipiscing. Nullam purus tellus, mollis et auctor sed, sagittis sed lacus. Nulla tincidunt malesuada metus, sed commodo lorem posuere quis. Aliquam semper, est id pellentesque hendrerit, odio orci malesuada erat, non faucibus lorem sapien ut est. Pellentesque dignissim massa et augue posuere, vel interdum orci iaculis. Integer enim mi, pulvinar sit amet sem ac, pretium blandit eros. Quisque blandit ut est ac accumsan.

Heading 2

Heading 3

Fusce eleifend enim molestie mattis ultrices. Cras in fermentum ligula, eu consectetur mauris. Suspendisse sagittis gravida odio eu congue. Nulla a rutrum ipsum. Aliquam id malesuada tortor. Cras scelerisque nisi sodales congue venenatis. Proin dictum, urna vel dapibus luctus, tortor mauris consectetur metus, in consequat orci elit ut turpis. Nulla facilisi. Cras feugiat auctor tellus sollicitudin eleifend. Sed pellentesque rutrum nisi a fermentum. Etiam pulvinar ipsum enim, quis tempus mauris ultricies at. Nam vitae ligula nunc. Vivamus ac tellus aliquam, faucibus erat a, egestas orci. Sed condimentum, nibh in consectetur eleifend, eros nisl sagittis metus, ac sollicitudin eros sapien et nibh.

Heading 4

Pellentesque non augue sed leo dignissim fermentum. Aliquam erat volutpat. Sed porttitor lectus vitae porttitor consectetur.

Lorem ipsum dolor	A	B	C	D
Lorem ipsum dolor sit amet, consectetur adipiscing elit. In vel nibh vel lacus venenatis accumsan.	1	2	3	4

Sed sit amet ultrices erat. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis mi libero, porttitor non augue eu, vulputate bibendum arcu. Nam lacinia mollis tortor, vel pellentesque

dolor volutpat sit amet. Praesent ultrices viverra nibh. Integer arcu magna, lobortis ut lacinia nec, condimentum eget quam. Nullam diam nulla, volutpat sodales magna nec, semper porttitor est.