

# **Vision Screening Program Procedure Manual Sec. 1**

## **Style Sheet**

By Seth Jenkins

## **Typefaces**

### **Heading 1**

(Georgia, bold, underlined, 18 pt.)

### **Heading 2**

(Georgia, bold, 14 pt.)

### **Body Text**

(Arial, 11 pt.)

### **Formatting**

Use numbered lists for steps that must be completed in sequence. If information has no sequence, use a bulleted list employing standard round black bullets.

### **Figures**

Screenshots and their relevant text should be included on the same document page. Relevant information inside screenshots should be highlighted using inserted shapes, such as ovals or rectangles. Highlights used in screenshots should use colors provided in the colors section below.

### **Colors**

- For primary color choices, select from these options: Missouri State Maroon, Black, and White.
- For secondary colors select from these options: Brick City, Boomer Sky, and Pride Band Bass.

For more information on colors visit the Missouri State University Branding Guide.

## **Grammar/Usages**

### **Commas**

Use Commas:

- To separate items in a series and after introductory phrases and parenthetical expressions.

### **Colons**

Colons should be used to set off lists.

### **Acronyms**

If an acronym is being mentioned for the first time, always spell the acronym out.

**Example:** Missouri State University (MSU)

### **Tone/Language**

Use a consistent, professional, and informative tone. Avoid casual words and phrases that would conflict with the documents overall tone.

### **Style**

When the reader is being walked through steps for performing tasks or procedures, the style should be kept in second-person instruction. This style should only shift if the document is explaining information or concepts to the reader; then, it should use a third-person style.

### **Contact Information**

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