Guidelines for using Google Docs, MS Word, etc

- **Keep the document simple.** At some stage it will be converted into LaTeX. Keeping formatting simple and standardised will make this process easier.
    - Use heading level 1 for the title, 2 for sections, and 3 for subsections.
    - Use **bold** for keywords and *italic* for emphasis.
    - Don't spend time adjusting figure placement, spacing, etc; this will be subject to substantial change later, so focus on the content.
- **Math.** Math support in Google Docs is limited, but you can use 'Insert > Equation' to put in simple math.
- **'Elements'.** For figures, tables, boxes, etc, use a 2-row table like so:

Figure [color wheel]: Depiction of various hues

Pop Quiz: What is 3+4?
Solution: 7

You may use the following elements:

Element	First row	Second row
Figure	Graphic/figure	**Figure [label]**: Caption
Table	The / Table (table)	**Table [label]**: Caption
Box	**Box [label]**: Title	Portion of text/content set aside from the main document
Key Result	**Key Result [label]**: Optional Title	Description of the result
Pop Quiz	**Pop Quiz**: question(s)	**Solution**: solution(s)
Problem	**Problem [label] {type}**	Problem
Equation	Equation	**Equation [label]**

- **References.** Reference an element in text as <u>Figure [label]</u>, note the use of <u>underline</u>. Similarly for citations <u>[citation label]</u>.
- **Bibliography.** Put references as a list under a section headed 'Bibliography'. Each reference should be formatted:
    [**label**, DOI] *Authors. "Title." Journal.*
- **Further Reading.** As above, use a section headed 'Further Reading and format as:
    [**label**, DOI] *Authors. "Title." Journal.* **Reason to read.**