Formatting Instructions:

HEADING:
font size is 16
font type is times new roman
all caps
bold

Sub Heading - First Level e.g. 1.1
font size is 14
font type is times new roman
First word capitalize
bold

Sub Heading - Second Level e.g. 1.2.1
font size is 12
font type is times new roman
First word capitalize
bold

Body of text (paragraphs):
font size is 12
font type is times new roman
Sentence case
LINE SPACING: 1.5
Alignment: Justify text is the alignment