# Template Section

Please use an 8.5-point Verdana font, or other sans serifs font as close as possible in appearance to Verdana in which these guidelines have been set. (The “Normal” style for this document automatically gives you this font setting.) Arial 9-point font is a reasonable substitute for Verdana as it has a similar x-height. Please use serif or non-proportional fonts only for special purposes, such as distinguishing source code text.

## Text styles

The template uses MS Word text styles to facilitate text formatting. The applicable text styles are:

* normal – for body text
* heading 1, heading 2, heading 3
* bullet list
* numbered list
* caption
* annotation – for notes in the narrow left margin
* reference – for bibliographic entries

Additionally, here is an example of footnoted text.[[1]](#footnote-1) (the footnote is created with the “footnote…” command under the “Insert” menu in MS Word). As stated in the footnote, footnotes should rarely be used.

1. Use footnotes sparingly, if at all. [↑](#footnote-ref-1)