PFA's Style and Formatting Guidelines

Font

The key to your choice of font is readability. Your font must be large enough (but not too large) to be easily read.

You may use any commonly used serif or non-serif font (for example: Arial, Bookman, Calibri, Cambria, Garamond, Georgia, Playfair Display, Tahoma, or Times Roman).

These *Style and Formatting Guidelines* are written in 12 pt Calibri. Its headings ("**Font**," above, for example) are in 12 pt Arial Black.

The minimum font sizes for Arial, Georgia, Playfair Display, and Tahoma (as shown below in Arial) are:

- **Text** – 11 point
- **Tables** – 10 point
- **Footnotes** – 9 point

The minimum font sizes for Bookman, Calibri, Cambria, Garamond, and Times Roman (as shown below in Times Roman) are:

- **Text** – 12 point
- **Tables** – 11 point
- **Footnotes** – 10 point

Margins

1 inch all around. No less. (Those are the margins used in this document.)

Headers and footers may be inserted above and below the top and bottom one-inch margins (as shown in this document).

Spacing before and after lines

One space (i.e., 0 pt before and 0 pt after each line) is preferred.

10 pt spacing between lines is acceptable. This document has 10 pt spacing between lines.

Spacing **must not** be squeezed any further (i.e., set at 8 pt or less). The one exception to this is between the title of a table, chart, graph, or illustration and the top of the table, chart, graph, or illustration, where the line space can be set at 6 pt.

Spacing between lines (line spacing)

One space (*single* line spacing) is the minimum. You also can use a multiple line space set at 1.05, 1.1, 1.15 or 1.2 to add space to make text more readable.

This document has 1.1 spacing between lines.

Acronyms

- Many acronyms are not universally understood.
- Examples are ROI (for return on investment), IRR (internal rate of return), and EPC (engineering, procurement, and construction).
- Different reviewers may be asked to review different sections, chapters, or document divisions, hence, will not have read an earlier section or chapter where an acronym has been defined.
- **Please spell out ALL acronyms** in each section, chapter, and document division where the acronym first is used -- e.g., Internal Revenue Service (IRS) -- even if it has been defined (written out) earlier in the same document.
- It is helpful if you also spell out all acronyms the first time they are used in a caption, table, footnote, or sidebar, even if the abbreviation already has been defined (written out) earlier in a section, chapter, or attachment.

Excessive Capitalization

Excessive capitalization is annoying and distracting. Capitalization of the first letter in a word should be reserved only for PROPER NOUNS (the name of a particular person, place, organization, or thing). Generic words such as "process," "diffuser," "sulfur dioxide," etc., should be lower case.

Repetition

Repetition of anything – phrases, paragraphs, tables, references – should be avoided.

- Should the same information need to be provided in multiple places, **PLEASE:**
  (1) re-state or present the information in a different way so that it reads differently with, if possible, additional information, detail, or context provided, or
  (2) insert a reference to the table, figure, attachment, or application section to refer the reviewer to where the information can be found.
- Be sure to pinpoint the precise location where the information can be found (for example: "**Section**, **I.A.3.2.1.a** above," which refers to a Part **I** application, Volume **A**, Section **3**, Subsection **2**, Sub-Subsection **1**, Sub-Sub-Subsection **a**).
- Where a reference to another section does not make sense -- i.e., the information is needed to maintain flow, context, or understanding, **RE-WORD THE STATEMENT** in such a way that it relays the same information but is not a repeat of the previous statement.