

## Stylistic Conventions

Fonts: 11 pt New Times Roman

Margins: 1 inch all sides

### Format

Chapter title centered, in capital letters. Please use the full name of the priority being addressed as for chapter title.

Major section headings designated by Roman numeral, in bold

Goal: denote all long term goals. No bold or underline.

Interim Milestone: denotes all short term measures of success. Bulleted, no indent, bold or underline.

**Recommendations:** in bold, including sub-recommendations, which are also bulleted with no indent.

Rationale: is underlined.

### Capitalization

federal	lower case; always an adjective – federal agency, federal law
state	lower case when used as an adjective – state agency, state law
State	capital when used as a noun – State of Ohio, Great Lakes States
tribal	lower case ; always an adjective – tribal agency; tribal interests
Tribes	capital when used as a noun – States and Tribes
basin	lower case – Great Lakes basin
region	lower case – Great Lakes region, the region

### Punctuation/acronyms

United States	abbreviated U.S.; also used to designate U.S. EPA
U.S. EPA	used rather than EPA to distinguish federal from state

### Spelling

Nearshore

Dollar figures: \$5 million, not \$5,000,000, nor \$5M

Note: we will use these style conventions at this point but the document will be reedited again before it goes into document production at the end of June.