

Draft Style Guide

I. Formatting

A. Headings

Level 1 Heading: bold, flush left

Level 2 Heading: italics, flush left

Level 3 Heading: centered, bold

Level 4 Heading: centered, italics

Level 5 Heading: underlined, flush left

B. General formatting

1. Do not indent paragraphs
2. One space after punctuation
3. Number all pages bottom right
4. Use Times Roman 11 point, 1 inch margin, double space
5. APA Style Citation (Retrieved from <https://owl.english.purdue.edu/owl/resource/560/01/>)

C. General style

1. Use serial comma (comma before “and” in series)
2. Lists—no 1 without a 2, no A without a B
3. Numbers 1-9 should be spelled out, numbers 10 and above should be written in numeric form except write out if first word of sentence
4. Numbers used with % should always be numerals unless first word of sentence.
5. Gender neutral
6. No one-sentence paragraphs

D. Terminology

1. Community Board 3, Manhattan – Full title
2. CB 3 abbreviation, generally full title followed by “(CB 3)” first time, then CB 3 thereafter
3. Community district – refers to the geography and district’s attributes
4. Community board – refers to the organization itself and the members
5. Seward Park Mixed-Use Development Project—name for CB 3 rezoning initiative
6. Essex Crossing—Name of current development project
7. Community School District – refers to school districts
8. Community Education Council – refers to the Community and Citywide Education Councils composed of parent volunteers who provide hands-on leadership and support for their community's public schools.
9. PS and IS for public school and intermediate school—use caps with no periods