# POLICY STYLE GUIDE

## Outlining format:

- For every A, there must be a B; for every 1, there must be 2. Use the following levels:

A.
B.
1.
2.
a)
b)
(1)
(2)
(a)
(b)
i.
ii.

- Do NOT use the spacebar or automated bulleting to align paragraphs – use the tab key with the default tab setting at 0.5."
- Do NOT use automatic formatting or numbering to create outline items.
- Font – 12 point, Times New Roman.
- Margins – set for 0.7" for all sides of the page.
- Bolding and CAPS – used for policy sections (e.g.: **REFERENCES:**).
- Italics – used for foreign words or book titles

## Chicago Manual of Style TIPS

Sentence structure:
Must use active voice, not passive.

Example:

Active – The living unit officer directs the offender to stand for count. or The living unit officer must direct the offender to stand for count.

Passive – The offender will be instructed to stand for count.

Must, May, Will:

- "Must" denotes a mandatory duty an individual has to complete. It is a command or a requirement.
- "May" is permissive and indicates discretion is granted to someone.
- "Will" is used only for a future intention or action. It does not create a duty to act.

Numbering:
Spell out the numbers ten and below (one, two). Numbers 11 and above, use numerals (11, 12). When a number begins a sentence, it is always spelled out; if possible, rewrite the sentence so it doesn't start with a number.

Capitalization:

- If it is not a proper noun (such as a name), do not capitalize it. Proper nouns do not include names of locations, grants, committees, positions, etc., therefore should not be capitalized.
- Full proper names of government entities and official programs are capitalized. Example: "Minnesota Department of Corrections" or "Challenge Incarceration Program"
- Generic terms associated with governmental bodies or roles are lowercase. E.g.: "master control," "commissioner," "central office"

List format: If a list is part of a continuous sentence, use:

1. Capitalized words at the beginning of each sentence;
2. A semi-colon at the end of each sentence;
3. The word "and" at the end of the second-to-last sentence; and
4. A period at the end of the list.