

TUSCARAWAS COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

APPENDIX 11 – PLAN STYLE GUIDE

DOCUMENT DESCRIPTION

This appendix describes the general layout and font of the ERP and TCHD plans, addendums, appendices and annexes.

TCHD PLAN STYLE GUIDE

- Palatino Linotype 26 for Title
 - Palatino Linotype 14 for Heading 1
 - Palatino Linotype 14 for Heading 2
 - Palatino Linotype 12 for Heading 3
 - Palatino Linotype 11 for Heading 4
 - Palatino Linotype 11pt for Body text
 - Palatino Linotype 10pt for Headers and Footers
 - Palatino Linotype 8pt for footnotes
- 6pt before and after paragraphs
 - Single spaced.
 - Left aligned
 - Hyperlinks are denoted by **blue colored** font.
 - When referenced, *plans* are designated with **bold, italicized, underlined** font.
 - When referenced, **attachments** are designated with **bold** font
 - When referenced, *appendices* are designated with **bold, italicized** font.
 - When referenced, **annexes** are designated with **bold, underlined** font.
 - Header will include the following:
 - Version number; aligned left.
 - Plan name; aligned center.
 - If it is an Annex, the plan name will say “Annex [CAPITAL LETTER] to the ERP – TITLE”
 - If it is an Attachment, the plan name will say “Attachment [ROMAN NUMERAL] to the ERP/Annex [CAPITAL LETTER] – TITLE”
 - If it is an Appendix, the plan name will say “Appendix to the ERP/Annex [CAPITAL LETTER] – TITLE”
 - Adoption date; aligned right.
 - Footer will include the following:
 - Page number; aligned right.