The NWCG Publications Template, https://www.nwcg.gov/publication-portal-management, adheres to the following standards and contains additional guidance on document creation:

General Formatting

- Font: Times New Roman, size 12.
- Text Color: black (hyperlinks excepted).
- Margins: right and left .75”; top .5”; bottom 1”.
  - Images: committee logos okay; no single-agency photos or images.
- Title Page: title font size 28
- Footers: left align full publication title and right align page number X of Y, size 10.
  - Straight black line above, 1.5 point width.
- Header: none.
- Watermark: none.
- Justification: left (not full).
- Pages: no blank pages in electronic documents.
- Columns: single column (lists of items are a reasonable exception).
- Table of Contents: sentence case, not in all caps.

Content

- Use italics to indicate titles of publications.
- Reference NWCG publications by full title followed by PMS number; reference courses by number followed by title.
  - Publication: NWCG Standards for Aerial Ignition, PMS 501.
  - Course: S-190, Introduction to Fire Behavior.
  - ICS Forms: Activity Log (ICS 214).
- When referencing a website, include the full URL.
  - Right = Visit https://www.nwcg.gov/publications for a full list of NWCG publications.
  - Wrong = Visit the NWCG website for a full list of NWCG publications.
- Do not include acronyms in the publication title except for NWCG.
- Spell out the entire name the first time an acronym is used, followed by the acronym in parenthesis. After that, the acronym may be used alone.
  - Example: The National Wildfire Coordinating Group (NWCG) has approved this message.
- Do not include a separate glossary. The NWCG Glossary of Wildland Fire Terminology, PMS 205, https://www.nwcg.gov/glossary/a-z, is the sole source for NWCG-approved terms.
- NWCG Branding Standards have additional information on use of NWCG logo.