



NWCG Publications Style Guide

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".
- Cover Page: title, font size 28 – 36 (best fit).
 - 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.