



NWCG Publications Style Guide

Formatting

- Body Text: Times New Roman, size 12
- Color: Black, except for hyperlinks
- Margins: Right and Left:.75"; Top:.5"; Bottom: 1"
- Cover Page: Title, font size 28 – 36 (best fit)
 - Use trademarked NWCG logo.
 - Committee logos okay; no single-agency photos or images
- Title Page: Title, font size 28
- Footer: Left align full publication title, right align page number X of Y, size 10
 - Straight black line above title, 1.5 point width
- Header: None
- Watermark: None
- Justification: Left (not full)
- TOC: Should not contain all caps
- Use italics to indicate titles of other 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, only use the acronym.
- When referencing a website, avoid in-text hyperlinks. Instead, include the full URL, including the http/https.
 - 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 a separate glossary. All glossary terms should be included in the NWCG Glossary of Wildland Fire Terminology, found at <https://www.nwcg.gov/glossary/a-z>.
- Electronic versions of publications should not include blank pages.
- Single columns – lists of items are a reasonable exception.
- All images, logos, or tables must have alternative text.

Tables

- Must have a header row.
- No merged cells.
- Include alternative text and a summary by selecting Table Properties then clicking on the Alt Text tab. Provide a good explanation of the table's information and purpose.
- Avoid colored cells simply for color's sake – save for tables and charts where color is truly a necessary component, as in Risk Analysis or certain aircraft forms.