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](https://www.nwcg.gov/publications) for a full list of NWCG publications.
  - Wrong = Visit the NWCG [website](https://www.nwcg.gov) 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](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.**