

## STYLE SHEET – YWCA MANUAL

<p><b><u>A–D</u></b>          Aquatic Director          (not “Pool Director”)</p> <p>diving board (not “board”)</p> <p>Center (shorthand referral to the center)</p>	<p><b><u>E–H</u></b>          him/her          his/her          Head Lifeguard          First Aid (caps)</p>	<p><b><u>I–L</u></b>          Lifeguard (never just “guard”)</p>
<p><b><u>M–P</u></b>          Manual (not handbook)          PFD (Personal Floatation Device)</p>	<p><b><u>Q–T</u></b>          substitute (not “sub”)</p>	<p><b><u>U–Z</u></b></p>
<p><b><u>Numbers</u></b>          Numbered lists: #)          Less than 10, spell out          10 or more, use number</p>	<p><b><u>Style–Spacing</u></b>          Headings          Capitalization</p> <ul style="list-style-type: none"> <li>▸ All “Sheet” names cap “S”</li> <li>▸ Staff Manual</li> </ul>	<p><b><u>Miscellaneous</u></b></p>

### Formatting Styles

Doc Title	Lucida Sans, 26, Bold, Centered, Caps
Section Heading	Heading 3, Lucida Sans Unicode, 14, Bold, Centered, Caps
Sub–Section Heading	Heading 4, Tahoma, 12, Bold, Left, Caps
Level II Sub–Section Heading	Heading 5, Tahoma, 11, Bold, Left, Title Case
Paragraph	Normal, Lucida Sans Unicode, 10
Ordered Lists	1) Left–flush a) Left–flush
Unordered Lists	Level 1: Black circle, no indentation (left–flush) Level 2: Open circle, indented .25" Level 3: Black square, indented .25"