

LEADER'S MANUAL STYLE DIRECTIONS

Follow these guidelines to be consistent in the sections of the Leader's Manual.

- Capitalization: LWML, District LWML and all district officers and committees are capitalized. Zone and group are not. If the word district is not part of a title or followed by the word LWML it is not capitalized.
- Titles of sections are all caps and Arial size 18 font. Subtitles are size 14 font.
- Names of forms or documents: Capitalized and italicized
- References to websites and email addresses: don't use www or https and italicized and remove hyperlinks, do not underline.
- Personal addresses, emails and phone numbers: Remove and replace with the email address @lwmltxdist.org if available. (PO Boxes are acceptable). Remember: Everything in these documents will be put on the website and available to anyone in the world. If you do not have a district email, we can create one for you. It will automatically forward to your email (but I will caution we have had some difficulty with this going to your spam folder). If you created an LWML email and want to publicize it, that will be acceptable. As much as possible remove names of officers or chairman (will make updating much easier).
- Footers: All should read the title of your section and 2021 Revision (tab is 3.25 left justified) and page numbers all in 8 pt. Arial font. For a few forms it was difficult to add this and it may be missing. NO headers!
- Society: Should be changed to group or LWML group.
- Spacing: We are using Arial font, 12 point throughout (a few forms were left in smaller fonts, Times New Roman or another font if it would change spacing), 18 point for all titles of sections and 14 point for all subtitles. I cleaned up unusual body styles as much as possible. After the title in size 18 or size 14 fonts, be sure the next blank line is 12 pt. Use single spacing. Keep page breaks in mind and try to limit the number of pages if possible.
- Punctuation: We reviewed comma use, hyphens, em dashes and en dashes, and other common errors (see Style Guide). Please DO NOT double space after punctuation at the end of a sentence.
- Sections and file names: As much as possible we are combining sections into one document with all forms being separate documents. This should make it easier to put on the website. All files placed on the website cannot have any spaces in the file names and must be converted to PDF when possible.
- Margins are 1 inch left, right, top and bottom.
- Refer to the LWML website for the information included in your section and update it.
- Check for consistency of content within your section (and any cross references to other sections).
- Refer to the LWML Style Guide and FOLLOW it (found on *lwml.org*).