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**Format Specifications**  
Use the following formats for the text:

Title Heading: Georgia, 48 pt., left-aligned, single-spaced

*First-Level Heading: Georgia, 20 pt., left-aligned, ragged right, single-spaced, italics*

**Second-Level Heading: Georgia, 14 pt., left-aligned, ragged right, single-spaced, bold**

***Third-Level Heading: Georgia, 12 pt., left-aligned, ragged right, single-spaced, bold, italics***

Body Text: Georgia, 11 pt., left-aligned, ragged right, single-spaced

Subtext: Georgia, 8 pt., left-aligned, ragged right, single-spaced

**Document Color**

* Use maroon, white, and black on the cover page and grayscale everywhere else.

**Grammar Reminders**

***Parallel Structure***

* Use the same formatting for all of the lists, heading levels, charts, graphs, table of contents, etc.

**Logo and Graphics Use**

***Location***

* Use the MSU logo only on the cover page.

***Size***



***Color***

* Use grayscale for any logos or graphics within the body of the document.

**Charts Use**

***Location***

* Insert the charts on the same page as when they are referenced.

**Bulleted Lists**

Use the standard bulleted list style and avoid stylized bullets.

* Level One