

CHAPTER 3 — FORMATTING GUIDELINES

The Standard Specifications contain varying numbers and levels of subordinate sections. This format helps achieve a visually appealing document in which information is organized into a logical hierarchy that readers can use to quickly find the content they are seeking.

Table 3-1 summarizes general formatting guidelines regarding font, alignment, indentation, and spacing for the various hierarchal levels used in FLH specifications. These guidelines are based on the styles used in the FLH Supplemental Specifications and by the FLH Divisions in their Library of Specifications (LOS).

**Table 3-1
Formatting Guidelines for FLH Specifications**

Example	Font	Alignment	Indentation	Spacing
Section ###. — TITLE	Times New Roman 14 pt Bold	Centered	None	Before: 12 pt After: 24 pt
Subsection Header (e.g., Construction Requirements)	Times New Roman 12 pt Bold	Centered	None	Before: 12 pt After: 12 pt
XXX.XX Title. Text.	Times New Roman 12 pt Bold numbering and subsection title only	Justified	None	After: 12 pt Line Spacing: at least 12 pt
(a) Title. Text.	Times New Roman 12 pt Bold numbering and subsection title only	Justified	Left: 0.25"	After: 12 pt Line Spacing: at least 12 pt
(1) Title. Text	Times New Roman 12 pt Bold numbering and subsection title only	Justified	Left: 0.5"	After: 8 pt
<i>(a)</i> Text.	Times New Roman 12 pt Italicized lettering, not bold.	Justified	Left: 0.75"	After: 8 pt
<i>(1)</i> Text.	Times New Roman 12 pt Italicized numbering, not bold.	Justified	Left: 1.0"	After: 8 pt

Note that the FP is also set with top and bottom margins of 0.8 inches, and inside and outside (mirror) margins of 0.5 inches.

