

**Document Title**

Subtitle

Department Name

Academic Year

# Official UM Document Template

The typefaces used for internal documents are Arial for plain text and Arial Black for titles of sections. Plain text should be 11-point font and section titles should be 16-point font. Section subtitles, as seen below, are Arial Black 11-point font.

## How to use this template

This template is intended to inform UM faculty and staff of the approved standards for creating official UM documents, such as internal reports/reviews, policies, etc. Download the template, review the guidelines and use the existing styles in this template to create your document.

## Font colors

The only font colors that should be used in this document are black for plain text, section titles and subtitles, 35 percent gray for the header and footer, and white on the cover page. Do not highlight or accentuate any text in red. If hyperlinks are used, the default bright blue should be used.

## Page layout

Use standard 1.25 inch margins on all documents. Do not add spacing between lines (1.5 or double-spacing). Add a single line break between paragraphs and subsections, as seen above. When starting new section, insert a Page Break. Do not indent or tab at the beginning of paragraphs.

## Cover page

Adjust the information about the Document Title, Subtitle, your Department Name and the Academic Year on the cover page. Do not make any other adjustments to this page, including moving text boxes, adjusting font size, etc. If you need help fitting your information into the template, email University Relations at [umnewsdesk@mso.umt.edu](mailto:umnewsdesk@mso.umt.edu).

## Headers and footers

In the header, replace the (Document Title) with the title on the cover page. Page numbers are centered in the footer. Introductory pages, contents pages, etc., use lowercase Roman numerals. Main content pages use Arabic numerals.

## Watermarks

As seen behind this information, all draft documents should contain a “DRAFT” watermark. You can turn watermarks on and off in the menu under Page Layout.

# Special Items

## Tables

Tables uses in documents should follow the template below. Tables use Arial and Arial Black font, just like document text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Table Title | | | | | | |
| Information | Xxxx | Etc. |  |  |  |  |
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|  |  |  |  |  |  |  |

## Bullets and numbers

Bulleted and numbered lists should use the following formats:

The basic information setting up a bulleted list.

* The first bulleted item.
* The second bulleted item
  + More detail about that item
    - And even more detail.

The basic information setting up a numbered list.

1. Arabic numerals should be used at the first level.
2. The second numbered item.
   1. More information about that. Use lowercase letters at this level.
   2. More secondary detail
      1. Then use lowercase Roman numerals.
3. Then back to Arabic numerals.

# Grammar and Style

## UM style

University Relations maintains the official UM Style Guide, which lists the proper style for academic semesters, building names, etc. Refer to this guide for the official names of places you will reference in your document. The UM Style Guide, which includes sections on punctuation and ways to avoid sexist language, is available online at <http://umt.edu/urelations/info/style/default.php>.

## Editing services

University Relations offers editing services for internal documents to all UM departments. If you would like professional editors to review your document before publication, email [umnewsdesk@mso.umt.edu](mailto:umnewsdesk@mso.umt.edu).

## Sentence spacing

Do not use double spaces after sentences. Only use a single space after a sentence.