Publication Revision and Formatting Guidelines

**U.S. Coast Guard Auxiliary
Human Resources Directorate**

Revised 9 November 2015

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PLEASE NOTE: Publications maintained by the Human Resources Directorate are continually under review based on the most current and accurate informtion available. If you have questions regarding the contents of this publication or approved Auxiliary changes not reflected in this document, please contact your Human Resources (HR) staff officer, per the Chain of Leadership and Management.

Record of Changes

RESOURCE	DATE OF CHANGE	DESCRIPTION

Chapter 1 THE BASICS

A. Keep the Original document available for reference.
B. **TRACK** changes so they're obvious as document is reviewed up the chain.
C. Pay attention to the basics: punctuation, spelling, spacing, etc.
D. **VERIFY** and **VALIDATE**:
   1. Content and provide validation to altered material.
   2. References to other USCG AUX Manuals should be in general terms. For example, if a manual refers the reader to Chapter 10 of Auxiliary Manual for additional information on uniforms, CHANGE REFERENCE TO "the most current version of the Auxiliary Manual."
   3. References to websites should be in general terms. For example "Form xyz may be found in the Forms Warehouse on the US Coast Guard Auxiliary website."
E. **REQUIRED** HRD UPDATES
   1. As of 12DEC2012, DELETE references to the Pentagon Federal Credit Union.
      a. DELETE references to any commercial entities (such as banks, insurance companies, etc.)
   2. Change EMPLID to Member Identification Number.
F. File format
   1. Save files as DOC, PPT, or XLS (Microsoft 97-2004). DOCX, PPTX, and XLSX files are not readable by all.

Chapter 2 WORD DOCUMENTS

A. COVER PAGE - See cover page of this manual.
   1. Title of manual:
      a. Bold Times New Roman, size 72 (scale font size to need)
      b. Aligned Left (for one-line titles, align Center)
   2. "United States Coast Guard Auxiliary" and "Auxiliary Directorate":
      a. Bold Times New Roman, size 14
      b. Aligned Left
B. SECTION TITLES, such as "Table of Contents," "Chapter 1," etc:
   1. Bold Times New Roman, size 12
   2. Aligned Left
   3. Sub-sections:
      a. Times New Roman, size 12
      b. Aligned Left
C. MARGINS: 1" Top, Bottom, Right, and Left
D. SPACING: Indent paragraphs / bullets to draw more attention to them, otherwise entire document will blur together.
E. BULLETS:
   1. Font (bold or not bolded), follow directions from section B above.
   2. Use the following format:

A. (bolded)
   1.
      a.
         (1)
            (a)

F. PAGE NUMBERS:
   1. Times New Roman, size 12
   2. Center in Bottom Footer
G. MANUAL TITLE IN HEADER:
   1. Times New Roman, size 12
   2. Align Right on odd numbered pages
   3. Align Left on even numbered pages
H. TABLE OF CONTENTS:
   1. Follow C, E and F above
   2. Be sure chapter title in the Table of Contents MATCHES the chapter title in the document.
   3. Chapter page numbers may change during the editing process. Be sure to CHECK they are correct.
I. INDEX
   1. If the manual does not include an index, providing sufficient detail to the Table of Contents should suffice in lieu of creating an index from scratch.
   2. If the manual already includes an index, follow formatting below:
      a. Content - include typical subject matter for easy reference

        b.   Follow C, E and F above

J. CAPITALIZATION, ABBREVIATIONS, GRAMMAR (Per USCG AUX Publication Officer's Guide, Edition 2, 2008)

1. Capitalization:
   a. Capitalize the first letter of the first word in a sentence or a direct quote and the first letter of the first word of every item in a list or outline following a colon.
   b. Capitalize proper nouns used to designate the name or title of a specific person place or thing. Common nouns used in a general sense are not capitalized. Examples: Ensign John Smith, but not just ensign by itself. Please attend the flotilla and division meetings, but "I belong to Flotilla 93."
   c. Capitalize the first major word in the name of government departments, bodies, etc.
   d. Capitalize the names of Coast Guard vessels, including abbreviations USCG or USCGC preceding the names and type designation follows the name of the ship. Examples: USCGC BIBB (WHEC-131) or USCG TugBoat 64313
   e. The name of an Auxiliary facility may be written with an underscore Italics or all capital letters. But be consistent.
   f. The name of a specific book, magazine or publication may be written with an underscore, Italics, or all in capital letters but be consistent.
   g. Auxiliary is always capitalized when referring to the Coast Guard Auxiliary. When you are referring to a special Auxiliarist the word "Auxiliarist" is always capitalized as it is an abbreviation and derivation of the proper name "Coast Guard Auxiliary."

2. Abbreviations:
   a. We come across new abbreviations every day. These come about as the Coast Guard and the Auxiliary develop new programs.
   b. When using a new abbreviation, always write out the program for which it stands. Then put the abbreviation in ( ) following it. You may use the abbreviation from then on in that article.
   c. Flotilla is abbreviated as FL with no period. Flotilla Vice Commander is VFC with no period. Division Vice Commander is VDCR with no period.
   d. For further abbreviations and acronyms see the back of the AUXILIARY MANUAL COMDTINST M16790.1 (Series).
   e. There are no periods in abbreviations except for the United States, which is U.S. When used with other letters, such as USCG, there are no periods.
   f. When using the abbreviation in a title of a publication/organization etc. be sure to print it as it is written. i.e. "BoatU.S."
   g. A common error is the abbreviation USCGA when referring to the Auxiliary. USCGA is the abbreviation for the Coast Guard Academy. USCGAUX is the correct abbreviation for the United States Coast Guard Auxiliary.

3. Punctuation:
   a. Use of punctuation may bother the beginning news writer and copy editor. Rules are basically the same for news writing and for the literary English with one or two exceptions. The important rules are listed below.
      (1) Use of Period
         (a) Most abbreviations take periods after the key word; however, all

capitalized abbreviations are listed below. (alphabetical abbreviations) are not punctuated. Example: You may spell flotilla with no capital "f," but you may use FL to abbreviate flotilla with no period.

    (b) The period always goes inside quotation marks.

    (c) The period goes inside parenthetical material when the material is a sentence but it goes outside the parentheses when the material is not a complete sentence.

(2) Use of Comma

    (a) Omit the comma in a series before the last item unless that omission confuses the meaning.

    (b) Omit the comma before "of." Example: Tom Smith of Denver.

    (c) Use the comma to set off attribution words or phrases. Example: The game, he said, is important.

    (d) The comma at the end of a quotation always goes within the quotation marks.

    (e) Use the comma for appositive. Example: Jones, the favorite, defeated Ali in the fifth round.

    (f) Use the comma in digits of more than three numbers to set off each three. Example: 1,500 or 21,823.

    (g) Commas are omitted before Roman numerals, Jr., Sr., dashes, street addresses, phone numbers and serial numbers.

    (h) Commas are used after a dependent clause introduced by subordinate conjunctions, such as since, before, if, when, where and how.

(3) Use of Colon

    (a) Use a colon to introduce long statements and lists.

    (b) Use a colon to introduce a question. Example: The question came up: What do I do for an encore?

    (c) Use a colon in legal citations.

(4) Use of Semicolon

    (a) To avoid confusion, use semicolon to separate phrases containing commas. Example: Officers elected were Ellie Jones, president; Sally K. Ellis, vice-president and Billie Rogers, secretary.

    (b) Use semicolons before conjunctive adverbs, such as however, moreover, therefore, thus, yet and otherwise when they are used to connect two independent clauses. A comma is used after the conjunctive adverb. Example: He said he would come; however, his car had a flat tire, and he was unable to make it.

    (c) Use a semicolon to separate two independent clauses. Example: We don't have the experience to operate a larger theater; we will have to be content with a small one.

(5) Use of Hyphen

    (a) Use hyphens to join a prefix and a word. Example: ex-champion.

    (b) Use hyphens to join two or more words used as an adjective. Example: six-year-old boy.

    (c) Words used as nouns seldom take the hyphen unless the prefix ends in a vowel and the noun begins with the same vowel. Examples: worldwide,

weekend, roundup.

(6) Use of Quotation Marks

    (a) Use quotation marks to enclose direct quotations.

    (b) Use quotation marks around book titles; slang expressions, movies, TV programs, song titles and lectures or speeches.

    (c) Use quotation marks for nicknames unless it is better known than the legal name. Example: John "Blue" Smith, but not Ike Eisenhower.

    (d) Periodicals are underlined, or in italics, or all in capital letters. They do not require quotation marks. Example: New York Times, *New York Times*, or NEW YORK TIMES. Be consistent.

4. Other Punctuation Rules

a. Use an apostrophe to indicate possessive case of nouns, omission of figures and contractions. Example: girl's shoes, Jones' house.

b. When using the Auxiliary abbreviations and acronyms and forming a plural usage, please remember the following: Examples: FSOs-PB, meaning all Flotilla PB Officers, FSO's-PB meaning belonging to all PB Officers; SOs-PE meaning all Division PE Officers; SO's-PE meaning belonging to all PE Officers.

c. Use the exclamation point sparingly to indicate surprise or strong emotion.

d. Use the dash to indicate a strong or sudden change in thought.

e. The ampersand is used only in abbreviations and firm names. Examples: AT&T, Smith & Ray Co. You will note there is no space between letters when using abbreviations. Another example: BS&S.

f. Ellipsis, the intentional omission of words in a sentence, an abrupt change of thought, lapse of time, or incomplete statement, etc.... is indicated by three periods or asterisks (four if ellipsis is at end of sentence).

Chapter 3 POWERPOINT PRESENTATIONS

A. PREFERRED TEMPLATES
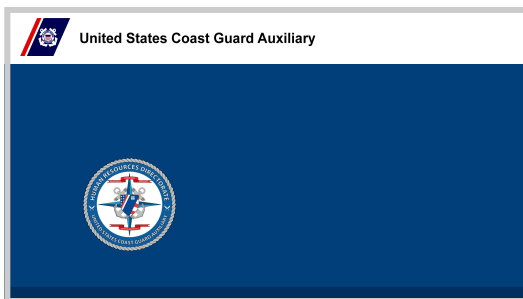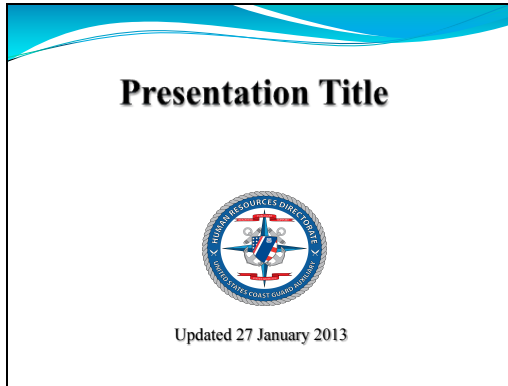
B. TIPS FOR CREATING A GREAT PRESENTATION
1. Fonts
   a. Times New Roman.
   b. Use at least a 24 point font for body text.
   c. Use at least a 36-40 point font for headings.
   d. If the projection screen is small or far from the audience, go to larger fonts.
   e. Keep size consistent for all slides.
   f. DON'T USE ALL CAPS-IT MAKES IT DIFFICULT TO READ.
   g. Use bold when you want something to stand out.
   h. Or, change the color of the text you want your audience to be drawn to.
   i. Italics are hard to read.
   j. Never emphasize by underlining—it will look like a hyperlink and you shouldn't fool your audience.
2. Text
   a. Avoid excessive verbiage leading to excessively lengthy text that is not only redundant but also repetitive and reiterative.
   b. Too much text makes it difficult to see and process the information.
   c. People will either try to read everything or copy down everything and will quickly lose interest while waiting for the speaker to work though the text.
   d. Use more slides, list only the key points, and add the details verbally.
   e. Use consistent wording, avoid synonyms.

    f. Avoid abbreviations unless you are guaranteed that 100% of the audience knows what they mean (e.g. 10:00 EST is OK but RREIP is not).

3. Bullets
   a. Make sure your grammar has parallel structure.
   b. No more than 5 bullets per slide.
   c. No more than 6-7 words per bullet.
   d. Don't use punctuation at the end of bullets--short and concise is best.
   e. Capitalize the first word in a bullet but no others (unless it would normally appear capped).
   f. A presentation is not a book, use one thought per line.
   g. No more than 2 levels of bullets per slide.
   h. Remove the bullet symbol(s) when it doesn't help with the meaning.
   i. Left justify (centered is messy).

4. Color and Contrast
   a. Use a dark font on a light background, for better quality printed slides or handouts.
   b. Too many colors overwhelm the eye.

5. Backgrounds
   a. Stick with a single background for your presentation.

6. Graphics
   a. If there is only a heading on the slide, graphics can be centered.
   b. Select good illustrations and graphics.
   c. Every image has a reason.
   d. Clip art gets old.
   e. Animated .gifs are distractive.
   f. Use bar graphs and pie charts instead of tables of data (animate for clarity).
   g. Always attribute graphics or images; the attribution should be on the slide (it can be in a very small font, but it must be visible).

7. Animations
   a. If the animation can be removed without detracting from the content, then the animation is garbage, a slide designer showing off.
   b. You don't have to give them everything at once, so making points appear (without special effect in animations or transitions) is OK (but annoying).
   c. Use the same transition throughout.
   d. Animations with noise can be annoying.

8. Final Advice
   a. Dazzle them with the information, not the graphics or style
   b. The medium is not the message.
   c. The information is the message.
   d. On the other hand, don't send them running with a boring presentation.
   e. Keep it simple.
   f. You are the star, not the presentation.
      (1) Don't panic.
      (2) Expect the unexpected.
      (3) Don't be boring.

Chapter 4 VIDEOS

Guidelines are being developed.