

Font: Garamond or Times New Roman

Size: 11pt

Font style: Please do not use all caps. Use bold and italics sparingly. Underline only to indicate a web address or email.

Time: 9 a.m., 10:15 a.m., 2:00 - 3:30 p.m.

Dates: Do not abbreviate the day of the week, or the month, do not put a "th" after date, ie, November 10th. Correct way is November 10.

Phone numbers: Always use all ten digits, use a period between sets of digits. Correct way is 763.755.1020.

Spacing: Only one space between sentences.