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# **BASIC DOCUMENT STYLE GUIDE**

RTCA/DO-XXX  
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## **FOREWORD**

This Basic Document Style Guide was prepared by RTCA for use as a guide in preparing drafts and final copy of RTCA documents. See Section 3.0 of this document for details on the format and contents of the Foreword.

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## TABLE OF CONTENTS

1	PURPOSE AND SCOPE.....	1
1.1	Introduction .....	1
1.2	Applicability .....	1
2	GENERAL STANDARDS.....	3
2.1	Computer Standards .....	3
2.2	Word Processing.....	3
2.2.1	Font Type .....	3
2.2.2	Font Sizes .....	3
2.2.3	Style Types.....	3
2.2.3.1	What Styles Are and How They Work.....	3
2.2.3.2	Some Styles Important to RTCA Documents.....	4
2.2.3.3	Changing Existing Styles.....	4
2.2.3.4	Creating New Styles .....	5
2.2.3.5	Shortcuts for the Most Common Styles.....	5
2.2.4	Using Master Documents .....	6
2.3	Electronic Files .....	6
2.4	Printers.....	6
3	DOCUMENT COMPONENTS.....	7
3.1	General .....	7
3.2	Document Title.....	7
3.3	Foreword .....	7
3.4	Executive Summary.....	8
3.5	Table of Contents .....	8
3.5.1	Creating a Table of Contents.....	8
3.5.2	Updating a Table of Contents.....	9
3.5.3	Building Tables of Contents from Multiple Documents .....	9
3.6	Document Body.....	10
3.6.1	Division and Subdivision .....	10
3.6.1.1	Standard Text.....	10
3.6.1.2	Automatic Heading Levels .....	10
3.6.2	Integrated Notes .....	11
3.6.3	Footnotes .....	11
3.7	Membership List.....	12
3.8	Appendices .....	12
3.8.1	Informative Appendix .....	12
3.8.2	Normative Appendix.....	12
4	PAGE LAYOUT .....	13
4.1	Main Body Text.....	13
4.1.1	Page Requirements.....	13
4.1.1.1	Margins.....	13
4.1.1.2	Page Header.....	13
4.1.1.3	Page Footer.....	13

4.1.1.4	Justification.....	13
4.1.1.5	Tab Settings.....	14
4.1.2	Division and Subdivision Heading Levels.....	14
4.1.3	Pagination.....	14
4.2	Lists.....	15
4.3	Tables.....	15
4.3.1	Table Title.....	15
4.3.2	Table Title Location.....	15
4.4	Figures.....	16
4.4.1	Figure Title.....	16
4.4.2	Figure Title Location.....	16
5	EDITORIALS.....	17
5.1	Emphasis.....	17
5.1.1	Italic Font.....	17
5.1.2	Bold Font.....	17
5.1.3	Underline.....	17
5.1.4	References.....	17
5.2	Verbal Forms for Expressing Requirements.....	17

#### **TABLE OF TABLES**

<u>Table 2-1</u>	Common Style Keystroke Shortcuts.....	6
<u>Table 3-1</u>	Names of Divisions and Subdivisions.....	10
<u>Table 5-1</u>	Expression of Requirements.....	18

#### **TABLE OF FIGURES**

<u>Figure 2-1</u>	The Modify Style Dialog.....	5
<u>Figure 3-1</u>	Table of Contents Selection.....	9

## **1 PURPOSE AND SCOPE**

### **1.1 Introduction**

This Style Guide provides a standard method of preparing draft and final copy of RTCA documents. The guidance provided in this document is presented in the same format as RTCA drafts and documents. Any questions regarding formatting or RTCA's use of Microsoft Word-97, or later versions, for individual features concerning formatting, or the use of Word's Styles capabilities, should be directed to the RTCA staff.

### **1.2 Applicability**

Requirements in this Style Guide are applicable to documents prepared by RTCA as well as all text and graphic material submitted for incorporation in such documents. It is strongly recommended that document creators use this Style Guide document as a starting point for the creation of their particular RTCA document, so as to capture the Styles that have been established in this document to assist in standardizing the look and ease of creation of new RTCA documents.

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## **2 GENERAL STANDARDS**

### **2.1 Computer Standards**

RTCA has selected the IBM PC or compatible Personal Computers as its standard hardware platform, running the Microsoft Windows 95, Windows 98, or later, Operating System.

### **2.2 Word Processing**

RTCA documents and text to be incorporated into documents should be prepared using Microsoft Word-97 or Word-2000 with files saved into Word-97 format.

#### **2.2.1 Font Type**

The following fonts are to be used in the production of RTCA documents:

- Times New Roman – Base font for document and appendix body text, heading levels, table and figure titles.
- *Times New Roman Italic* – Text Notes and other emphasis purposes.

#### **2.2.2 Font Sizes**

All text material should be in eleven (11) point type size. Fonts used for internal tables and graphic materials may be scaled down to fit available space, as appropriate.

#### **2.2.3 Style Types**

Styles are one of Microsoft Word's most powerful timesavers, for five important reasons. First, Styles can dramatically reduce the time it takes to format a document. Second, Styles can also help ensure that all RTCA documents look consistent with very little effort on the part of the document creators. Third, if a Word document is exported to an external desktop publishing program, most of those programs can use Word Styles to help automate their work. Forth, if you need to change the way your "styled" document looks, you need to only change a few Styles, not hundreds of manual formats.

Finally, it's much easier to take advantage of Word's automation and organization features if you use Styles. For example, Word can automatically build and update a Table of Contents based on the Heading Levels Style Types in your document. Without Styles, you would have to manually apply a field to every single item you want to include in your Table of Contents, Paragraphs, Lists, Table and Figure Titles, Notes or other text.

##### **2.2.3.1 What Styles Are and How They Work**

In Word, a Style is a series of formats that can be applied all at once to one or more paragraphs, or one or more characters or text strings. Rather than apply formats one at a

time by clicking toolbar buttons or using keyboard shortcuts or dialog boxes, you choose a Style, and Word automatically applies all of the formatting for you. If you want or need to change the appearance of your entire document, all you have to do is change the definition of the Styles.

### **2.2.3.2 Some Styles Important to RTCA Documents**

In the creation of RTCA documents with Word, you are using Styles, whether you know it or not. Word actually contains over 90 built-in Styles. When you display a new document and begin entering text, Word enters the text in the Normal Style, Word's standard Style Type for body text. Similarly, whenever you use automated features such as Autoformat, Table of Contents, or Indexes, Word applies built-in Styles in many places to ensure overall consistency.

Through the creation of many RTCA documents, the Style Types available in this Style Guide have evolved to become the most standard set of useful Style Types. Among the most frequently used and useful Style Types are the following:

1. Those used to automate the generation and maintenance of Division and Subdivision "Heading Levels" (see [Table 3-1](#)). When you want to insert a new Heading Level, all you need do is select the appropriate Heading Level from the drop down Style Menu on the Formatting Toolbar.
2. The "Paragraph" Style Type is the default Style to use when entering standard body text into an RTCA document. It is pre-formatted for the correct indentation, margins, justification, font type and font size.
3. The "List 1." Style Type is the default Style for generation of a List of elements similar to this List of Styles.
4. The "Appendix Heading Levels" work just like the standard "Heading Level" Styles, except that they are pre-formatted specifically for Appendices lettering styles.
5. The "Figure Title" and "Table Title" Styles are useful as pre-formatted styles for identifying tables and figures within RTCA documents.

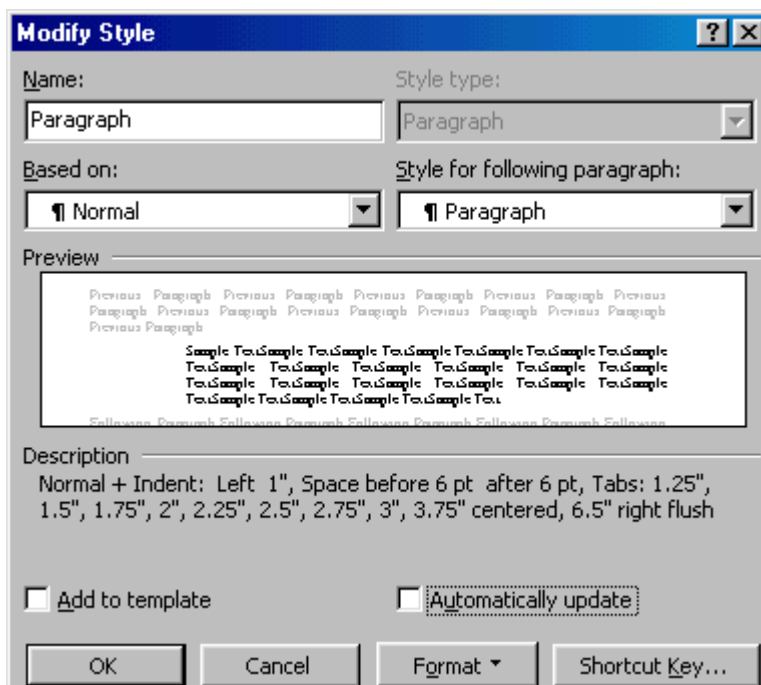
In Word, the Style Type box on the Formatting Toolbar doesn't just list the available Styles, it shows them formatted, so that you can see what they look like before you apply them.

### **2.2.3.3 Changing Existing Styles**

If you want to systematically review and adjust the formatting of a Style, use the Word Style dialog box. To do so, from the Word Menu Bar choose Format, Styles list, choose the Style that you want to change and click Modify.

The Modify Style dialog box opens as shown in [Figure 2-1](#). The Style that you have chosen is listed in the Name box. The Style's current settings are shown in the Description area of the dialog box, and their appearance in your document is previewed in the Preview area.

If you want to make a change to a Style, such as changing the font, font size, or adding italics, etc., use the Modify Style dialog box and the drop down Format box where you find shortcut entries for “Font,” “Paragraph,” “Tabs,” “Border,” “Language,” “Frame,” and “Numbering.”



**Figure 2-1** The Modify Style Dialog

#### 2.2.3.4 Creating New Styles

Sometimes you will want to create a new Style to automate a repetitive process, rather than use one of the existing Styles and then manually change something about it. In order to create a new Style, choose **Format**, **S**tyl**e** and click **N**ew to display the New Style Dialog Box. You will note that the New Style Dialog Box is basically identical to the Modify Style Dialog Box shown in [Figure 2-1](#).

To begin creating your new Style, enter a name for your Style Type in the “**N**ame:” box. Select either “Paragraph” or “Character” from the “**S**tyl**e** type:” box. Identify the Style Type upon which this new Style is based from the “**B**ased on:” box. Think about your document for a moment. In most cases, after you type a heading level, you usually type body text. After you type the first element of a list, you usually type another list element. Word Styles take advantage of this. In the “**S**tyl**e** for following paragraph:” you can specify the style that should be used in the paragraph that follows your new Style Type.

Use the drop down “**F**ormat” box to identify entries for “Font,” “Paragraph,” “Tabs,” “Border,” “Language,” “Frame,” and “Numbering.”

#### 2.2.3.5 Shortcuts for the Most Common Styles

Word provides the ability for the user to set up a keyboard shortcut series of keystrokes to apply some of the most commonly used Style Types. Using the Modify Style Dialog box

shown in [Figure 2-1](#), you can select the “Shortcut Key” button and select a series of keystrokes to apply to any Style.

The following shortcut key sequences shown in [Table 2-1](#) have been set up in this Style Guide document for your use in automating and streamlining the creation of RTCA documents.

**Table 2-1 Common Style Keystroke Shortcuts**

<b>Style</b>	<b>Keyboard Shortcut</b>	<b>Common Use</b>
Normal	Ctrl+Shift+N	Plain Body Text
Paragraph	Alt+Ctrl+Shift+P	Standard Paragraph
Heading Level 1	Alt+Ctrl+1	First-level headings
Heading Level 2	Alt+Ctrl+2	Second-level headings
Heading Level 3	Alt+Ctrl+3	Third-level headings
Heading Level 4	Alt+Ctrl+4	Forth-level headings
Heading Level 5	Alt+Ctrl+5	Fifth-level headings
Heading Level 6	Alt+Ctrl+6	Sixth-level headings
Heading Level 7	Alt+Ctrl+7	Seventh-level headings
Heading Level 8	Alt+Ctrl+8	Eighth-level headings
Heading Level 9	Alt+Ctrl+9	Ninth-level headings
Table Title	Alt+Ctrl+Shift+T	Table Titles
Figure Title	Alt+Ctrl+Shift+F	Figure Titles
List Bullet	Ctrl+Shift+L	Bulleted Lists
Footnote Reference	Alt+Ctrl+F	Footnote Reference Mark

#### 2.2.4 Using Master Documents

Many of the documents created by RTCA are now too large to be contained in a single file. They are also produced more often than not by multiple people on different computers, all over the world. With this kind of document creation, you need a way to edit parts of a document, while still staying in control of the whole document. Word’s *Master Document* feature gives you that flexibility. A Master Document is, in essence, a gathering <sup>place</sup> for multiple smaller documents – called *subdocuments* – each of which can be developed and edited separately, by separate users on separate computers. Master Documents then allow you to perform tasks that generally should be performed on the entire document, such as Indexes, Tables of Contents, Appendices, Tables and Figures.

#### 2.3 Electronic Files

Electronically readable files containing information for incorporation into RTCA documents must be submitted on standard 3.5” diskettes, CD, via e-mail or over the Internet.

#### 2.4 Printers

RTCA uses an HP 4SI Laser Jet Printer for the printing of RTCA documents.

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### **3 DOCUMENT COMPONENTS**

#### **3.1 General**

This section provides guidance for preparing components of this document. This material is intended to cover the components applicable to the most common document structures prepared by RTCA. Documents need not contain all of the components identified below and may contain components other than those identified. The nature of the document will dictate to what extent the components are adapted and their sequence.

#### **3.2 Document Title**

The document title shall be composed of not more than three elements, each as short as possible, proceeding from the general to the particular.

1. Introductory element – This identifies the general type of document such as:
  - a. Minimum Operation Performance Standards (MOPS),
  - b. Minimum Aviation System Performance Standards (MASPS),
  - c. Design Guidelines.
2. Main element – Indicating the particular subject or item.
3. Complementary element – A word or phrase modifying the introductory or main element such as: Volume I, or Part I, etc.

#### **3.3 Foreword**

Each document shall have a “Foreword” giving general information relating to RTCA as the organization responsible for the preparation and approval. The Foreword shall also contain the following information as appropriate:

1. Information pertaining to the RTCA Special Committee that prepared the document.
2. Information containing any major international organizations contributing to preparation of the document.
3. A statement that the document cancels and replaces another document in whole or in part.
4. A statement of significant technical changes from any superseded document.
5. A statement as to any normative appendices, i.e., those containing requirements that must be met.

6. A Disclaimer such as the following:

Since RTCA is not an official agency of the United States Government, its recommendations may not be regarded as statements of official Government policy unless so enunciated by the United States Government organization or agency having statutory jurisdiction over any matters to which the recommendations relate.

### **3.4 Executive Summary**

The Executive Summary is a condensed version of the full document. It describes the primary substance of the document, integrates the essential parts and serves as a convenient reference. It presents the essence of the document without the supporting technical detail.

Only the detail necessary for understanding the primary material and logic should be provided. It should contain only information that appears in the body text.

The structure should parallel that of the body text. It should have the same first-level sections in the same order and with the same headings; it may also have the same second level subsections and headings. The Executive Summary should be viewed as a stand-alone document that the reader could understand without reference to the full document. Authors should not assume that the reader has read the full document. It is recommended that the Executive Summary be limited to one page.

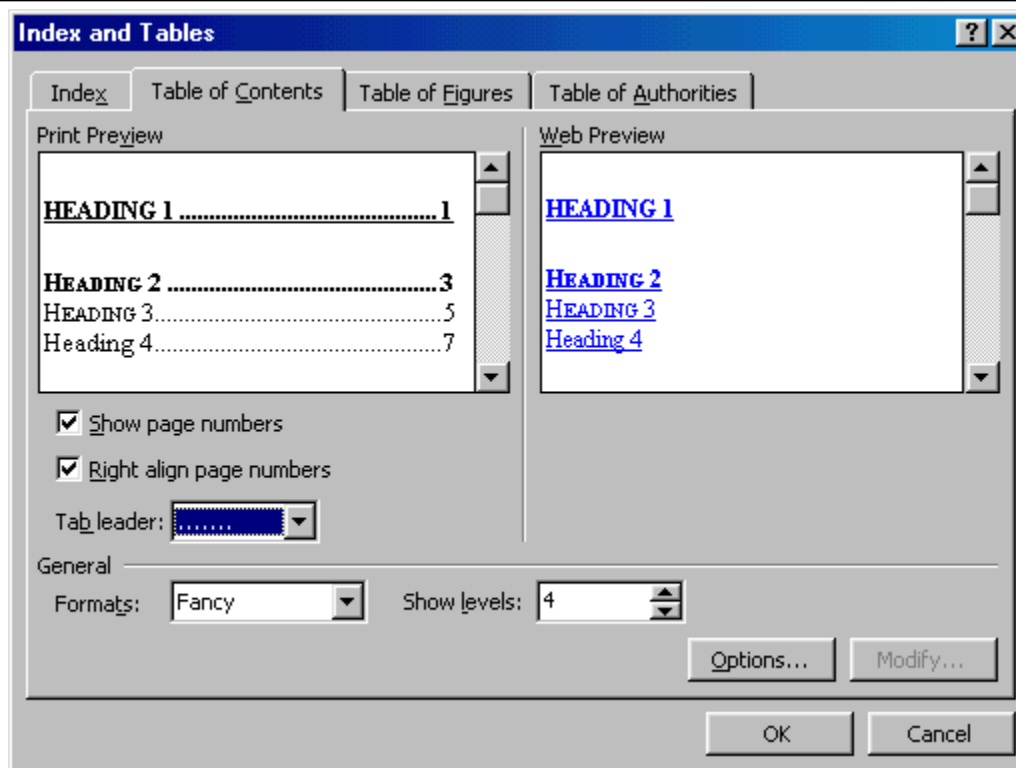
### **3.5 Table of Contents**

The Table of Contents provides an overall view of how the document is logically constructed. It shall contain all document divisions and subdivisions, and Tables of Tables, Figures and Appendices. All elements comprising the Table of Contents shall be shown with their full heading or title.

If the RTCA document being created is contained within one file, the Table of Contents can be placed in a location within the file as it is placed within this Style Guide. If created properly, the Table of Contents can be updated easily as the heading levels expand or contract with document creation.

#### **3.5.1 Creating a Table of Contents**

To insert a Table of Contents, place the cursor at the point in the document where the Table of Contents is to be located. In Microsoft Word, choose Insert, Index and Tables, click on the Table of Contents tab (see [Figure 3-1](#)). By default, Word builds Tables of Content from the first three heading levels. In order to create a Table of Contents for your document with all document divisions and subdivisions, select the maximum number of heading levels as appropriate for your document from the “Show levels” scroll box. As shown in [Figure 3-1](#), select the “From template” format from the General Formats menu and set the Tab leader as all dots (.....). When you click OK, the Table of Contents will be generated at the point of the cursor for the heading levels currently in the document.



**Figure 3-1 Table of Contents Selection**

### 3.5.2 Updating a Table of Contents

Your Table of Contents entries are likely to change after you first create your Table of Contents. Possibly new headings will be added to your document, or you may be called upon to reorganize existing headings. Whatever the reason, you may need to update your Table of Contents to reflect changes in your document. Follow these steps:

1. Right-click on your Table of Contents, and choose “Update Field” from the shortcut menu.
2. Choose whether you want to “Update page numbers only” or “Update entire page.”

### 3.5.3 Building Tables of Contents from Multiple Documents

Many RTCA documents are now created by many people and are contained in multiple files. These documents are often too large to be maintained inside a single file, and it is not practical to attempt to maintain a complete document generated by multiple people via a single file, which is often too large to email back and forth between computers.

The easiest way to create a Table of Contents for a document that is composed of multiple smaller document files is to work with Word’s “Master Document” feature. From within your Master Document, you can create Tables of Contents, Indexes or Cross-References that reflect the contents of all of your subdocuments. Follow these steps:

1. Open the Master Document, display it in Outline view, and click the Master Document View toolbar button.
2. Click “Expand Subdocuments” to make the contents of all subdocuments visible.
3. Position your insertion point where you want to create your Table of Contents.

Follow the procedure above entitled “Creating a Table of Contents” to display the Index and Tables dialog as shown in [Figure 3-1](#).

## 3.6 Document Body

This subsection covers that part of the document that follows the introductory material such as the Foreword, Table of Contents, etc. The document body is introduced by the first division, designated as Section 1. The general requirements for structuring the document body are discussed below.

### 3.6.1 Division and Subdivision

The body of the document is split into divisions and subdivisions to ensure that it is logically structured and therefore easy to understand, refer to, and apply. All first level divisions of a document shall start on a new odd numbered page. The following terms shall be used to designate these divisions and subdivisions.

**Table 3-1 Names of Divisions and Subdivisions**

TERMS	LEVEL	EXAMPLE OF NUMBERING
Section	1	1
Subsection	2	1.2
Paragraph	3	1.2.3
Subparagraph	4 through 9	1.2.3.4 1.2.3.4.5, etc.

#### 3.6.1.1 Standard Text

The standard text in the document body shall be in Times New Roman font at 11 point type size and justified on the left and right margins. This default condition may be initiated by selecting the “Paragraph” Style Type from the Formatting Toolbar drop down Style Menu in Word as it is defined in this Style Guide document.

#### 3.6.1.2 Automatic Heading Levels

The use of automatic Heading Levels is necessary in the creation of RTCA documentation in order to facilitate automatic generation of Tables of Contents and Appendices. Heading Levels one (1) through nine (1.2.3.4.5.6.7.8.9) have been defined in this Style Guide document for example usage in RTCA documents. The usage of Heading Levels in the body of a document, or Appendix Levels in any Appendix, is initiated by selecting the appropriate Heading or Appendix Level from the drop down “Style” Menu on the Formatting Toolbar in Word as it is defined in this Style Guide document.

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### 3.6.2 Integrated Notes

Notes that are integrated in the body of the text may be used only for providing information that is essential to understanding the document. They shall not contain any requirements.

Notes should be placed immediately after the subdivision of text to which they refer.

A single Note shall be preceded by the phrase “Note” which is tagged with the Note Style, and followed by a colon (:), and placed at the beginning of the first line of the text of the Note.

Example:

*Note: The body text of all notes is presented in Italics font style.*

If two or more notes are grouped together, they shall be placed under the title “Note:” which is placed on a line by itself. The Text of each Note shall be preceded by a sequential Arabic numeral at the beginning of the first line of the Note.

Example:

*Note:*

- 1. The use of the numbering of multiple notes with Arabic numerals shall be accomplished by the use of the “List 1 Italics.” Style Type.*
- 2. The “List 1 Italics.” Style Type can be found on the drop down “Style” Menu on the Formatting Toolbar in Word as it is defined in this Style Guide document.*

If two or more notes occur at separate places within the same numbered subdivision of text, they shall be designated as “Note 1:”, “Note 2:”, “Note 3:”, etc., on the first line of the Note, followed by the italics text of the Note.

### 3.6.3 Footnotes

Footnotes give additional information, but their use shall be kept to a minimum. When used, they shall not contain any requirement.

Footnotes shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal rule starting at the left margin.

Footnotes shall be identified by Arabic numeral (the *note reference mark*) and a new numerical sequence shall start on each page. They shall be referred to in the body text through the use of the same numeral, as a superscript, following the relevant work, phrase or sentence.

Footnotes have also been automated using Word’s Style feature. To insert a standard footnote, place your insertion point where you want the footnote reference mark to appear, and press Alt+Ctrl+F. Word inserts a *note reference mark* containing a number, starting with one (1) on each new page. Depending on which “View” you are working in, Word then presents you the opportunity to enter the text of the footnote.

### **3.7 Membership List**

Each published RTCA document shall contain a listing of individuals and the organization that they represent. This list shall be started on a new odd numbered page and introduced by the word “MEMBERSHIP,” tagged with the Title Style.

The listing of individuals shall follow this introductory material starting with the Chairperson and continuing with the Co-Chair, Secretary and members. Separate lists may be included for any formal working groups making significant contributions to the document, using the same format.

### **3.8 Appendices**

All Appendices shall be introduced (referenced) in the body text at the appropriate point. They shall appear at the end of the text body in the same sequences in which they are referenced. Appendices shall be identified with an uppercase letter designator starting with “A.” Appendices can be either informative or normative as discussed below. Appendix titles should be tagged with the Appendix Heading Style.

#### **3.8.1 Informative Appendix**

Informative Appendices give additional explanatory information. They shall not contain equipment or system performance requirements.

#### **3.8.2 Normative Appendix**

In unique cases it may be impractical to provide equipment or system performance requirements in the main text, possibly due to the volume of the material, which could interrupt the text flow. In these situations the materials may be placed in a normative appendix. The fact that an appendix is normative shall be made clear in the way it is introduced in the text body, by a statement to that effect in the “Foreword” and by an indication in the appendix title.

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## **4 PAGE LAYOUT**

### **4.1 Main Body Text**

The following describes the typographic requirements applicable to the main body text of the document.

#### **4.1.1 Page Requirements**

The following standards are applicable to pages used in the main body of the document. Changes to these standards are permitted where adherence is not practical.

##### **4.1.1.1 Margins**

For main body text, the top and bottom margins are set at 0.75 inch and the left and right margins are set at 1.0 inch.

##### **4.1.1.2 Page Header**

The page header shall consist of the page number and a 0.02 inch rule extending from the left margin to the right margin. The page number shall be placed at the right margin for odd numbered pages and at the left margin for even numbered pages. Page Headers shall begin on the first odd numbered page containing the first division heading level (1), and shall begin page numbering with one (1).

##### **4.1.1.3 Page Footer**

The page footer shall be utilized for the purpose of numbering the pages of the Table of Contents, Figures, Tables and Appendices. The Table of Contents shall begin on a new odd numbered page. The page footer shall consist only of the page number, centered between the left and right margins, and presented in lowercase Roman Numeral format, as demonstrated in this Style Guide document.

The page footer shall consist only of the text of the copyright notification: “© YEAR RTCA, Inc.” throughout the body of the document. The copyright text shall be placed at the right margin for odd numbered pages and at the left margin for even numbered pages. Page footers shall begin on the first odd numbered page containing the first division heading level (1).

##### **4.1.1.4 Justification**

All standard text in the document body shall begin indented one (1) inch from the left margin and shall be justified on the left and right margins of the text. This default condition may be initiated by selecting the “Paragraph” Style Type from the Formatting Toolbar drop down Style Menu in Word as it is defined in this Style Guide document.

#### **4.1.1.5 Tab Settings**

As a minimum, tab stops should be set at 2.0 inches, with tabs every 0.5 of an inch.

#### **4.1.2 Division and Subdivision Heading Levels**

The issue of automating the insertion and maintenance of heading levels in RTCA documents is a very important one. When done correctly, heading levels can be inserted or deleted from documents easily with all divisions and subdivisions around them automatically adjusting the numbering. Additionally, when done correctly, the creation and maintenance of a Table of Contents, Appendices, Tables and Figures is very easy.

This Style Guide has detailed the use of Word Styles to create heading levels from one (1) to nine (9). See [Table 2-1](#) for shortcut keystrokes to enter heading levels and see [Table 3-1](#) for the definition of Divisions and Subdivisions relating to heading levels.

#### **4.1.3 Pagination**

Most people think that word processing programs are smart enough to handle pagination of all documents, and they let it go at that. But, what programs like Word are actually smart enough to do is provide tools for document creators to assist in making pagination an automated function for the purpose of creating consistently well formatted documents.

First, you need to understand that it is not acceptable to leave single lines such as heading levels at the bottom of a page, essentially disconnected from the body text that they identify with. Or, another example is the situation where a Figure is being displayed on a page while its title is displayed on the next page.

Word provides us with various tools and methods for ensuring proper pagination of RTCA documents. For example, to ensure proper pagination for heading levels, the actual definition of the heading levels one (1) through nine (9) have been defined by adding the “Keep with next” check box from the “Paragraph” dialog box, under the “Format” drop down Menu Bar. By clicking on the “Paragraph Symbol” on the Word Standard Toolbar, you will see a small square bullet on the extreme left margin of each line to which this “Keep with next” has been applied.

In addition to using Styles to help with pagination, as the document creator you can add the “Keep with next” Paragraph definition to any line that should be kept with the text following it. For example, all of the lines of a Table (except the last line) should be tagged with the “Keep with next” definition in order to ensure that the Table remains together.

In order to use the “Keep with next” Paragraph feature, place your cursor on the left margin of the specific line you want to add the definition to, or highlight any block of text, or Table lines. Then choose the Format drop down menu item from the Word Toolbar, select the “Paragraph” shortcut, and then click on the “Line and Page Number” tab. Click on the “Keep with next” check box and ensure that a checkmark appears in the box before selecting OK.

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## 4.2 Lists

Lists should be presented in staggered outline format. Each item in the list shall be preceded by a period. If subdivision of an item is necessary, a lowercase letter shall be used, followed by a period. Lists shall be defined as containing two or more items. Under no circumstance shall a single item list element be used. Re-use of list element representation is strongly discouraged. If at all possible, each list or sub list shall be numbered or lettered with a unique identifier.

Example:

- a. Prime List element one. (This formatting can be applied with the style List a.)
- b. Prime List element two.
  3. Sub-List element one. (This formatting can be applied with the style List 1.)
  4. Sub-List element two.
    - A. Second sub-list element one. (This formatting can be applied with the style List A.)
    - B. Second sub-list element two.
- c. Prime List element three.

## 4.3 Tables

Tables should be used wherever appropriate to present information in an easily comprehensible form. Each Table shall be introduced in the text so its significance in relation to the material presented is made clear.

### 4.3.1 Table Title

Tables shall be identified with the word “Table” followed by the section number, a dash, and a sequential Arabic number, all underlined. The sequential number shall start with one (1) within each first level section. A Table Title shall follow the numeric designation. The entire Table Title shall be in **bold** font. Insertion of a Table Title may be accomplished through the use of the “Table Title” Style Type from the Formatting Toolbar drop down Style Menu in Word as it is defined in this Style Guide document.

### 4.3.2 Table Title Location

The entire Table Title shall be centered above the Table to which it refers. See [Table 3-1](#) in this Style Guide. Use of the “Table Title” Style Type will accomplish this requirement.

## **4.4 Figures**

Figures should be used wherever appropriate to present information in an easily comprehensible form. Each Figure shall be introduced in the text so its significance in relation to the material presented is made clear.

### **4.4.1 Figure Title**

Figures shall be identified with the word “Figure” followed by the section number, a dash, and a sequential Arabic number, all bolded and underlined. The sequential number shall start with one (1) within each first level section. The Figure Title shall follow the numeric designation. Insertion of a Figure Title may be accomplished through the use of the “Figure Title” Style Type from the Formatting Toolbar drop down Style Menu in Word as it is defined in this Style Guide document.

### **4.4.2 Figure Title Location**

The entire Figure Title shall be centered below the Figure to which it refers. See [Figure 3-1](#) in this Style Guide. Use of the “Figure Title” Style Type will accomplish this requirement.

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## 5 EDITORIALS

### 5.1 Emphasis

Three typographic methods can be utilized to emphasize an important aspect in the main body text as discussed below.

#### 5.1.1 Italic Font

An *italic font* shall be used for all Notes in the body text including those associated with Tables and Figures.

#### 5.1.2 Bold Font

A **bold font** shall be used for the heading levels of all document numeric and appendix divisions and subdivisions.

A **bold font** shall be used for all Table and Figure Titles.

A **bold font** is recommended as the primary means to emphasize individual words or phrases.

#### 5.1.3 Underline

The underline should be reserved to highlight Table and Figure Titles listed throughout the body text. Example: **Table 3-1 Names of Divisions and Subdivisions.**

#### 5.1.4 References

Every Appendix, Table and Figure in the document shall be referenced in the main body text of the document.

References shall be made in the general form illustrated in this document and not to specific page numbers.

References to specific RTCA documents shall take a standard format such as: “RTCA/DO-181B, subparagraph 2.2.4.2.1.” Where appropriate, additional references may be made to corresponding EUROCAE documents using a standard format such as: “EUROCAE ED-73A, paragraph 3.6.1.”

### 5.2 Verbal Forms for Expressing Requirements

Table 5-1 gives the verbal form that shall be used to express each kind of provision. The equivalent expressions given in the right column may be used in exceptional cases when the preferred form cannot be used.

**Table 5-1 Expression of Requirements**

<b>Intent</b>	<b>Vertical Form</b>	<b>Equivalent Expression</b>
Requirement	shall	is to .... is required to .... it is required that .... has to .... only ... is allowed
	shall not	is not allowed .... is required to be not .... is required that ... be not is not to be ...
Recommendation	should	it is recommended that .... ought to ....
	should not	it is recommended that ... not ought not to ....
Permission	may	is permitted is allowed is possible
	need not	it is not required that .... no ... is required
Possibility	can	to be able to .... to be in a position to .... there is a possibility of .... it is possible to ....
	cannot	to be unable to .... to not be in a position to .... there is no possibility of .... it is impossible to ....