

Reclamation Manual

Directives and Standards

Formatting Requirements

This appendix describes the formatting requirements for all Reclamation Manual (RM) Releases. Style sheet templates for D&Ss, Policies, TRMRs, and RM Appendices pre-formatted with these requirements can be found on the RM SharePoint site. To obtain typesetting specifics for these requirements, contact the RM Manager.

1. Header

The header for all Reclamation Manual Releases must contain the following:

- A. The series and number aligned right (e.g., RCD 03-01). For appendices, the next line, also aligned right, will contain “Appendix” and the letter of the appendix (e.g., Appendix B)
- B. “Reclamation Manual” is center-aligned with “Directives and Standards” or “Policy” on the following line, which is also center-aligned.
- C. For TRMRs, insert a hard return and then “TEMPORARY RELEASE” center-aligned. On the next line, also center-aligned, enter “(Expires xx/xx/xxxx)” and include the expiration date.
- D. A horizontal line at the bottom of the header.

2. Standard Headings

- A. All Reclamation Manual Releases must contain standard headings immediately below the header on the first page: Subject, Purpose, Authority, Approving Official, and Contact. These headings must be aligned left with the content also aligned left at a hanging indent of 1.5.
- B. At the bottom of the standard headings, include a horizontal line.

3. Body of Release

The body of all Reclamation Manual Releases must use the following headings and paragraphs:

- A. The first-level paragraphs are numbered (e.g., 1., 2., 3.).
- B. The second-level paragraphs are identified by capital letters (e.g., A., B., C.).
- C. The third-level paragraphs are numbered with parenthesis (e.g., (1), (2), (3)).

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- D. The fourth-level paragraphs are identified by lower-case letters in parenthesis (e.g., (a), (b), (c)).
- E. The fifth-level paragraphs are numbered with lower-case Roman numerals in parenthesis (e.g., (i), (ii), (iii)).
- F. The sixth-level paragraphs are identified by double lower-case letters in parenthesis (e.g., (aa), (bb), (cc)).

4. Footer

The footer for all Reclamation Manual Releases must contain the following:

- A. A horizontal line at the top of the footer.
- B. On the first line aligned left, the release number is in parenthesis, and the date of initial approval of new release or major revision (e.g., (624) 08/19/2019). Also, on the first line, the page number is aligned right with the word “Page” before the page number.
- C. The next line will include “NEW RELEASE” or “SUPERSEDES XXX P## or XXX ##-## (xxx) or XXX TRMR ## mm/dd/yyyy” as appropriate.
- D. The next line will include Minor revision information as appropriate.