

# Reclamation Manual

## Directives and Standards

### SAMPLE MARKINGS


**CONTROLLED**

**RECLAMATION**  
*Managing Water in the West*

**Report Title in Upper and Lower Case (may run to multiple lines)**  
(Insert Project Name) Project, State (if needed)  
(Insert Region Name) Region

Controlled by: Bureau of Reclamation, <insert directorate>, <insert office>,  
Phone Number

Decontrol by: date, occurrence of special event, or do not decontrol.

 U.S. Department of the Interior  
Bureau of Reclamation

December 2017

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**Contents**

	Page
Heading 1 .....	1
Heading 2 .....	1
Heading 3 .....	1
Heading 4 .....	1
Heading 5 .....	1

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**Heading 1**  
Heading 1 is the chapter title in Arial Bold 21 point or similar. Body text is 12 point Times New Roman.

**Heading 2**  
This is heading 2, which is Arial Bold, 2 or 3 points larger than body text (15 points), leading, 1 to 2 points, aligned flush left. Allow two or more line spaces above subhead and one line space below subhead.

**Heading 3**  
This is heading 3, which is Arial Bold, same size as body text, leading same as body text, aligned flush left. Allow one or more line spaces above subhead and no additional space below subhead.

**Heading 4**  
This is heading 4, which is Arial Bold Italic 11 points, leading same, aligned flush left. Allow one or more spaces above and no additional space below subhead.

**Heading 5** This is heading 5, which is Times New Roman Bold, same size as body text, aligned flush left. Begin sentence three spaces following the heading.

**Heading 6** This is heading 6, which is Times New Roman Italic, same size as body text, aligned flush left. Begin sentence three spaces following the heading.

**Heading 7** This is heading 7, which is Times New Roman Italic, same size as body text, indented 0.25- or 0.50-inch. Begin sentence three spaces following the heading.

1

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