DATE: August 8, 2016

RE: **STYLE REQUIREMENTS FOR ANNUAL REPORT**

1. Prepare your copy in single-space format, full justification, Bookman Old Style 12 pt. font. The document should be saved into a Microsoft Word (.doc(x)) format.

2. Photos to be used in your report should be attached separately. Please save these photos as either TIFF or JPEG images. Regardless of the format used, please send files that are at least 1 Mb in size. Do not crop original photos.

3. Use abbreviations when they are common, but when in doubt, spell it out. Remember – not everyone knows what your acronym stands for!

4. Use capitals properly. Do not capitalize the office when listing your officers.

5. The first appearance of names in your report should be **bold** face type.

6. Check your spelling. The “spell check” function is great for many things, but it is almost useless when it comes to names. Double and triple check the names. Once the report leaves your office, the national office will not be responsible for verification of spelling.

7. Please watch your grammar. A polished article helps make your chapter shine. Not watching what you write – well you get the idea!

8. Proof your document. Get someone not associated with writing the article to critically review the document for clarity. Make sure of your facts. The Office of the Editor of the Transit will read through your chapter annual reports and other TRANSIT articles prior to publication. While we reserve the right to make minor editorial changes, if there are glaring errors or omissions, the article will be returned to the chapter for correction.