



# **NOAA NESDIS CENTER for SATELLITE APPLICATIONS and RESEARCH**

## **DOCUMENT GUIDELINE**

### **DG-0.1 DOCUMENT STYLE GUIDELINE Version 3.0**

# NOAA NESDIS STAR

DOCUMENT GUIDELINE  
DG-0.1  
Version: 3.0  
Date: February 24, 2010

TITLE: Document Style Guideline

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TITLE: DG-0.1: DOCUMENT STYLE GUIDELINE VERSION 3.0

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APPROVAL SIGNATURES:

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February 24, 2010  
Date

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## DOCUMENT STYLE GUIDELINE VERSION HISTORY SUMMARY

Version	Description	Revised Sections	Date
1.0	<b>No version 1.0</b>		
2.0	New Document Guideline by Ken Jensen (Raytheon Information Solutions)	New Document	10/12/2007
3.0	Revision to Section 2 initial sentence.	2	2/24/2010

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## LIST OF ACRONYMS

CICS	Cooperative Institute for Climate Studies
CIMSS	Cooperative Institute for Meteorological Satellite Studies
CIOSS	Cooperative Institute for Oceanographic Satellite Studies
CIRA	Cooperative Institute for Research in the Atmosphere
CMMI	Capability Maturity Model Integration
CREST	Cooperative Remote Sensing and Technology Center
DG	Document Guideline
NESDIS	National Environmental Satellite, Data, and Information Service
NOAA	National Oceanic and Atmospheric Administration
STAR	Center for Satellite Applications and Research
TBD	To Be Determined
TBR	To Be Reviewed
TD	Training Document

## 1. INTRODUCTION

The NOAA/NESDIS Center for Satellite Applications and Research (STAR) develops a diverse spectrum of complex, often interrelated, environmental algorithms and software systems. These systems are developed through extensive research programs, and transitioned from research to operations when a sufficient level of maturity and end-user acceptance is achieved. Progress is often iterative, with subsequent deliveries providing additional robustness and functionality. Development and deployment is distributed, involving STAR, the Cooperative Institutes (CICS, CIMSS, CIOSS, CIRA, CREST) distributed throughout the US, multiple support contractors, and NESDIS Operations.

NESDIS/STAR is implementing an increased level of process maturity to support the exchange of these software systems from one location or platform to another.

The objective of this Document Guideline (DG) is to provide STAR standards for the style and appearance of STAR documents developed as Microsoft Word files. The intended users of this DG are personnel assigned to the task of creating a document for the project.

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## 2. DOCUMENT STYLE

Documents for a STAR development project should be developed as Microsoft Word, Excel, or PowerPoint files. Word documents should follow the STAR standard for style and appearance, as stated in the following subsections

### 2.1 Cover Page

The Cover page (Page 1) should follow the style of the Cover page of this DG. A blank page should be inserted after the Cover page.

### 2.2 Headers and Footers

Headers should be included on Page 2 and all subsequent pages. The standard OCD Header template is provided here:

\*\*\*\*\* Document Header Template \*\*\*\*\*

## NOAA/NESDIS/STAR

<DOCUMENT NAME>

Version: <X>

Date: <Date of Latest Signature Approval>

<Project Name>

<Document Name>

Page <Y> of <Z>

\*\*\*\*\*

In this template, <X> = 1.0 for version 1, <X> = 1.1 for version 1 revision 1, <X> = 2.0 for version 2 etc.

In this template, <DOCUMENT NAME> should be the name of the document (e.g. SYSTEM MAINTENANCE MANUAL).

In this template, <Project Name> should be the actual approved name of the Project.

In this template, <Document Name> should be the name of the document (e.g. System Maintenance Manual).

In this template, <Y> = the actual page number.

In this template, <Z> = the actual total number of pages

A Cover page Footer should be included on Page 1. A template is provided here:

\*\*\*\*\* Document Cover Page Footer Template \*\*\*\*\*

Hardcopy Uncontrolled

\*\*\*\*\*

An additional Footer should be included on Page 2 and all subsequent pages. A template is provided here:

\*\*\*\*\* Document Footer Template \*\*\*\*\*

Hardcopy Uncontrolled

\*\*\*\*\*

## 2.3 Approval Page

Page 3 should be an Approval page. The Approval page should follow the style of the Approval page (page 3) of this DG.

## 2.4 Version History

Page 4 should be a Version History page. It should provide the version history, following the style of the Version History page (page 4) of this DG.

## 2.5 Table of Contents

The Table of Contents can be inserted by using Word's Insert → Reference → Index and Tables → Table of Contents function or by pasting the Table of Contents from this DG into



your document and updating it for the section headers you make for your document. Use a page break if necessary to ensure that the Table of Contents appears at the top of a page.

## 2.6 List of Figures

A List of Figures should be provided at the top of the page after the Table of Contents. A page break should be used if necessary to ensure that the List of Figures appears at the top of a page. To create a List of Figures, use Word's Insert → Reference → Index and Tables → Table of Figures function, selecting the "Table of Figures" Style.

Figures should be created by using Word's Insert → Picture → From File function or Word's Insert → Object function. Figures should be numbered X.Y, where X is the main section number where the figure resides and Y = 1,N is the ordered number of the figure in the section.

Figure captions should have Arial bold 12 point font, should be center justified, and should have a "Table of Figures" Style. A template is provided here:

\*\*\*\*\* Figure Caption Template \*\*\*\*\*  
**Figure 2.3** - <Figure caption in Arial regular 12 point font>  
\*\*\*\*\*

## 2.7 List of Tables

A List of Tables should be provided after the List of Figures. The List of Tables can appear on the same page as the List of Figures, with three blank lines separating them, provided both lists can fit on the same page. If both lists cannot fit on the same page, a page break should be used to ensure that the List of Tables appears at the top of a page. To create a List of Tables, use Word's Insert → Reference → Index and Tables → Table of Figures function, selecting the "Table - Header" Style.

Tables should be created with the Table → Insert → Table function. Tables should be numbered X.Y, where X is the main section number where the table resides and Y = 1,N is the ordered number of the table in the section.

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Table titles should have Arial bold 12 point font, should be center justified, and should have a “Table - Header” Style. Table text should have Arial regular 10 point font. A template is provided here:

\*\*\*\*\* Table Title Template \*\*\*\*\*  
**Table 4.5** - <Table title in Arial regular 12 point font>  
\*\*\*\*\*

## 2.8 List of Acronyms

The use of acronyms is encouraged. A two word or longer name for an item (e.g., System Maintenance Manual) should be given an acronym (e.g., SMM) if the name is used more than once in the document. A List of Acronyms should be provided after the List of Tables. The List of Acronyms should be in alphanumeric order. Use the List of Acronyms in this DG as a template. A page break should be used if necessary to ensure that the List of Acronyms appears at the top of a page.

## 2.9 Section Headers

Section headers should conform to the Standard Table of Contents (c.f., Section 4 of this DG). Section header Styles should be “Header 1”, Header 2”, “Header 3”, etc. as appropriate. Main section headers (“Header 1”) should appear at the top of a page; use page breaks as necessary to control location. A section header should not be the last line on a page. When this occurs, use a page break to place the section header at the top of a new page.

## 2.10 Font

Header 1 section headers should have upper case Arial bold 12 point font. Other section headers should have Arial bold 12 point font with capitalized words (the example of this DG should be obvious). All other text should have Arial regular 12 point font. Exceptions are the Approval page, Headers and Footers, and the Version History page. For these pages, follow the example in this DG.

## 2.11 Paragraph and Line Spacing

All text, including section headers, should be left aligned and single spaced. All section headers should have 12 pt spacing before and 6 pt spacing after. All other lines of text should have 0 pt spacing before and after. There should be one blank line of text separating subsections. There should be one blank line of text separating paragraphs within a subsection.

## 2.12 Bullets and Numbering

It is acceptable to use bullets and numbering to enhance understanding and readability of the text. If bullets and numbering are used, make sure the text maintains its customary font.

If bullets are used, it is preferred that the following bullet style is adopted:

- Main bullet
  - Sub-bullet
    - Sub-sub-bullet

If numbering is used, it is preferred that lower case letters and lower case roman numerals are adopted to distinguish the numbering from the section numbers.

## 2.13 Margins and Indentation

Use the same margins for all section headers and text. The preferred margins are 1.0" from the left edge of the page, 1.75" from the right edge of the page, 2.0" from the top of the page (allows for the header), and 1.0" from the bottom of the page (allows for the footer). Indentation for the start of a new paragraph is discouraged. Indentation for bullets and numbering should be made with standard tab offsets of 0.125".

## 2.14 List of References

A standard style for the List of References is encouraged. A template is provided here:  
\*\*\*\*\* List of References Template: \*\*\*\*\*

Ackerman, S. *et al.* (1997). Discriminating clear-sky from cloud with MODIS: Algorithm Theoretical Basis Document, Version 3.2.

Food and Agriculture Organization of the United Nations, *Digital Soil Map of the World and Derived Soil Properties-Version 3.5*, FAO/UNESCO, Rome, 1995.

Friedl, M. A., and C.E. Brodley (1997). Decision tree classification of land cover from remotely sensed data. *Remote Sens. Environ.*, 61:399-409.

Shukla, J., C. Nobre, and P. Sellers (1990). Amazon deforestation and climate change. *Science*, 247:1322-1325.

Wilson, M.F., and A. Henderson-Sellers (1985). A global archive of land cover and soils data for use in general circulation models. *J. Clim.*, 5:119-143.

Wu, A., Z. Li, and J. Cihlar (1995). Effects of land cover type and greenness on advanced very high resolution radiometer bidirectional reflectances: analysis and removal. *J. Geophys. Res.*, 100: 9179-9192.

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