



May 2020

## **ESPHS *BULLETIN* STYLE SHEET**

**Software:** Microsoft Word 2013

**Margins:** 1" all around

**Font:** Calibri (Body)

**Title:** 14pt all caps, bold, centered.

**Author:** 12pt, bold and centered

**Article:** 12pt, justified, single space with no spacing between lines (0 pts), first line indented.

**Figure captions:** 10pt, only "Figure #." is bold.

**Page numbering:** Calibri (Body) 10 Bold.

Lawrence Laliberte

Editor-in-Chief, *BULLETIN*