

FOREWORD

This Quick Guide (rack card) is designed to assist our customers with the publications review process. This information is derived directly from ER 25-30-1, but gives the customer a quick guide for preparing their publications. It streamlines major areas of concern and gives the customers a tool that could be pinned in their cubicles or at their desks for quick access. It also highlights the major areas that we find issues with in regards to headquarters publications. This pamphlet is approved for public release and distribution is unlimited.

FOR THE COMMANDER:



RAFAEL F. PAZOS
COL, EN
Chief of Staff



Publications

Formatting Quick Tips



US Army Corps
of Engineers®

Quick Tips for USACE

PUBLICATION REVIEW

Margins and construction: Margins will be left-justified. Use at least one-inch margins on all sides of each page, except in the case of unique and informational pamphlets. Chapters/sections and appendixes, if involved, will always begin on an odd numbered page. .

All publications will be prepared in the one-column format (except informational and other uniquely designed pamphlets).

Check to ensure that there are doubles spaces after punctuation (i.e. periods ending sentences, colons, etc...).

Date: Make sure the date under the record number uses title case and not all upper case for the month (i.e. 31 May 17 would be correct, not 31 MAY 17. (see AR 25-50, paragraph 2-4a(3)(c) - please note the exception)

Series Number: Check to ensure that the series numbers and titles for administrative publications match the first digits of the publication number – using ER 25-30-1

General Format: Check publication format with ER 25-30-1, side-by-side (i.e. borders, word wrap on sub paragraphs, etc...)

Memorandums: Check spacing between office symbol and memorandum line for Memorandums (see AR 25-50, Figure 2-2).

Page Numbers: Use roman numerals for Table of Contents page numbering (i.e. i, ii, iii, iv, etc...)

Format page numbers and running footer according to new regulation in ER 25-30-1, page 20. See sample of new format at the bottom of page 20. All succeeding pages, including appendixes, forms, figures, and plates will include a "running footer," (that is, a one-line entry consisting of the publication number, a black circle (●), and the full date positioned at the bottom center of the page below the page number). Odd page numbers (including roman numerals) will appear in the bottom right and even page numbers will appear in the bottom left of each page.

Tabulations: Main paragraphs and subparagraphs are better aligned if indentions are tabbed. Click paragraph on the menu, then Tabs in the lower left corner, and Clear All in the bottom right corner. Under Tab Stop Position, insert 0.2 and set, then 0.4 and set. When paragraph numbers enter double digits, insert 0.3 and set, then 0.5 and set under Tab Stop Position.

Fonts: Times New Roman, Courier New or Arial are acceptable font types for publications. Font size for main text should be no less than 12pt. and no more than 14pt. Other font type and sizes are acceptable in appendixes. No bold or italic fonts in main body of text. Bold and italics are restricted to use within figures and tables (see ER 25-30-1).

formatting **EASE**


Authorization

Blank Pages: Leave blank page(s) when the note LEFT BLANK INTENTIONALLY appears in the publication. If there is no note, ask the customer to remove the blank page or add the note.

Designation of First Four Paragraphs: Purpose; Applicability; Distribution Statement; References (See ER 25-30-1, page 21).

Subparagraphs: All subparagraphs, regardless of level, will be indented only once. Sub-paragraphing is permitted up to the 3rd level of subordination, i.e., (a), (b), etc. Below this level of subordination, the use of dashes or bullets is permitted (See ER 25-30-1, page 21).

Abbreviations: Spell out abbreviations on first use (See ER 25-30-1, Page 9).

Plain Language: In line with the Plain Writing Act of 2010, look for the following words and change them... suggestions in parenthesis: SHALL (will, must); PURSUANT TO (by, following, per, under); IN ACCORDANCE WITH (in line with, according to, consistent with); COMMENCE (begin, start). These are just a few of the main words and phrases to check for.

References: List URLs for all references listed (See ER-25-30-1, page 22 and DA Pam 25-40, page 20). Do not add dates to USACE publication references. They are updated often and the publication would be obsolete if it were updated.

Corollary Material: Number corollary material in the same way paragraphs and pages are numbered (that is, if paragraphs and pages are numbered by a single digit, number figures, tables, or plates by a single digit). Left justify table and plate numbers and their corresponding titles at the top of the page placing the title directly below the number and above the data. Center figure numbers and their corresponding titles at the bottom of the page (SEE ER 25-30-1, page 23).

Appendix: If the number of references is more than 20, they will be listed as Appendix A, right after chief of staff (see ER 25-30-1, page 22).

Glossary: Inclusion of a glossary is optional. Position it at the end of the publication when there are no appendixes included, after the last appendix (when included), or between the last appendix and the index, when both are included.

Revisions: When one-third or more of a publication is in need of updating, it will be reviewed, reorganized, rewritten, and a newly revised document published in its entirety. The proponent must review publications in a timely manner to ensure revisions are completed within 5 years of the publication's most recent publication date.

Changes: A change will be issued for publications that are five or less years old and contain 10 or more pages. Publications of less than 10 pages will undergo a full revision, publishing, and posting. See ER 25-30-1, page 17 for further guidance and Figure E-9 (Appendix E) for a sample format of a change.

Errata Sheet: A simple means used to correct single, minor errors/omissions (see ER 25-30-1, page 17 and Figure E-10 (Appendix E) for a sample format of an errata sheet).

USACE Publications Review

QUICK GUIDE

US ARMY Corps of Engineers
USACE Headquarters

ACE-IT
Washington, DC



US Army Corps
of Engineers.