A publication of the
**National Wildfire
Coordinating Group**



NWCG Standards for…
[size 28 – 36, best fit]

PMS XXX (size 14) MONTH 20XX

NFES 00XXX (if printed)

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[Committee logos okay; no single agency photo/images/logos.]

NWCG Standards for...
(size 28)

 Month 20XX (size 14)

 PMS XXX

 NFES 00XXX (if printed)

The *NWCG Standards for* … establishes the standards for/standardizes operations in… etc.

* Use bullets to add multiple objectives if desired.

The *NWCG Guide to* … explains a scientific function of wildland fire that……

* Use bullets to add multiple objectives if desired.

NOTE: NWCG publications are generally standards; however, some publications address very specific science of technology functions that relate to the wildland fire environment. The decision to use one form of the title or the other will occur in consultation with the NWCG Publications Manager and Coordinator as part of the initial discussion for development or revision of an NWCG publication. See Publication and Web Portal Management, <https://www.nwcg.gov/publication-portal-management>, for more information.

(The title page should capture the intent and purpose of the publication in a concise manner. It is not meant to provide the history of the publication but to explain to the readers what standards it sets and/or information it contains. Do not include a separate objectives section within the publication; instead, list any objectives here. Bullets may be used but are not required. For examples of currently published title pages, visit <http://www.nwcg.gov/sites/default/files/publications/title-page-examples.docx> or view recently revised publications at <https://www.nwcg.gov/publications>.)

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# Introduction

This standardized template exists to save time, reduce stress, and brand NWCG publications and documents with a professional, consistent look. Follow the instructions found in this document and do not deviate from the provided styles to greatly reduce document errors and achieve accessibility standards for Section 508 compliance. Refer to the NWCG Publication and Web Portal Management page, [https://www.nwcg.gov/publication-portal-management](https://www.nwcg.gov/publication-portal-management%20), for complete guidance on publications development, revision, and technical considerations. For help using Styles and other features of Word, reference the *NWCG Guidelines for Creating Accessible Electronic Documents*, <https://www.nwcg.gov/notices#accessibility>. Contact the NWCG Publications Manager with questions or comments.

## How to Use This Template

1. Read all the instructions.
2. Save As a new document with the publication title. This will leave the template intact to reference later.
3. Avoid merging or pasting other document content into this template.
	1. If doing so is the easiest thing to do, the best practice is to remove all formatting before copying and pasting into the template.
	2. If the other document was created in this template and styled correctly, choose Use Destination Styles from the Paste Options, and the headings, text, etc., should convert to this template’s styles automatically. Double check all formatting.

Figure : Destination Styles in Paste Options


### To Remove Styles

1. Create a copy of the original document. Open the copy, select all, and select the Clear Formatting button. Set this document aside for now.

Figure : Clear Formatting Button in Font Group

1. Working in the newly saved template document, and after reading all the instructions, delete all sections except the final page. The document is now ready to type or paste content on the blank pages between the Table of Contents and the final page.
2. Next, open the **Styles Group** (click on the double-down arrow) and start applying the correct headings and styles to the text.

Figure : Styles Panel in Styles Group


# Styles

NWCG publications use simplistic styles to achieve accessibility for those using assistive technology and to create consistency of the layout, appearance, and readability for all users. This document has very carefully set Styles. Do not modify the styles oralter fonts, sizes, or positions.

Use the Styles found in the Styles Group for Headings, Body Text, etc. A wide variety of styles has been created and should be sufficient for any NWCG publication. If the existing options do not work for the publication under revision, contact the NWCG Publications Manager to address concerns and discuss options. Do not use the Font Group in the menu bar to edit the font style, size, or position, as this will affect the document’s accessibility.

Figure : Font Group


## Headings

Follow the numeric sequence below for Headings; do not skip heading styles. This enables the automatic creation of the Table of Contents (TOC), creates uniformity and consistency in the document, and assists with accessibility. Numbering or lettering can be applied to headings but should be avoided in small documents. If unfamiliar with the process to apply such sequencing, seek assistance to avoid creating a convoluted mess.

For help using Styles and other features of Word, reference the *NWCG Guidelines for Creating Accessible Electronic Documents*, <https://www.nwcg.gov/notices#accessibility>.

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

Limit the use of Heading 5 as readers can wind up losing their place in the document as it goes further down the hierarchy.

To return to a regular **Body Text**, select it from the **Styles Group**.

Figure : Body Text selection in Styles Group


## Lists

* When you are ready to start typing a numbered or bulleted list, place the cursor in the location you want to begin the list. Select the appropriate style (**list number** or **list bullet**) from the **Styles** **Group**. This will automatically begin your list at the first level. Use the increase and decrease indent buttons in the paragraph menu or the tab key to set a new level bullet.
	+ The second and third bullets are set.
		- Limit going beyond the third bullet.
			* Use the fourth bullet if necessary.

Figure : Paragraph Group

Only use automatic numbering when there are at least two levels. Numbered lists follow this sequence, which can be chosen from the Multi-level Lists:

1. Level one
	1. Level two
		1. Level three
			1. Level four

If you already have text in the document that you want to convert to a list, simply select the text and then select the type of list you want. You can then adjust the list levels with the tab key or the increase and decrease indent buttons in the paragraph menu.

Do not adjust bullet margins by using the indent features on the ruler. This can misalign the indents on other pages if not done carefully and will result in a disorganized looking document.

## Special Features

Use to highlight a particularly important section of information, to make a fact stand out, or to otherwise draw the reader’s attention to something significant. Do not overuse the call-out box, as this will make it less important.

# Specific Guidance

NWCG provides specific guidance on the content of publications to create consistency in the use and application of data, to avoid unnecessary work on the part of committees, and to meet requirements for style, formatting, consistency, and accessibility.

## Content

Figure 7: Example of what a caption and image look like together.

### Fire burning in timber near a dirt below.Images, Figures, and Tables

Use captions and place above images and tables. Alternative Text is required on all images for accessibility. Indexes can be set after the document is complete. They do require individual linking of specific words and are time consuming, so use only if necessary.

Tables do not require a table summary if the table has been set up correctly and includes a sufficient title and/or caption. All tables must have a header row. Avoid colored cells simply for color’s sake – save for tables and charts where color is truly a necessary component, as in Risk Analysis or certain aircraft forms, and include a pattern for accessibility.

Table : Example of a table with a caption. A title could be used as well.

|  |  |  |
| --- | --- | --- |
| **Name** | **Qualification** | **Phone Number** |
| Joe Smith | CRWB, ICT3, DIVS | (123)456-7890 |
| Sue Doe | FFT1, HECM | (123)456-7891 |
| Bill Johnson | FFT1, EMTF | (123)456-7892 |

For more detailed information on properly setting up tables, reference the Word or Excel chapters of *NWCG Guidelines for Creating Accessible Electronic Documents*: <https://www.nwcg.gov/notices#accessibility>.

### Glossary

Do not include a separate glossary. The *NWCG Glossary of Wildland Fire*, PMS 205, <https://www.nwcg.gov/glossary/a-z>, is the sole source of NWCG-approved terms.

### Grammar and Usage

Use italics to indicate titles of publications, such as the *NWCG Standards for Ground Ignition Equipment*, PMS 443.

Spell out the entire name the first time an acronym or initialism is used, followed by the acronym or initialism in parenthesis. After that, the acronym/initialism may be used alone, as seen below:

The National Wildfire Coordinating Group (NWCG) has approved this message.

NWCG provides national leadership to enable interoperable wildland fire operations among federal, state, local, tribal, and territorial partners.

When referencing a website, use the complete URL, including the http/https. This is done both for accessibility and transparency for the reader.

Right = Visit <https://www.nwcg.gov/publications> for a full list of NWCG publications.

Wrong = Visit the NWCG [website](https://www.nwcg.gov/publications) for a full list of NWCG publications.

### Updating the Table of Contents

Do not type in the Table of Contents or try to manually make changes there or it will break.

1. Once the content of the document is finished, with all text formatted, graphics or tables captioned, and styles applied, place the cursor in the word Contents (do not type or delete).
2. Go to the References tab on the ribbon bar and in the **Table of Contents Group** select **Update Table**. Select **Update Entire Table** when prompted.

Figure : Update Table selection in Table of Contents Group

1. Go to View on the Ribbon Bar and select the **Show Group** checkbox.

Figure : Navigation Pane selection in Show Group

All the headings will be listed in the left-hand panel as well as in the TOC. If headings are not showing up or seem out of place, go to that line of text in the document and make sure the correct style is selected.

The *NWCG Standards for. . .*  is developed and maintained by the XXXXXXXX Subcommittee (XXXX), under the direction of the XXXXXXX Committee (XXXX), an entity of the National Wildfire Coordinating Group (NWCG).

Previous editions: 2016, 2014. (reverse chronological order)

While they may still contain current or useful information, previous editions are obsolete. The user of this information is responsible for confirming that they have the most up-to-date version. NWCG is the sole source for the publication.

This publication is available electronically at <https://www.nwcg.gov/publications/XXX>. (link to the attributes page and not the pdf itself)

Printed copies may be ordered from the Great Basin Cache at the National Interagency Fire Center in Boise, Idaho. Refer to the annual *NWCG NFES Catalog – Part 2: Publications*, PMS 449-2, and ordering procedures at <https://www.nwcg.gov/nfes-catalogs>. (if printed)

Submit comments, questions, and recommendations to the appropriate agency program manager assigned to the XXXX using the NWCG Publication Review Form, <https://www.nwcg.gov/publications/publication-review-form>. View the complete roster at <https://www.nwcg.gov/committees/XXXXXXXXXXX/roster>.

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