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{insert Naval Facilities Engineering Systems Command and appropriate
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Prepared by:

{insert contractor name, address}

{insert Contract number and Contract Delivery Order number}

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Acronyms and Abbreviations

EX *Example*

Executive Summary

1.0 [Insert Primary Heading]

This is the primary heading for the section and is the same as the section title. It is 16 points, bold, and the style used is Heading 1.

1.1 [Insert Secondary Heading]

The secondary heading is Arial, 14 points, bold, and the style used in Heading 2. All body text is Arial, 12 points, style is Normal. Body text is aligned left with right ragged margins. Do not indent paragraphs.

1.1.1 [Tertiary Heading]

The tertiary heading is Arial, 13 points, bold and is style Heading 3.

1.1.1.1 [Quaternary Heading]

The quaternary heading is Arial, 12 points, bold, and italic. It is style: Heading 4.

1.1.1.1.1 [Quinary heading]

The quinary heading is Arial, 12 points. This heading should not be used unless absolutely necessary.

1.2 Bullets

[Insert text]

- Solid bullets may be used throughout the document. Bullets are aligned at 0.25 inches from the margin.
- Text should be aligned at 0.5 inches from the page margin.
 - Use a hyphen for secondary points.
 - > Use the angle bracket for tertiary points.
- Be consistent with style: Use only complete sentences or only fragments

Note: Do not put multiple Sections (1.0, 2.0, 3.0 etc.) on a single page. Every Section of the document must begin on a separate page regardless of the number of sentences, paragraphs or other information in the Section.

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2.1.1 [Tertiary Heading]

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2.1.1.1 [Quaternary Heading]

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2.1.1.1.1 [Quinary heading]

The photograph below is an example of a figure reference and the correct format for picture captions. Use a 2 point black border around all photographs

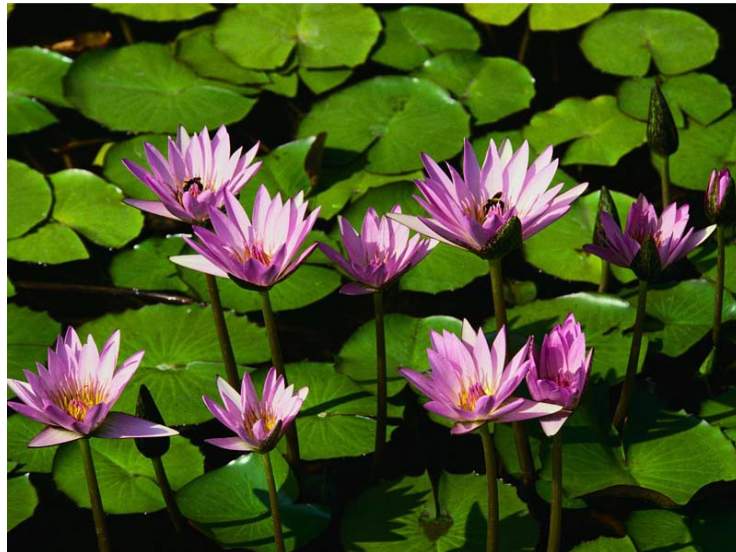


Figure 2-1: Water Lilies *Nymphaea sp.*

2.1.1.1.2 [Quinary heading]

Below is an example of a table reference.

2.1.1.1.2 [Quinary heading]

Below is an example of a table reference.

Table 2-1: Units of Measurement

Measureme nt	Equivalent
10 millimeters	1 centimeter
10 centimeters	1 decimeter
10 decimeters	1 meter

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5.1.1.1 [Quaternary Heading]

Body text begins here.

5.1.1.1.1 [[Quinary heading]

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6.0 References

[Insert references using the References tab, insert bibliography, Chicago Style.]

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APPENDIX A

[INSERT TITLE APPENDIX A]

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A.1 [Insert Primary Heading for Appendix A: Style Heading 7]

A.1.1 [Insert Secondary Heading for Appendix A: Style Heading 8]

A.1.1.1 [Insert tertiary heading for Appendix A: Style Heading 9]

[Example Picture Caption]

Figure A-1: Example

[Example Table Caption]

Table A-1: Example

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APPENDIX B
[INSERT TITLE APPENDIX B]

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B.1 [Insert Primary Heading for Appendix B: Style Heading 7]

B.1.1 [Insert Secondary Heading for Appendix B: Style Heading 8]

B.1.1.1 [Insert tertiary heading for Appendix B: Style Heading 9]

[Example Picture Caption]

Figure B-1: Example

[Example Table Caption]

Table B-1: Example