

LBJ Template Styles

bib.lbj (bibliography)

Times New Roman, 12pt, flush left, hanging indent 0.5, line spacing exactly at 14 pt, space after 12 pt.

blockquote.lbj

Times New Roman, 12 pt, flush left, line spacing exactly 14 pt, space after 12 pt, Indent: left 0.25, right 0.25, First 9, tab stops: 0.25

caption (Internal to WORD; for use with tables/figures labels – see "Chapter 6. Creation of Tables & Figures")

Times New Roman, 14 pt, centered, bold, line spacing exactly 14 pt, space after 36 pt

default paragraph font (Internal to WORD)

e_blind heading 1.lbj (Use for titles/headings which you do not want included when creating table of contents; use on main title page, participants page, and the table of contents page)

Times New Roman, 16 pt, bold, centered, line spacing exactly 18 pt., space after 36 pt.

e_blind heading 2.lbj (same as **blind heading 1** where you need this format, such as **participants page**)

Times New Roman, 14 pt, bold, line spacing exactly 16 pt., space after 12 pt.

e_copyright text.lbj (for use on 2nd page only of PRP documents)

Times New Roman, 10 pt, flush right, line spacing exactly 12 pt

e_project director.lbj (for use on title page only)

Times New Roman, 12 pt, centered, line spacing exactly 14 pt, space after 12 pt

editor heading.lbj (heading 1 without “chapter 1”; text to be picked up by automatic table of contents; use to head front matter pages—except toc page—and single appendix)

Times New Roman, 16 pt, bold, centered, line spacing exactly 18 pt., space after 36 pt.

endnote reference (Internal to WORD)

Default paragraph font, subscript

endnote text (Internal to WORD)

Times New Roman, 10pt, exactly at 14pt, space after 12

endnote title.lbj (apply to “Notes” title on endnote pages)

Times New Roman, 14 pt, bold, centered, line spacing exactly 16 pt, space after 36 pt, page break before

Heading 1 (Internal to WORD) (for chapter heading only)

Times New Roman, 16pt, bold, centered, line spacing exactly at 18pt, space after 36 pt, outline number (Chapter #)

Heading 2 (Internal to WORD) (for first level heads in the text)

Times New Roman, 14 pt, bold, flush left, line spacing exactly at 16pt, space after 12 pt

Heading 3 (Internal to WORD)

Times New Roman, 12 pt, bold, flush left, line spacing exactly at 14 pt, space after 12 pt, keep with next

Heading 4 (Internal to WORD)

Times New Roman, 12 pt, italic, flush left, line spacing exactly at 14 pt, space after 12 pt, keep with next

Heading 9 (Internal to WORD) (multiple appendices)

Times New Roman, 16pt, bold, centered, line spacing exactly at 18pt, space after 36 pt, level 1, outline number (Appendix #)

List Bullet

Times New Roman, left, hanging 0.25, line spacing exactly at 14, spacing after 12 pt, tabs 0.25, bulleted

List Numbered

Times New Roman, Left, 12 pt. hanging 0.25, line spacing exactly at 14, spacing after 12 pt, tabs 0.25, numbered 1.

Normal (Internal to WORD – all body text)

Times New Roman, 12 pt, flush left, line spacing exactly at 14 pt, space after 12 pt, widow/orphan checked

Page number (Internal to WORD)

table_figure source.lbj (source/citation of tables/figures – see "Chapter 6. Tables & Figures")

Times New Roman, 10 pt, flush left, line spacing exactly at 16, space after 16

table text.lbj (for use within tables)

Times New Roman, 10 pt, flush left, single line spacing, space after 0

TOC 1 (Internal to WORD)

Times New Roman, 12 pt, tab with leader (..) 6.0 flush right

TOC 2 (Internal to WORD)

Times New Roman, 12 pt, indent left 0.5, tab with leader (..) 6.0 flush right