

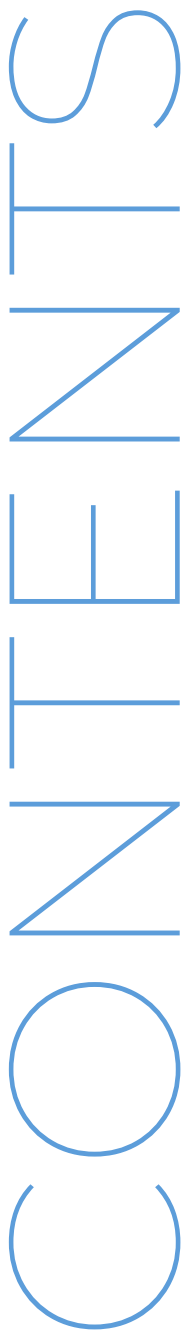
**NEW ENERGY  
ECONOMICS**  
DATA-DRIVEN DECISIONS

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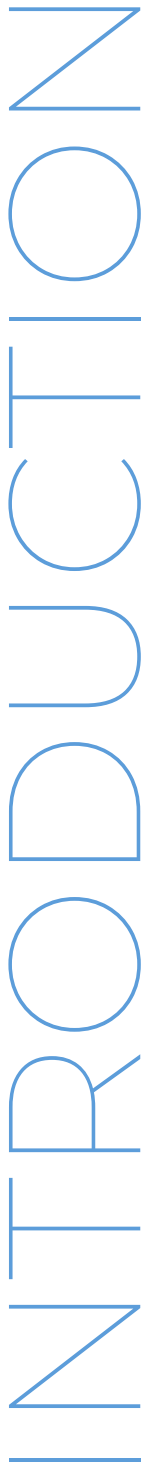
# In-House Style Guide

# 2023

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Welcome to the New Energy Economics (NEE) In-House Style Guide. This comprehensive guide is designed to encourage clear, consistent, and cohesive communication throughout our organization. NEE serves a diverse audience, encompassing policy, utility, and decision-making stakeholders, media, funders, and consumers seeking economically sound and reliable energy solutions. The NEE in-house style guide is essential for interns, research assistants, administrative staff, the Executive Director, and members of the NEE Board of Directors.

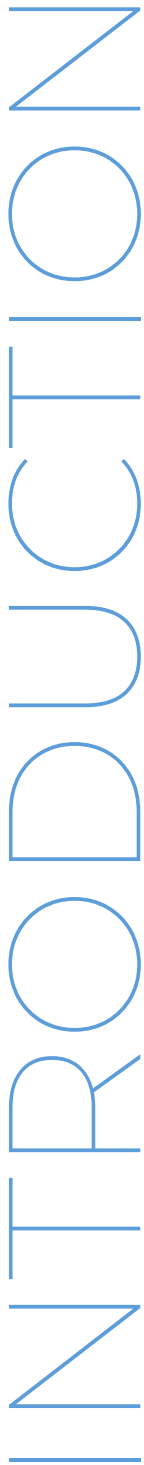
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### **Brief Overview and Purpose of the Style Guide**

This in-house style guide serves as a reference for all organization members, supporting consistent, professional, and clear communication in style and presentation. It offers guidelines for covering verbal, visual, and mechanical considerations to maintain a unified and professional image. As we continuously evolve, an official revision of the guide is recommended at least once a year or as needed.

Two resources were used to guide our decisions:

- [Modern Language Association \(MLA\) Handbook 9th Edition](#)
- [Merriam-Webster dictionary](#)



## Purpose and Users

Internally, our audience consists of NEE staff, researchers, interns, and board members. Because these groups have different levels of understanding, it's important to edit our written communications for clarity, consistency, and cohesiveness.

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Externally, our style guide reinforces our commitment to clear and professional communication. The style guide directs our approach in engaging stakeholders, clients, policymakers, and the public, guaranteeing our external communications reflect our brand identity, building trust and credibility.

The NEE style guide outlines editing goals that cover a range of content types including but not limited to traditional documents, policy recommendations, web content and social media materials. The primary goals are to maintain accuracy, establish consistency, enhance readability, and adhere to relevant guidelines and legal requirements, ensuring a cohesive voice throughout all NEE documents and digital formats.

This style guide is a dynamic living resource designed to support all NEE members to achieve the highest standards of communication and professionalism. It is the foundation to guide NEE as we strive to convey a consistent and compelling message to our diverse audience. This structured approach will assist users easily locate and reference information within the style guide.

# OUR HISTORY AND VISION

This section.....Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut la. Ut enim ad minim veniam, quis nostrud exercitation ullamco

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“New Energy Economics (NEE) is entering state-based regulatory proceedings and policy discussions with a clear economic message – that clean energy is now fundamentally cheaper than running existing coal plants, provides more positive economic development, and improves state business investment and jobs opportunities.”

– Ron Lehr, NEE Board Chair, and former Chair of the Colorado Public Utilities Commission



**"I've long thought that Integrated Resource Planning is one of the most important things a commission can do, to have utilities bring their plans before a commission for review."**

**- Ron Binz, NEE Board and former Chairman of the Colorado Public Utilities Commission**

# ABOUT US

We seek to avoid the noise surrounding energy policy by offering a data-driven approach to new generation technologies. Our team has over 160 years of direct regulatory and utility experience.

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The NEE team has deep regulatory, utility, project development, customer and capital market experience and a cutting-edge understanding of current market economics. We partner with local stakeholders to apply geographic-specific and targeted analysis because each jurisdiction is unique. NEE is technology- and developer-neutral and will always support and advocate for competitive bidding processes to avoid promoting any one technology or company.



Dan Bruer leads New Energy Economics' organizational development and operations, external strategic partnerships, and advocacy in support of state initiatives and policy objectives.

# VERBAL ELEMENTS

This section outlines our preferred communication style, tone, and voice. Effective communication is not just about word choice; it's about their strategically selecting the right words.

Maintaining consistency and engagement in written materials is crucial to align with NEE's identity. At NEE, we understand the significance of what we say and how we say it. This guidance serves to achieve effective and impactful communication.

It covers:

01

## Style:

We provide insights into different writing styles in various contexts and when to use them to ensure your message aligns with our purpose.

02

## Tone

The tone of your message can determine how it's received. This section explores the art of communicating the right tone according to the situation and audience.

03

## Voice

Our voice represents the heart of NEE. Learn how to maintain a consistent, authentic NEE voice in your communication across all platforms and documents.

# MISSION STATEMENT

Our mission statement is the foundation of our communications, representing our core values and purpose and should be referenced in all materials. This section focuses on integrating our mission statement into all communications.

At NEE, our mission guides every aspect of our work. We are committed to helping policy, utility, and stakeholder energy decision-makers collect and analyze data to determine the most cost-effective path. Our goal is to empower our clients to make informed decisions that optimize resources, reduce costs, and maintains grid reliability.

To ensure that our mission is communicated consistently and convincingly, it is important to understand and effectively integrate it.



**NEW ENERGY ECONOMICS**  
**DATA-DRIVEN DECISIONS**

# MISSION STATEMENT

***"Empowering Decision-Makers: NEE is dedicated to helping policy, utility, and stakeholder energy decision-makers collect and analyze data to determine the most cost-effective path, optimizing resources and grid reliability."***

## **Integrating the Mission Statement into Your Messaging**

### **Alignment with Mission**

Align all communications with our mission of aiding energy decision-makers for cost-effective and reliable solutions.

### **Consistency for Impact**

Maintain consistent messaging to reinforce our commitment to empowering decision-makers.

### **Focus on Impact**

Highlight how our work drives informed decisions, optimizes resources, and ensures grid reliability through data and stories

### **Professionalism and Advocacy**

Maintain professionalism and advocate for our mission through clear, impactful communication.

# Narrative Point of View

*(Voice/Active voice versus passive)*

Our narrative point of view defines the way we tell our stories and convey our messages. We encourage the use of active voice for clarity and conciseness in our communications. How we narrate our stories is as important as the stories themselves.

## Examples

- **First Person:** NEE primarily employs a first-person narrative perspective, employing terms like “we” and “our”. This narrative approach adds a personal touch to our communication, making it more relatable and engaging.
- **Third Person:** While first-person is our primary narrative style, there are situations where a third-person point of view is more suitable. It can be used when presenting objective data or offering an external perspective on a subject. In these instances, it's important to make the transition between first and third person clear and consistent.

# Guidance Addressing Words, Phrases, and Logos

This section emphasizes the importance of consistent language and branding.

Maintaining uniformity in words, phrases, and logos is essential for clear communication and credible content.

## Accessibility and Gender Terms

**Gender-Neutral Language:** Use gender-neutral terms. For example, use “they” as a singular pronoun when the gender of a person is unknown or when referring to individuals who prefer this pronoun.

**Gendered Language:** Be mindful of gendered language that implies stereotypes or biases. Replace gender-specific terms with gender-neutral alternatives. For example, use “businessperson” instead of “businessman” or “chair” instead of “chairman”.

**Inclusive Terminology:** Choose terminology that is inclusive and respectful of all individuals, regardless of their gender, race, or other characteristics.

**Heritage and Nationality:** Don't use hyphens when referring to someone with dual heritage or nationality. For example, use "Asian American" instead of "Asian-American."

# Guidance Addressing Words, Phrases, and Logos

## Bias-Free Communication

**Identify Biased Language:** Regularly review your content to identify language that may perpetuate stereotypes or biases. Be particularly attentive to descriptions or comparisons that could be seen as prejudiced or offensive.

**Use Neutral Language:** Replace biased or prejudiced language with neutral terms that are respectful of all individuals. For example, use “people with disabilities” rather than “disabled people”.

**Respect Cultural Sensitivities:** refrain from using terms or expressions that may be perceived as culturally or socially disrespectful or inconsiderate.

# VISUAL ELEMENTS

## Typography Guidelines

New Times Roman and Arial are the fonts we use consistently in our written materials.

New Times Roman is our default font for most communication pieces, representing clarity and professionalism.

However, Arial can be employed for specific purposes, such as headings and subheadings.

The consistent use of fonts across all our documents maintains a uniform look and reinforces our commitment to clear and professional communication.

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## Font Style

In addition to font choices, we emphasize the consistent use of font styles.

When applying bold, italics, or underline, New Energy Economics, New Energy Economics, and New Energy Economics should be consistent in our materials.

This uniformity enhances the organization of our written content, aligning it with our brand's visual guidelines.

# BRAND ELEMENTS

This subsection includes guidelines for visual brand elements. Brand elements are the visual and narrative components that define and distinguish NEE in the eyes of our audience. Brand elements including color, typeset, and narrative point of view, are the building blocks of our brand identity. They work in harmony to communicate our values, mission, and character effectively. See *Appendix A*.

## Logo Usage Considerations

### Colors

We have provided the perspective values for our logo colors as well as examples of appropriate use of the NEE logo. These colors should be consistently applied across all our communication materials, from reports to digital platforms.

**Primary Colors: #4793D7, #39E635, #000000, #FFFFFF**

*Figure 1 NEE Logo Color Perspective Values*



#4793D7



#39E635



#000000



#FFFFFF

# BRAND ELEMENTS

## Logo Typeset

Typography is more than just selecting fonts; it's about crafting our words with professionalism and clarity. Our typeset, or typography, consists of carefully selected fonts that play a crucial role in our brand identity.

The NEE logo uses the following font choices:

Montserrat Classic for the words New Energy Economics.

Ubuntu for the words Data-Driven Decisions.

*Figure 2 Logo Font Style*

### Brand Font

Montserrat Classic - Headings  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMN**OP**QRSTU  
VWXYZ  
1234567890

Montserrat Regular - Body Copy  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMN**OP**QRSTU  
VWXYZ  
1234567890

### Alternate Font

Ubuntu Regular - Body Copy  
abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMN**OP**QRSTU  
VWXYZ  
1234567890

# BRAND ELEMENTS

## **QR Code**

The NEE QR code is an easy way to direct our audience to the NEE website for more information about what we do and how we do it. By using the QR code we also reduce our carbon footprint to stay in alignment with our vision.

*Figure 3 QR Code*



# DOCUMENT FORMATTING

Proper formatting not only enhances the readability but reflects the attention to detail.

This section provides guidelines for headings, subheadings, fonts, and margins in accordance with MLA format.

---

## **General Formatting Guidelines**

Format guidelines are for standard documents of 8.5 x 11-inch paper.

In general, we suggest:

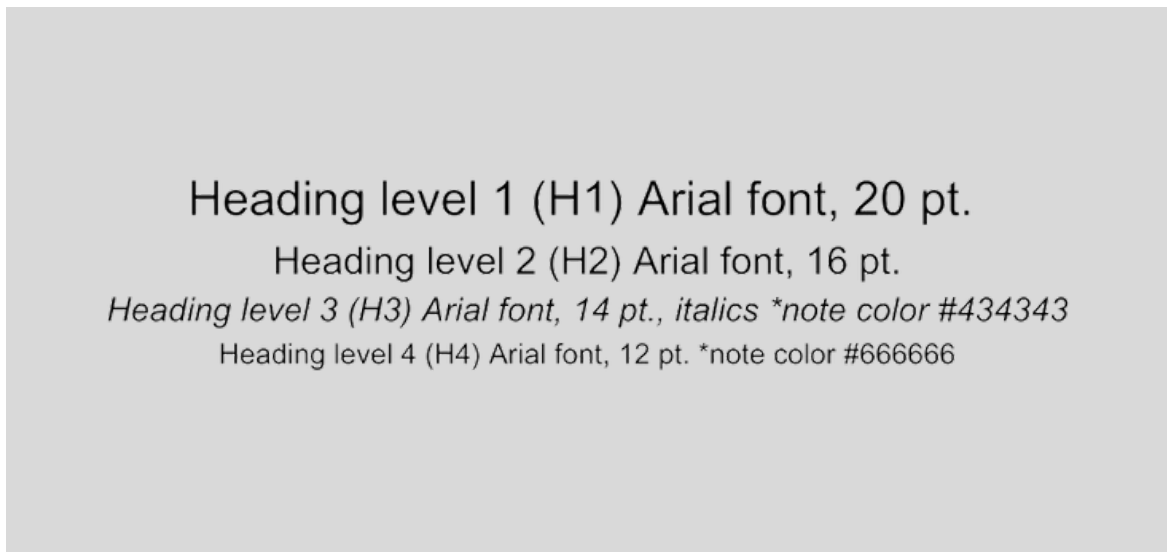
- Double-spacing the text of your paper.
- Times New Roman font in external documents.
- The font size should be 12 pt.
- Leave one space after periods or other punctuation marks.
- Margins of your document should be 1 inch on all sides.

# HEADINGS AND SUBHEADINGS

Headings allow for easier reading of a document. Headings and subheadings should never be smaller than the normal text of the document and should follow the 4 point rule.

## Example

IFigure 4 Headings and Subheadings



# Figures and Tables Formatting

This section provides instructions for properly incorporating and formatting figures and tables within your reports, research papers, and other documents.

## Creating Figures and Tables

Each figure or table should be clear and relevant to the data it summarizes.

number figures and tables: Attach captions that concisely describe their content.

### **Example**

"Figure 1: Annual Sales Growth"

"Table 2: Employee Demographics."

If the figure or table incorporates data or information from external sources, ensure proper citations are provided to acknowledge the original authors and maintain integrity.

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## Formatting Figures

Utilize high-quality images for clarity and visual appeal. images should be sharp, legible, and appropriately cropped.

Figures should have an appropriate size that enables readability and should be positioned close to the relevant text. Maintain consistent formatting for all figures in your document, including uniform fonts, colors, and labels.

## Formatting Tables

Create tables with a clear and logical structure. Include gridlines to distinguish rows and columns and provide a header row for column labels. Organize data in an easily readable format. Left-align text within table cells and maintain consistent spacing. Minimize excessive formatting (e.g., bold or italics) within tables unless necessary for clarity.

---

## Accessibility Considerations

- **Alternative Text (Alt text)**

Provide alternative text descriptions for visual elements to ensure accessibility for all readers, including those with visual impairments. Alt text is a brief description of a visual to assist limited vision users understand the document's design.

- **Color Use**

Use additional indicators, such as patterns or labels, to provide inclusivity and ensure that content is accessible to all.

- **Citing Sources**

If the document contains data from external sources, include proper citations within the table or in a designated citation section, following MLA citation guidelines.

# Review and Consistency

## **Proofread and Review:**

Cross check all figures and tables to verify accuracy and clarity.

## **Consistency:**

Maintain uniform formatting for all figures and tables throughout the document.

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# MECHANICAL CONSIDERATIONS

Mechanical considerations in your written documents are essential for ensuring consistency and professionalism. This section outlines guidelines for various mechanical elements to maintain coherence and credibility in NEE documents.

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## Spelling

Spell-check your work and meticulously proofread to catch any overlooked mistakes.

## Capitalization

Capitalize each word in the titles of articles, books, etc, but do not capitalize articles (the, an), prepositions, or conjunctions unless one is the first word of the title or subtitles. Other considerations:

- **Proper nouns:** Capitalize specific names of people, places, organizations, and other proper nouns.
- **Headings and Subheadings:** Capitalize the first letter of each word in a headings and subheadings within documents, not just in titles.
- **Citations:** Refer to MLA guidelines.

## Abbreviation

- Documents should use consistently formatted and defined abbreviations upon their first usage.
- Do not use periods or spaces in abbreviations composed solely of capital letters, except in the case of proper names.
- Do not use periods or spaces in abbreviations composed solely of capital letters, except in the case of proper names.

*Use a period if the abbreviation ends in a lowercase letter.*

### **Examples**

US for United States

T.S. Eliot

Assn. for association

New Energy Economics (NEE), then using NEE after call out definition.

## Numbers

Spell out numbers in text when they can be expressed in one or two words.

Arabic numerals for numbers that require three or more words.

### **Examples**

"two" or "seventy five"

501

8:00 a.m.

Interstate 44

William II

100%

2.7 acres

\$1,234.56

# Punctuation

## Punctuation Marks

Follow MLA's guidelines for the use of punctuation marks, including commas, periods, semicolons, and colons. Correct usage for clarity and consistency. There is an easy to read table on punctuation patterns. See Appendix B.

\*\*\***NEE uses the oxford comma.**

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## Hyphenation

Pay attention to hyphen use, especially in compound words and phrases.

- Use a hyphen with compound numbers.
- Use a hyphen between the elements of a fraction.

### Examples

One-third  
three-fourths

- Use a hyphen when the number is a descriptor and a modifier.

### Examples

24-inch ruler	18-year-old power plant
10-minute delay	over a 12-month period
275-page book	five-year plan
3-to-1 ratio	three-week period

## Contractions

- **Informal Writing**

Contractions like "can't," "it's", and "don't" are acceptable in informal writing, such as personal narratives and casual emails.

- **Formal Writing**

In more formal contexts, such as grant proposals, requests for funds, and drafts for policy change; contractions should be used sparingly.

### **Examples**

Informal: NEE won't stray from its goals.

Formal: NEE will not deviate from its objectives.

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## Dates and Time Terms

Dates and time references should be formatted consistently in a document.

- Dates

Follow the "Month Day, Year" format.

### **Example**

March 18, 2024

- Time

Time is in the 12-hour format with "a.m." or "p.m."

### **Example**

10:30 a.m.



**NEW ENERGY ECONOMICS**  
DATA-DRIVEN DECISIONS

LOGO TEXT

LOGO MARK

**NEW ENERGY ECONOMICS**  
DATA-DRIVEN DECISIONS



COLOUR PALETTE



#4793D7



#39E635



#4793D7



#000000

BRAND FONTS

ALTERNATE FONT

Montserrat Classic - Headings

abcdefghijklmnopqrstuvwxy

ABCDEFGHIJKLMNPOQRSTUVWXYZ

1234567890

Montserrat Regular - Body Copy

abcdefghijklmnopqrstuvwxy

ABCDEFGHIJKLMNPOQRSTUVWXYZ

1234567890

Montserrat Regular - Body Copy

abcdefghijklmnopqrstuvwxy

ABCDEFGHIJKLMNPOQRSTUVWXYZ

1234567890

OTHER LOGO OPTIONS

**NEW ENERGY  
ECONOMICS**  
DATA-DRIVEN DECISIONS



**NEW ENERGY  
ECONOMICS**  
DATA-DRIVEN DECISIONS

Punctuation Pattern	Example	Words	Example Sentences
Independent clause. (period)	Independent clause.		She ran to catch the train.
Independent clause; independent clause. (semicolon)	Independent clause; independent clause.		He cooked dinner; she set the table.
Independent clause; <b>therefore</b> , independent clause. (semicolon, comma)	Independent clause; <b>therefore</b> , independent clause.	<b>however, nevertheless, consequently, furthermore, moreover, etc.</b> (conjunctive adverbs)	He studied hard; therefore, he passed the exam.
Independent clause, <b>and</b> independent clause. (comma)	Independent clause, <b>and</b> independent clause.	<b>and, or, but, nor, for, so, yet</b> (coordinating conjunctions)	She danced, <b>and</b> he sang.
Independent, <b>his heart beating wildly</b> , clause. (nonrestrictive elements)	Independent, <b>his heart beating wildly</b> , clause.	<b>his heart beating wildly, of course</b> Interrupters: <b>I believe, on the other hand, it seems, who knows me well</b>	He, <b>his heart beating wildly</b> , walked to the stage.

Source: Handbook of Technical Writing, Dr. Cindy Nahrwold

# APPENDIX B (CONT.)

<p><b>If</b> dependent clause, independent clause. (dependent clauses)</p>	<p><b>If</b> dependent clause, independent clause.</p>	<p><b>Because, Since, When, While, Although, After, Even Before</b> (subordinating conjunctions)</p>	<p><b>If</b> it rains, we'll stay indoors.</p>
<p>Independent clause <b>if</b> dependent clause. (superfluous commas)</p>	<p>Independent clause <b>if</b> dependent clause.</p>	<p><b>because, since, when, while, after, even before, although.</b></p>	<p>She will join us <b>if</b> she finishes work.</p>
<p>Independent clause: a, b, and c. (colon, comma in series)</p>	<p>Independent clause: a, b, and c.</p>		<p>Please bring: a pen, a notebook, and a calculator.</p>
<p>" _____," he said. (comma with quotes) He said, " _____." (quotation marks) " _____," he said; " _____." (other punctuation marks with quotation marks)</p>	<p>"," he said. He said, "."</p>		<p>"Hello," she greeted. He said, "Goodbye." "Well," she mused, "what should we do?"</p>

Source: Handbook of Technical Writing, Dr. Cindy Nahrwold

# APPENDIX C STYLE SHEET

A/B	C/D	E/F	G/H
I/J/K	L/M	N/O	P/Q
R/S	T/U	V/W	X/Y/Z

Source: Dr. Cindy Nahrwold

# APPENDIX C (CONT.)

## Style Sheet Template

What style book are you following?	Abbreviations	Bibliography	Capitalization
What dictionary are you following?	Design	Lists	Punctuation
Dates	Typography	URLs	Misc.
Numbers			

Source: Dr. Cindy Nahrwold

# CONCLUSION

The New Energy Economics (NEE) In-House Style Guide is a dynamic living document subject to updates and revisions. Please refer to the most recent version for the latest guidelines and standards. Your commitment to following this style guide is instrumental in upholding NEE's commitment to clear, cohesive, and consistent communication. Thank you for your dedication to our mission.



## Additional Resources

[Merriam-Webster](#)  
[Purdue University](#)  
[Online Writing Lab](#)

## Website

[www.newenergyeconomics.org](http://www.newenergyeconomics.org)



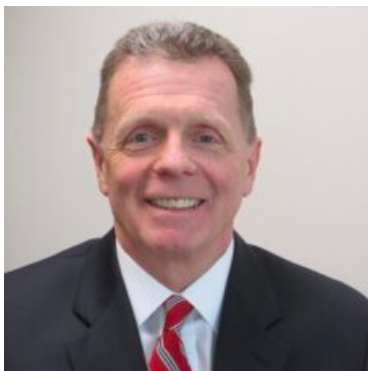
## Contact Info

For More Information, please contact:  
Dan Bruer, Director of Development and Engagement  
[dan.bruer@newenergyeconomics.org](mailto:dan.bruer@newenergyeconomics.org)

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New Energy Economics is a 501(c)(3) organization offering non-partisan data analysis in state regulatory arenas. We are philanthropically funded by foundations and individuals, including The Francis M. Green Fund, that want to move beyond the adversarial and tribal nature of the debate over energy policy and believe thoroughly evaluating all energy options will result in a win-win-win path forward that lowers utility costs and rates, maintains reliability, and fosters sustainable economic development for local communities and states. We are interested in collaboration and consensus-building.

# BOARD OF DIRECTORS



Brent Alderfer



Ron Binz



Jennifer Chen



Paula Connelly



Ron Lehr, Board Chair



Steve Levitas



Mike O'Boyle



Sonny Popowsky



Ivan Urlaub



Michelle Keithley



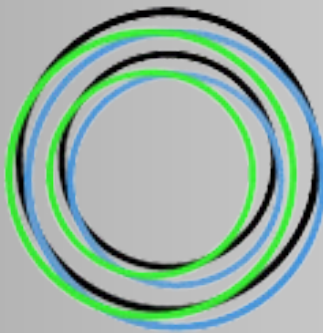
Anna Sommer



Nick Jones

# 2023

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**NEW ENERGY  
ECONOMICS**  
DATA-DRIVEN DECISIONS

**To:** [REDACTED] University of Arkansas Little Rock, [REDACTED]  
**Cc:** [REDACTED]  
**From:** [REDACTED] University of Arkansas Little Rock, Student  
**Subject:** In-House Style Guide [REDACTED]  
**Date:** October 1, 2023

This document contains my draft proposal for work created for an in-house style guide project for New Energy Economics (NEE). I have included the name of the organization, names of people working on the project, analysis of my client, analysis of future guide users, analysis of client's audience, analysis of editing goals, organizational plan for the guide, management plan for the project, and a tentative work schedule/deadlines.

## **Name of organization**

New Energy Economics (NEE)

## **Names of people working on project**

[REDACTED] University of Arkansas at Little Rock (UALR) student intern

[REDACTED] Executive Director

[REDACTED]

## **Client analysis**

NEE is a 501(c)3 not for profit organization whose mission helps policy, utility and stakeholder energy decision-makers collect and analyze data to determine the most cost-effective path. The main users of the style guide will be: NEE board members, the Executive Director, the Programs Director, the webmaster, future employees and myself. Currently NEE does not have a style guide.

## **Analysis of future guide users**

The in-house style guide will be used for interns, research assistants, admin staff, the Executive Director and NEE Board of Directors members. The primary goal of the style

guide is to provide document consistency for NEE internal and external documents to represent the organization's appeal to ethos by delivering cohesive, concise and clear communication. An official revision of the guide is suggested to be completed once a year, or as needed.

## Analysis of client's audience

NEE's external audience includes from policy, utility and decision-making stakeholders, media, funders/donors, and consumers interested in selecting the most economic resources to lower rates and costs, while maintaining grid reliability. The internal audience consists of NEE staff, researchers, interns, and board members. As the audience's comprehension level can greatly vary, it is suggested the written communication be edited for clarity, consistency and cohesiveness.

## Editing goals

The editing goals include guidance for written and digital content, ranging from traditional documents, web content, and social media content. The primary objectives include ensuring accuracy, consistency, readability, and adherence to relevant guidelines and legal requirements.

The purpose of the editing goals defined in the in-house style guide are to develop cohesive and consistent guidelines on how written communication should look, sound and read the same throughout all documents and digital formats. Consideration of the following document consistencies will be defined in the style guide:

- *Verbal-semantics, syntax, style*
- *Visual-typography, print layout, screen layout, tables/figures, color*
- *Mechanical-spelling, capitalization, hyphenation, abbreviation, numbers, punctuation, cross-references, documentation, lists, type style*
- *Structural-pattern of parts of documents*
- *Content-references do not contradict each other*

## **Organizational plan for the guide**

This structured approach will help users easily locate and reference information within the style guide. It provides a comprehensive index for quick navigation. The organization for the in-house style guide will be as follows:

### **Introduction**

Brief overview and purpose of the style guide.

### **Style Guide**

Guidance on addressing style, tone, and voice.

- Mission Statement
- Brand Elements
- Colors
- Typeset
- Narrative point of view

### **Document Formatting**

Guidelines for headings, subheadings, fonts, and margins.

### **A-Z Usage Rules**

Guidance addressing words, phrases, and logos

- Abbreviations
- Acronyms (Appendices)
- Accessibility and Gender Terms
- Bias-Free Communication
- Contractions
- Dates and Time Terms
- Grammar and Parts of Speech
- Numbers
- Punctuation

### **Figures and Tables**

Standards for creating, labeling, and formatting graphical elements.

### **Editing Standards**

Procedures for document review, editing, and proofreading.

## **Appendices**

Additional resources, such as spelling and style guides, to complement the guide.

## **Index**

An alphabetical list of subjects with reference to their location in the style guide.

- Abbreviations
- Acronyms (Appendices)
- Accessibility and Gender Terms
- Bias-free communication
- Capitalization
- Confidentiality concerns
- Copyright permissions
- Dates
- Default style manual
- Format
- Grammar and parts of speech
- Layout
- Logo
- Mission statement
- Names
- Narrative
- Point of view
- Punctuation
- Redactions
- Style sheet
- Templates
- Titles
- Typestyle (Italic or Roman, Bold or Regular)

## Management plan for the project

I will communicate weekly with the Executive Director via email, phone or GoogleMeet as well as providing work shared through Google Docs. Additionally, I will seek out guidance from [REDACTED] as needed throughout the project. As sections are completed they will be sent to [REDACTED] for review for revisions and editing suggestions to ensure the project work meets the needs of NEE. The approved sections will then be inserted into the first draft for peer reviews. Upon receiving peer feedback, I will make the necessary adjustments and will submit to [REDACTED] to review the edited document and make any final content modifications. After incorporating any suggested changes, I will proceed to submit and publish the style guide.

## Work schedule/deadlines

1. Meeting 9/11/2023 to discuss needs of NEE with Dan Bruer
2. Sat in on 9/15/2023 NEE Board Meeting to gather better understanding of NEE
3. Meeting 9/18/2023 with [REDACTED] to discuss plan and goals for future communication and in-house style guide content
4. Meeting #1 with Board Members to discuss guide content TBA (\*9/25-29)
5. Meeting #2 with Board Members to discuss guide content TBA(\*10/2-10/6)
6. \*Possible Meeting #3 with Board Members to discuss guide content TBA
7. Proposal memo draft due 10/01/2023.
8. October 27, 2023 draft of in-house style guide/Cover Sheet/style sheet due (extra days for padding)
9. Exchange of drafts to editors November 2, 2023
10. Return edited guide November 9, 2023
11. Class guide presentation November 14, 2023
12. Final in-house style guide submission December 1, 2023 (extra days for padding).

Please contact me if you have questions or concerns about this project. I welcome your feedback and support as I move forward with this project and remain committed to the goal of achieving excellence through the creation of an in-house style guide for NEE.