

¹Formatting Guidelines for Texas Water Development Board Reports²

Report³

by

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June 2007



¹ This page is the report cover, so it does not figure into the page count.

² On the cover page, you may use artistic license in choosing a typeface and font size for the title. You will also want to include some sort of graphic.

³ The TWDB Communications staff will place the report number here.

⁴ List all authors here. If outside contractors wrote the report, their names should appear here without noting their affiliation. Affiliations will be displayed on the title page.

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¹ This sentence should appear on every blank page in 10 point Times Roman italic.



¹Texas Water Development Board Report ##²

Formatting Guidelines for Texas Water Development Board Reports

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Merry Klowner
Some other agency

June 2007

¹ This is the title page and will be page i, but no page number will appear.

² The report number will appear here. This number is assigned by the TWDB Communications staff and TWDB editor. Contractors do not need to include a report number

³ This is the list of authors. As an example, I have included names and agencies as if the authors were from both TWDB and outside organizations. If this is an entirely in-house publication, then you would not need the affiliations.

This project was funded in part by the U.S. Bureau of Reclamation's Water 2025 Challenge Grants for States and by the Texas Water Development Board.¹

¹ If your project received outside funding, then you need to acknowledge the funding source here, similar to this example. If it is solely funded by TWDB, no funding source needs to be mentioned and this page would instead say: This page is intentionally blank.

Texas Water Development Board

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¹ The table of contents is always on an odd-numbered page. Some reports may have special front matter pieces, such as a "Note from the Editor." These should precede the table of contents.

² The list of figures immediately follows the table of contents, followed by the list of tables.

1 Executive summary

In an effort to offer its readers professional, high quality reports, the Texas Water Development Board (TWDB) has developed formatting guidelines for its staff and contractors. These guidelines include information on text, graphic, and referencing standards.

Most reports will include an Executive Summary, which will be the first numbered heading in the report. An effective summary should be no longer than 10 percent of the document length. (In other words, an Executive Summary for a 100-page paper should be 10 pages or less.) Because some readers will only read the Executive Summary, write it so that it can be read independently of the report. Do not refer to tables and figures from the report text in the Executive Summary and always include any significant recommendations and findings.

More than one reader will share Winston Churchill's sentiment: "Please be good enough to put your conclusions and recommendations on one sheet of paper at the very beginning of your report, so that I can even consider reading it." Your Executive Summary may determine whether someone reads the rest of your report.

2 Introduction¹

The purpose of this document is to describe the required format of Texas Water Development Board (TWDB) reports, both those written by in-house staff and those by contractors. Our reason for standardizing the format is to provide a consistent and, therefore, familiar format to our readers. Another reason for standardizing the format is so that we can more easily turn a contract report into a TWDB numbered report if we so choose. Remember that your report will not only be seen by TWDB staff but also by any person interested in the results of your study. A professional and high quality report will reflect well on the authors and TWDB.

We will provide a Microsoft Word template (used to write these instructions) that gives the fonts, spacing, and other specifications for the headings and text of the report. Please follow this template as closely as possible.

3 Formatting your report

The TWDB format is designed for simplicity. For example, we use Times New Roman for all text. (The exception to this is graphics. Please use Arial in all figures.) We use 12 point, single-spaced text, left justification for paragraph text, 16 point bold for first-level headings, and 14 point bold for second-level headings. Page numbers are centered at the bottom of the page. A header with the report number (if applicable) and name should appear at the top of each page, beginning with page 1.

¹ This is a level 1 heading.

Note: The header at the top of the page should begin on p. 1 and include the report number. The header is 10 pt. Times New Roman, centered.

3.1 Text¹

The best way to format your document is to use the styles described and embedded in the template document (Authors_Template_061807.dot). Contractors may request this template from TWDB. To use the template file, open it in Word (make sure *.dot is listed under Files of type) and save it as a .doc file. (The easiest way to use it is to save it as a .doc file, then delete all the text in it. You can then start typing your material, and the template will be in place.) Advanced users can add the .dot file to their computers as a template.

Make sure the formatting bar is on the desktop (to open, go to View→Toolbars→Formatting) or, to view all of the formatting at once, go to Format→Styles and Formatting and select Available Styles from the dropdown box at the bottom of the window. The formatting in the template document provides styles (such as font type, spacing, and indents) for each piece of your report. Each style is named to describe what it should be used for (for example, style names include Body Text, Heading 1, References, and bulleted list). As you add to your report, use the dropdown list on the Formatting Toolbar or the list in the Styles and Formatting window to adjust the text to the correct style. The Authors_Template.dot file shows and lists the specifications for each style.

You may also use this document, which is based on the same template as the stylistic foundation of your paper. To use it, erase the text and start typing your own text. In addition, a list of the formatting styles is included in the appendix of this document.

Because different computers have different defaults, when you use this document or the Authors_Template, your computer may add its own default styles to the template. If that happens, it can make formatting your document more difficult. To be certain that you are using only the TWDB styles, compare the styles that appear in your Styles and Formatting window with those in the screen capture on the following page (Figure 3-1). *Delete any styles in your formatting window that do not appear in this screen capture to eliminate unwanted default styles.*

To ensure that your computer does not add its default styles to this document or to the template, before you open them go to Tools→Templates and Add Ins→Templates. Be sure that the box for "Automatically update document styles" is NOT checked.

The only formatting item that does not appear in the Styles and Formatting window is the caption format. See 3.3.2 for a discussion of captions.

¹ This is a level 2 heading.

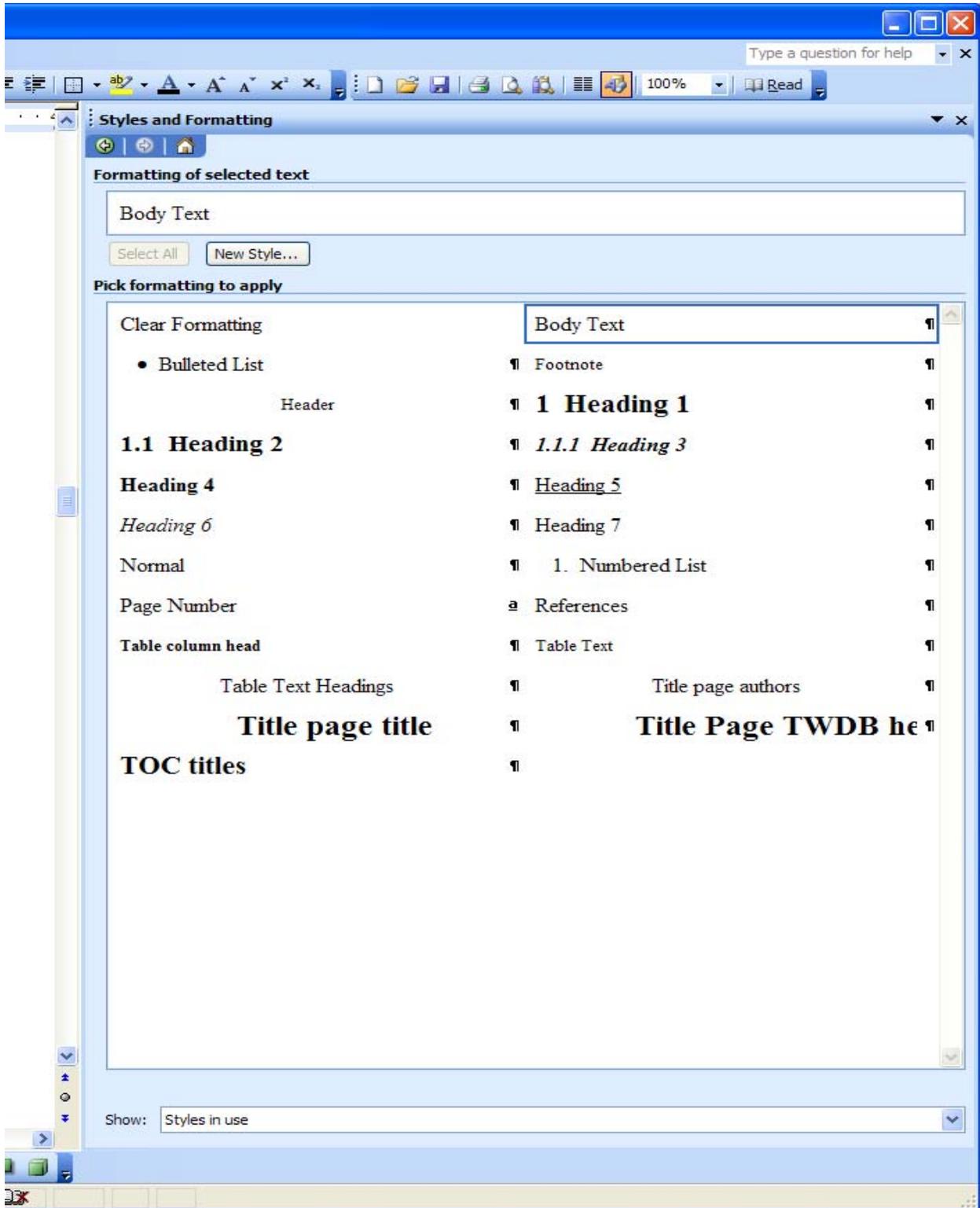


Figure 3-1. TWDB formatting styles.

3.1.1 Title¹

Give your report a title that gives the reader an idea of the topic of your report but is not terribly long. In addition to the general subject (for example, “Droughts”), you may include a few additional words to describe a place, methodology, or other detail focused on throughout the paper (for example, “Droughts in the High Plains of Texas” or “Evaluating the Effects of Drought Using Groundwater Flow Modeling”). Please capitalize only the first letter of each major word (usually any word that is four letters or more). Do not capitalize words like "the," "and," "to," and "of."

3.1.2 Headings

Use headings to help the reader follow you through the main sections of your report and to make it easier for readers to skim through your report to find sections that might be the most interesting or useful to them. Headings for up to five levels of subdivision are provided in the template; however, we suggest not using more than three or four levels of subdivision except where absolutely necessary. Please avoid stacked headings (for example, a Heading 1 followed immediately by a Heading 2), and capitalize only the first word of headings—never use all caps.

Using the headings in the Styles and Formatting window allows Word to automatically number your headings and then renumber them if you add or delete headings. They are also the basis for your table of contents.

3.1.3 Table of contents

The table of contents can be automatically generated from the level 1 and 2 headings. To generate a table of contents, place your cursor where you want it to insert it, go to Insert→Reference→Index and Tables. Choose the table of contents tab and click on OK.

3.1.4 Margins

Use 1-inch margins on all four sides of the page.

3.1.5 Page numbers and page headers

Page numbers are centered at the bottom of the page in 12 pt. Times New Roman. Please use roman numerals for the front matter of your report (the title page, table of contents, and lists of figures and tables). Begin with page 1 on the first page of text (normally the Executive Summary). Page headers are 10 pt. italic Times New Roman, centered at the top of the page and also start on page 1. If the report is a TWDB numbered report, the text for the header should be: *Texas Water Development Board Report ###*. (See the headers in this document for an example.)

¹ Level 3 heading

TWDB has a numbered report series, and many of its publications are included in this series. Very often consultant reports are converted to TWDB numbered reports once they are submitted and reviewed. The numbers for these reports are generated by the TWDB Communications office after the report has been submitted and accepted for editing.

Consultant reports, however, will have contract number rather than a report number in the header. Headers on contract reports will read: *Texas Water Development Board Contract Report Number ###*.

3.2 Front matter

The first few pages of your document should include in this order: title page and then table of contents (which will include a list of figures and list of tables). Both of these pages should begin on an odd-numbered page. Any special pages, such as a "Note from the Authors," should be inserted before the Table of Contents on an odd-numbered page.

3.3 Figures and photographs

To publish professional-looking graphics, **we need all originals to be saved at 400 dots-per-inch (dpi)** and in grayscale, if possible, or in the CMYK color format if color is necessary. Excessive use of color, especially color graphics that do not also work in grayscale, will prevent us from publishing your report as a TWDB numbered report (color reproduction costs can be prohibitive). Preferred file formats for your original graphics are Adobe Illustrator (.ai), Photoshop (.psd), EPS with .tif preview, .jpg, .png, or .tif files. Please do not submit Microsoft Excel graphics. Because it is difficult to create well-designed, polished graphics with this program, we prefer Adobe Illustrator. It allows us more flexibility in adjusting fonts, colors, positions, and other graphic characteristics.

Refrain from using low resolution .jpg or .gif files. Internet images at 72 dpi are unacceptable for use in reports.

All graphics shall be submitted in two forms:

1. Inserted into the Microsoft Word document before you submit your report. Ideally, inserted graphics should be centered on the page. Format the picture to downsize to 6 inches wide if necessary. Please do not upsize a graphic in Word.
2. Saved in one of the formats listed above.

3.3.1 Other graphics specifications

It is easiest to design your figures separately and add them in after the text of your report is more or less complete. Graphics should remain within the 1-inch page margins of the template (6.5 inches maximum graphic width). Avoid landscape orientation because it makes the report more difficult to read. Be sure that the graphics (as well as tables) are numbered in the same order that they are mentioned in the text. Figures should appear in the report after being called out in the text. *Within the graphics, please use Arial typeface.*

3.3.2 Captions

Because we cannot edit captions embedded in figures, please include a caption for each graphic in Word. For figures and photographs, the caption should appear below the graphic, flush left in 10 point boldface Times New Roman. Table captions, however, should appear above the tables, flush left and also in 10 pt. boldface Times New Roman.

Automatic caption features and lists of figures and tables

This document is set up to take advantage of automatic caption features for lists of figures and tables. To generate a caption, go to Insert→Reference→Caption. You will need to select whether it is a table or figure caption. The menu will show you the appropriate caption number. Click on "OK" and the caption number will be inserted in your document in the correct format. Then type in your caption. It will generate the correct fonts as you type.

It is important to use this automatic feature because it will generate the lists of figures and tables for the table of contents. To create these lists, go to Insert→Reference→ Index and Tables. Then select the list of figures or list of tables and click on ok. This will fill in your lists for you. Because this feature picks up the entire caption, most of the time you will have to edit the entries in the Lists of Figures/Tables to make them more concise. If you need to update these lists later to reflect changes, place your cursor outside the lists and press F9.

3.3.3 Creating publication-quality graphics

When designing a graphic, make sure that it (1) emphasizes the important information and does not show unnecessary data, lines, or labels; (2) includes the needed support material for the reader to understand what you are showing; and (3) is readable (see figures at the end of this document for examples). Edward R. Tufte's books on presenting information (Tufte, 1983; 1990; 1997) are great references on good graphic design. Figure 3-2, Figure 3-3, and Figure 3-4 are examples of properly formatted, easy-to-understand graphics. Do not include fonts that are less than 7 points.

For good-looking graphics, the resolution needs to be high enough to provide a clear image at the size you make them within the report. In general, 400 dpi will make a clear image. Try to create your figures at the same size they will be in the report, as resizing them in Word greatly reduces image quality. Photographs taken with at least a two-megapixel camera (if using digital) and with good contrast will make the best images. Save the original, and then adjust color levels and size in a renamed image copy. Print a draft copy of your report to double check that your figures and photographs have clear lines and show all the features that you want them to have.

Figures and photographs should be in grayscale. Because color greatly adds to the cost of printing, we are trying to keep it to a minimum. Also remember that your report may be photocopied, scanned, or downloaded and printed in black and white. For this reason, you should use symbols, patterns, and colors that print as different shades in black and white. All interval or ratio data (data measuring continuous phenomena, with each color representing an equal interval) need to be displayed in a graded scale of a single color (Figure 10-1). This way your figures will be useful even as a photocopy.

If you need help with your graphics or have questions, please contact the TWDB graphics department at (512)936-0129.

3.3.4 Consistency

As readers move within a graphic or from one graphic to the next, they expect to see consistent fonts and font sizes. In TWDB reports, all figures should use Arial, and point sizes should be the same throughout the document. Point sizes should be no smaller than 7 pt. See Figures 3-2 and 3-3 for further information.

3.3.5 Using other people's graphics

Figures and photographs (and tables) need to be your own unless you have written permission from the publisher that allows us to reprint them (we will need a copy of this permission for our records). Avoid using any figures or photographs taken off the Internet or from newspapers or magazines. It is often time consuming and expensive to gain permission to reproduce them.

3.3.6 GIS and graphics

When exporting graphics or maps out of a geographic information system such as ArcInfo, please be sure to export your graphics and maps in a raster format such as .jpg or .tif (see guidance above). If you export in a vector format, such as Windows Metafile, there is a good chance that your graphics will not work on all computers. Because geographic information systems often use specialized font sets for symbols (such as for point data or north arrows), readers would have to have the same specialized fonts to see the graphics and maps properly. By saving your graphic and maps in a raster format, you have essentially turned them into photographs that no longer require specialized fonts.

3.3.7 Figure formatting summary

- Place caption underneath figure, flush left
- Capitalize the first word of the caption.
- Capitalize only the first word in the axis labels and tags (unless they are proper names).
- Place reference citations, if needed, within parentheses at the end of the caption. Do not cite TWDB if it is the only source of data.
- Use abbreviations, acronyms, and symbols sparingly. If needed because of limited space, please define them.
- Use Arial typeface.
- Use consistent point size for figure text, such as axis labels. Point sizes should be no smaller than 7 pt.
- Use 400 dpi resolution for graphics.
- Use a maximum graphic width of 6.5 inches.

3.3.8 Figure Examples

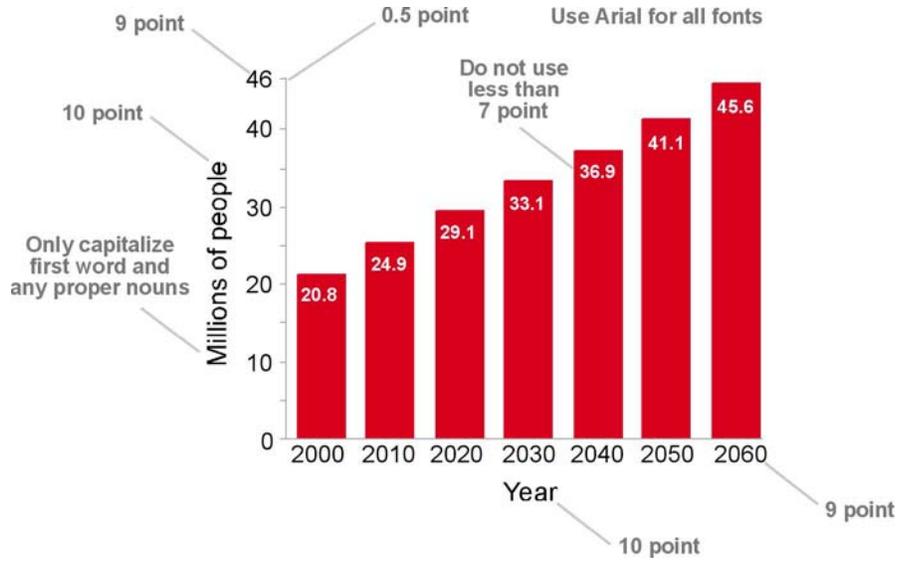


Figure 3-2. Font and design expectations for a bar chart (author, date).

Note that there are no grid lines. If a reference were necessary, it would go in parentheses before the period.

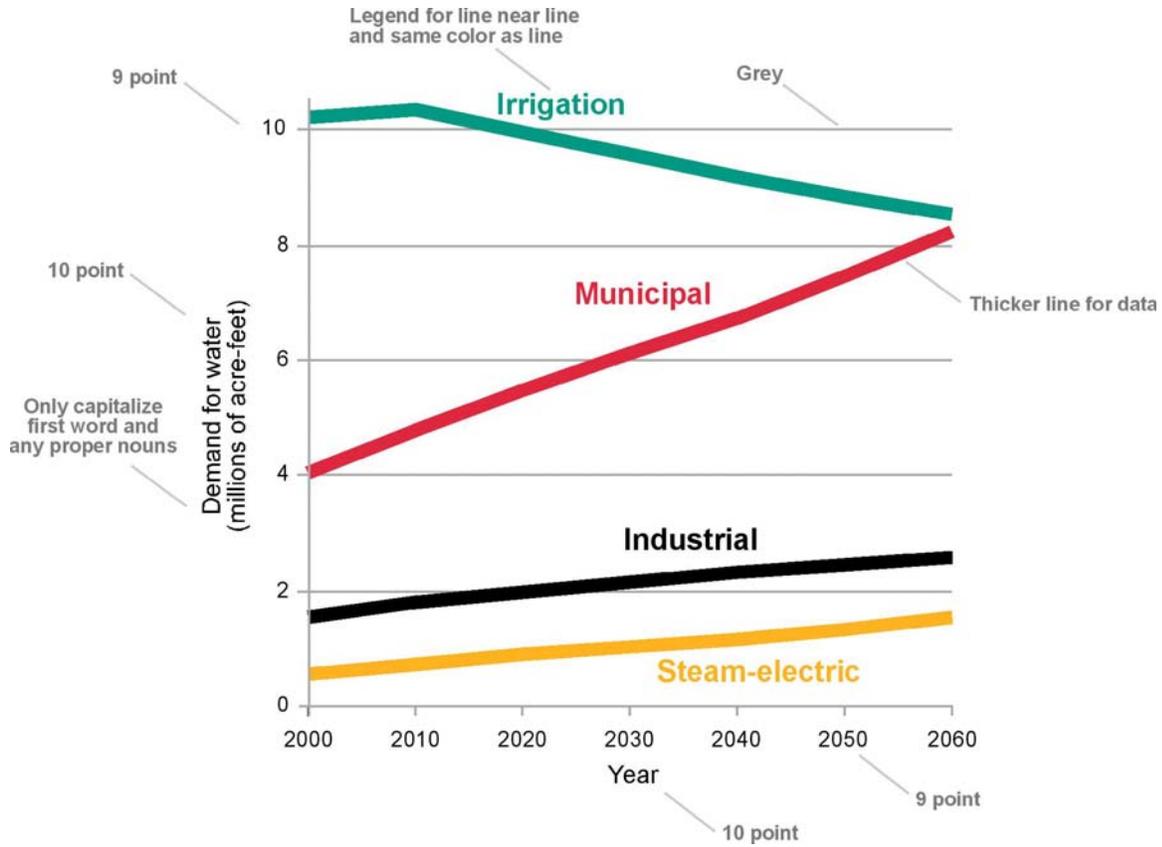


Figure 3-3. Font and design expectations for a line chart (data from TWDB and author, date; author, date).

Note that there are grid lines in a line chart. Also note the use of multiple citations in the caption.

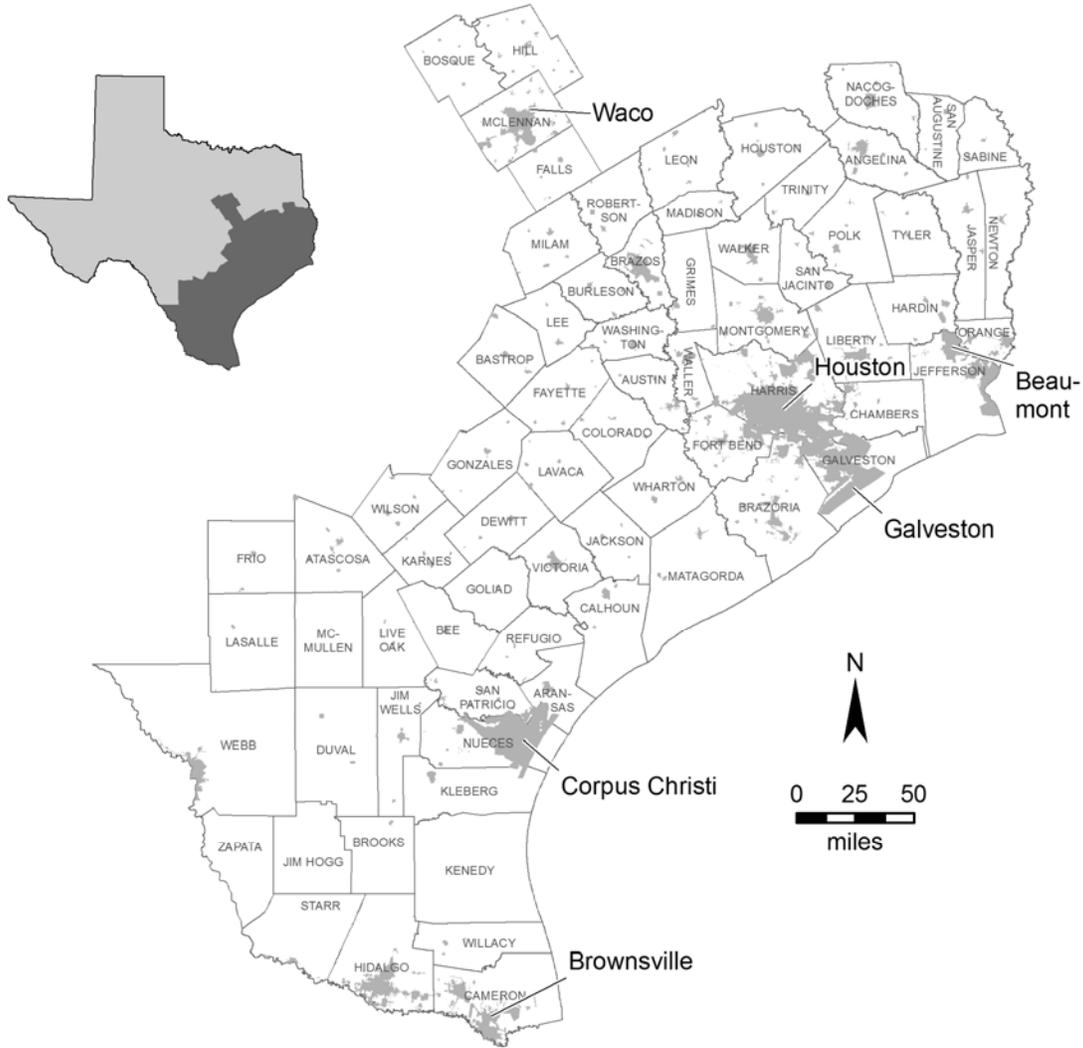


Figure 3-4. A sample subject area map, giving the reader enough information to understand the location being discussed in this conference. For map figures, be sure to include a north arrow to orient the reader, a scale, and, if needed, a submap that places the figure in greater geographic context. Be sure that text is readable and that any citations listed on the figure or in the figure caption are included in the reference list. Font size should never be less than 7 points.

3.4 Tables

Tables should be created in Microsoft Word (Table 3-1). They should use outlining and bold font only to emphasize headings, totals, or other important points. All table text is in Times New Roman.

Table 3-1. A sample table. Note caption above table.

Column head	Year and volume (acre-feet)^a							%GW^b
	1950	1980	1990	2000	1980	1990	2000	
Table text	16,015	22,441	23,340	25,926	81,196	144,522	66,083	97.4
Winkler	10,064	9,944	8,626	7,173	8,356	3,171	5,516	99.9
Total:	255,811	549,592	660,934	754,099	621,194	310,308	447,935	

Note: Any explanatory table information should immediately follow the table.

Source: USGS (2000) Any table source should be next. (Please note this is not really USGS data.)

^a Please use superscript letters for table footnotes. A footnote should look like this, using 10 point Times New Roman. Table headings are 12 point (the Year and volume heading). Table text is 10 point.

^b%GW = percent groundwater. It is preferable to avoid abbreviations and acronyms. However, when they are necessary because of limited space, be sure to explain them.

3.4.1 Table formatting summary

- Justify numbers by their decimal points.
- Use commas beginning with thousands (1,000, 3,500, 10,000).
- Place reference information at the bottom of the table. If the table includes information generated solely by TWDB, it does not need a reference.
- Use Times New Roman for all text.
- Use 12 point for table headings and 10 point for table text.
- Capitalize only the first word of the caption and only the first word of any column and row heads and labels.
- Place caption flush left above the table in 10 pt. bold Times New Roman. Place a period at the end of the caption.
- Number tables consecutively (Table 1, Table 2). In long papers with numerous sections, number the tables with the section numbers (Table 1-1, 1-2, 2-1, 2-2, 2-3, and so on).
- Use acronyms and abbreviations sparingly. If you must use them because of limited space, define them at the bottom of the table.
- Avoid using vertical grid lines.

4 Units

Measurements should be in English units. Metric units may be included in parentheses after the English units; however, if you include metric units, you should include them for all English measurements.

All units of geologic time should conform to the most recent geologic timescale (Gradstein and others, 2004). A summary of this timescale is available from the International Commission on Stratigraphy's Web site at <http://stratigraphy.org/chus.pdf>.

5 Citations and references

It is important to give credit where credit is due. Therefore, be sure to use the appropriate citations and include references in your paper.

5.1 In-text citations

Each piece of information you use in your report that comes from an outside source must be cited within the text using the author's last name and the year of publication. If there are two authors, list the last name of each followed by the year, and if there are more than two authors, list the last name of the first author followed by "and others" and the year. For example: the end of the Jurassic Period occurred approximately 145.5 million years ago (Gradstein and others, 2004). If the author is an organization you may use an acronym and then spell it out in the Reference list, for example (TGPC, 2000). See the last entry in the list of references for the bibliographic entry.

5.2 References

All sources that are cited within the report should be listed at the end of the paper under the heading References. The references should follow the guidelines in "Suggestions to Authors of the Reports of the United States Geological Survey" (Hansen, 1991). These are available online at http://www.nwrc.usgs.gov/lib/lib_sta.html (a link to the chapter "Preparing references for Survey reports," p. 234–241, is found here). Several examples of complete reference citations are listed at the end of these guidelines. Be sure that any citations that appear in tables or figures are included in the reference list. Also, before submitting the report, please check that all the citations in the report are included in the reference list and all references in the reference list are cited in the report. If at all possible, avoid Web-based citations. These materials are often transient and, therefore, useless to future readers. However, if you do need to use them, please include a date accessed.

6 Submitting your report

Before you submit your report, proofread it. Look for spelling and grammatical errors. Also, check to see that you have structured the headings, paragraphs, and sentences in your paper so that it is easy to follow and understand (imagine you are a reader who does not already know the information you are presenting). TWDB staff members should use a routing slip to send the report through its appropriate channels. It is available at V:\PlanShare\Report templates and standards\Report routing slip_041607.doc.

7 Conclusions

Following the instructions above and providing accurate and readable text, tables, figures, and citations will help to make your report useful to readers. Scientists may read your report, as well as water planners, utility providers, and interested citizens. If your report successfully conveys

accurate scientific information and explanations to these readers, we can help to create more informed decisions about the use, development, and management of water in the state.

8 Acknowledgments

Be sure to acknowledge the people and entities that assisted you in your study and report. If there was an outside funding source, you will need to include them here, as well as on page ii. For example:

We would like to thank the Keck Geology Consortium, the American Society of Civil Engineers, and the Texas Bar CLE for providing examples to use in developing these guidelines. In addition, we appreciate Mike Parcher for providing information on how to create publication-quality graphics and Ian Jones for providing Figure 10-1.

9 References¹

- Gradstein, F.M., Ogg, J.G, and Smith, A.G., eds., 2005, A geologic time scale 2004: Cambridge, Cambridge University Press, 610 p.
- Hansen, W.R., ed., 1991, Suggestions to authors of the reports of the United States Geological Survey (7th ed.): Washington, D.C., U.S. Government Printing Office, 289 p.
- Tufte, E.R., 1983, The visual display of quantitative information: Cheshire, Conn, Graphics Press, 197 p.
- Tufte, E.R., 1990, Envisioning information: Cheshire, Conn., Graphics Press, 126 p.
- Tufte, E.R., 1997, Visual explanations: Cheshire, Conn, Graphics Press, 156 p.

9.1 Examples of references

- Arroyo, J.A., and Mullican, III, W.F., 2004, Desalination, *in* Mace, R.E., Angle, E.S., and Mullican, III, W.F., eds., Aquifers of the Edwards Plateau: Texas Water Development Board Report 360, p. 293–302.
- Bates, R.L., and Jackson, J.A., 1984, Dictionary of geological terms: Garden City, N.Y., Anchor Press/Doubleday, 571 p.
- Blandford, T.N., Blazer, D.J., Calhoun, K.C., Dutton, A. R., Naing, T., Reedy, R.C., and Scanlon, B.R., 2003, Groundwater availability of the southern Ogallala aquifer in Texas and New Mexico—Numerical simulations through 2050: contract report by Daniel B. Stephens and Associates, Inc., and the Bureau of Economic Geology, The University of Texas at Austin to the Texas Water Development Board, variously paginated.
- FAS (Federation of American Scientists), 2006, Resolution comparison: Reading license plates and headlines, <http://www/fas/org/irp/imint/resolve5.htm>, accessed March 2007.²

¹ Please note there are no spaces between author initials in the reference list.

²This is not an actual Web address, but an approximation of one for example purposes only.

- Fenneman, N.M., 1931, *Physiography of Western United States* (1st ed.): New York, McGraw-Hill, 534 p.
- Hubert, M., 1999, Senate Bill 1—The first big bold step toward meeting Texas’s future water needs: *Texas Tech Law Review*, v. 30, no. 1, p. 53–70.
- Kunianski, E.L., 1989, Precipitation, streamflow, and baseflow in West-Central Texas, December 1974 through March 1977: U. S. Geological Survey Water-Resources Investigations Report 89-4208, 2 sheets.
- Mace, R.E., Chowdhury, A.H., Anaya, R., and Way, S.C., 2000, A numerical groundwater flow model of the Upper and Middle Trinity aquifer, Hill Country area: Texas Water Development Board Open File Report 00-02, 62 p.
- Maclay, R.W., and Land, L.F., 1988, Simulation of flow in the Edwards aquifer, San Antonio Region, Texas, and refinements of storage and flow concepts: U. S. Geological Survey Water-Supply Paper 2336, 48 p.
- TGPC (Texas Groundwater Protection Committee), 2006, Joint groundwater and contamination report—2004: Texas Commission on Environmental Quality Report SFR 056/05, variously paginated.

For more examples of references, see p. 239–241 of “Suggestions to Authors of the Reports of the United States Geological Survey” at http://www.nwrc.usgs.gov/lib/lib_sta.html.

10 Appendix

If you have an appendix in your document, it should be the last numbered section of the report.

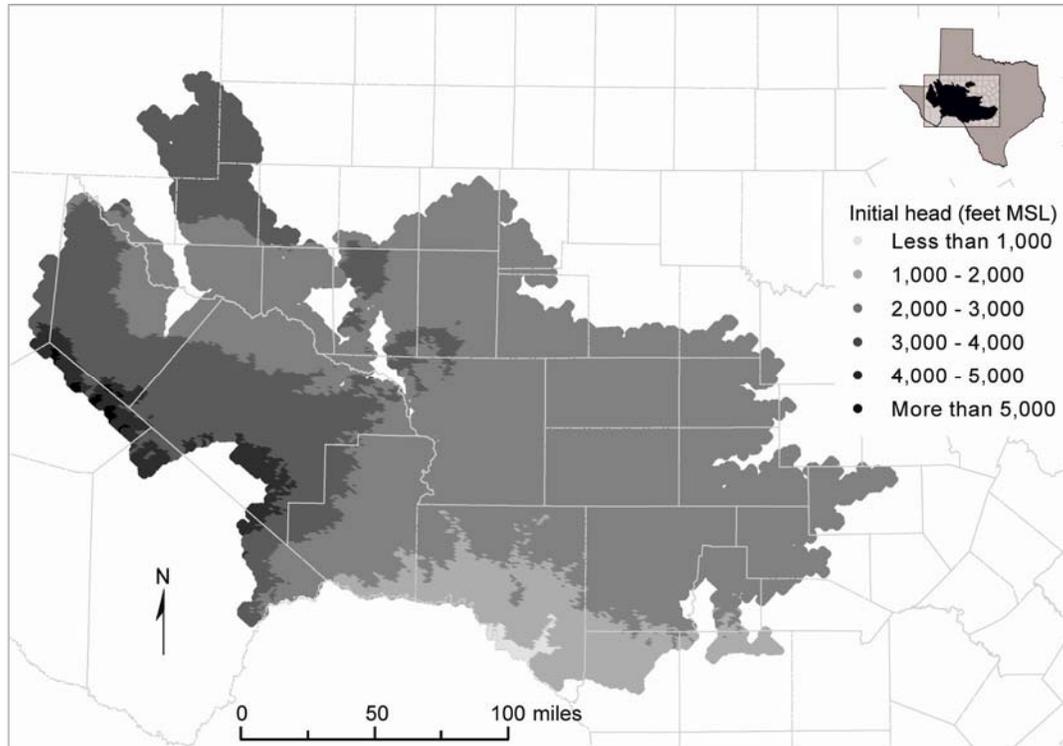


Figure 10-1. Initial hydraulic heads used in model simulations for layer 1. Note the use of grayscale shading to show differences. MSL = mean sea level.

Use abbreviations and acronyms only when necessary, and always define them.

Title page TWDB heading 22 pt.; 1.5" indent

Title page title 22 pt.; 1.75" indent

Title page authors: 12 pt.; 1.75" indent

11 Style specifications for text

All text is in Times New Roman.

12 Heading 1

16 pt. bold; no left indent; hanging indent 0.3 inches; 12 pt. space before; 6 pt. space after; keep with next; outline numbered, numbering style 1,2,3

12.1 Heading 2

14 pt. bold; no left indent; hanging indent 0.4 inches; 12 pt. space before; 6 pt. space after; keep with next; outline numbered

12.1.1 Heading 3

12 pt. bold italic; no left indent; hanging indent 0.5"; 12 pt. space before; 6 pt. space after; keep with next; outline numbered

Heading 4

12 pt. bold; no indent; 3 pt. space before; 3 pt. space after; no outline numbering

Body Text

12 pt. Times New Roman, single space, 6 pt. before, 6 pt. after

Bulleted List

- Left indent 0.25 inches
- Hanging indent 0.25 inches
- 3 pt. space before and after

Numbered list

3. Left indent 0.25 inches

4. Hanging indent 0.25 inches
5. 3 pt. space before and after

Table 2-1. Caption 10 pt. bold; hanging indent 1"; 18 pt. space before; 12 pt. space after; tabs 1"; automatically update. Table captions precede the table. Figure captions are placed below the figure.

Year and volume (acre-feet)

Column head	1950	1980	1990	2000	1980	1990	2000	%GW^b
Table text	16,015	22,441	23,340	25,926	81,196	144,522	66,083	97.4
Winkler	10,064	9,944	8,626	7,173	8,356	3,171	5,516	99.9
Total:	255,815	49,592	660,934	754,099	621,194	310,308	447,935	

Table text headings: 12 pt.; single spacing; centered

Table column heads: 10 pt. bold; single spacing

Table text: 10 pt.; single spacing

References: No left indent; hanging indent 0.25 inches; 6 pt. space before

Header: 10 pt. centered (should contain title of report, shortened, if necessary)

Footer: 12 pt. centered

Footnotes: 10 pt.; 3 pt. space after