<div align="center">

<u>Formatting Guidelines</u>

</div>

I. **Basic Formatting Guidelines**

Page Layout setting

Font: Garamond

Paragraph Space: 12 Pt Before

                                   0 Pt After

Line Space: 1.15

Normal fonts: 12 Garamond

Page Size 8"x11"

Margin 0.75" All Four Side

Heading 1a:

Health Education

Font: 18, Garamond

Color Hex code: c00000

Heading 1b:

Question Bank

Font: 18, Garamond

Color Hex code: 984806

Heading 1c:

References

Font: 18, Garamond

Color Hex code: 525252

Heading 2:

Health Communication
Font: 16, Garamond
Color Hex code: 525252

Heading 3a:

Must Know

Font: 14, Garamond

Hex Color code: 4472c4

Heading 3b:

Introduction

Font: 14, Garamond

Hex Color code: 002060

Normal fonts: 12 Garamond

Overall Formatting Guidelines:

Press keys "CONTROL" PLUS "SHIFT" PLUS "TAB" PLUS "8"

1. All margins are to be checked as per the guidelines.
2. The font size for Heading 1,2, 3a,3b and normal fonts should be as per the guidelines.
3. Please check for the Color Hex values of all the fonts of the chapter.
4. Here is how to check the Hex Value:

   Online:

   Select word or sentence> Select font colour icon > select more colours option > there is box named Hex > paste Hex value for the colour which you want to set

   Offline MS office:

   Select word or sentence> Select font colour icon > select more colours option in custom tab > there is box named Hex > paste Hex value for the colour which you want to set

5. Please check for the paragraph space as per the guidelines
6. Please check for the line space as per the guidelines
7. Please ensure the footnotes/endnotes and captions are formatted consistently

8. Please keep all the bullets in the chapter as per the reference chapter
9. The commas, apostrophes, semicolon, and colon used appropriately. Please use the reference chapter to look for the pattern.
10. Please use the full stops correctly as per the reference chapter.
11. The question mark, exclamatory mark and dashes to be used appropriately.
12. Please check for grammatical error by using Grammarly software: Please set the language as British language.
13. Please check for Vocabulary mistakes by using Grammarly software.
14. Please check for the formatting of the references and please refrain from using any other color font and please avoid the underlines. There should be standard referencing style of Harvard and formatting style.
15. Please check of the space and remove the spacing in the document.

Please check for spaces: Press keys "CONTROL" PLUS "SHIFT" PLUS "TAB" PLUS "8"

II.   Image Guidelines
1.   Please convert all the flow charts/diagrams to JPEG images.
2.   Please increase the resolution of all the images above 300/600 dpi as per the quality of the images.
   - How to check resolution: Right click on the image>Properties>Details
   - How to increase the resolution using online software: https://convert.town/image-dpi
   - How to increase the resolution using windows paint: Right click on the image>Open with paint>Go to File>Go to image property>change the width and hight as per the 300/600 DPI image requirement.
3.   All the images should be labelled as figures and tables respectively as per the reference chapter.
4.   Please submit all the labelled figures in JPEG format.
5.   Please submit all the labelled tables in word format.