sentence if read together with the introductory line should use a vertical layout (outline style). Vertical lists should:

- i. use a colon between the text and the beginning of the list;
- ii. begin each item with a lowercase letter;
- iii. use a semicolon between each list item;
- iv. use a numeric list (not letters or bullets);
- v. use a double space between each item; and
- vi. use a period at the conclusion of the list.
- 6. <u>Money</u>. Spell out monetary values and, in parentheses, use numerals to express the stated amount. The numeric value should be accompanied by a dollar symbol. For example: One Million Dollars (\$1,000,000.00).
- 7. <u>Numbers/Figures</u>. Use figures for numbers equal to or

1.	forms or tools	to carry out	the procedures.

10.

3. <u>Citation to Policy or Section of Policy</u>. References to a specific chapter of a policy manual, or to a specific policy should be as follows:

## Formal References:

Chapter 1, The Policies of the University of North Texas at Dallas Policy 1.100, The Policies of the University of North Texas

## <u>Informal References</u>:

UNTHSC Policy Manual, Chapter 1 System Administration Policy 1.100