1. Procedures follow an outline format.
   1. For consistency across procedures, follow the following outline format:
      1. Level 1: A.
      2. Level 2: 1.
      3. Level 3: a.
      4. Level 4: i.
      5. Level 5: •
2. The following formatting rules apply for both Policies and Procedures:
   1. Hyperlinks
      1. Hyperlink any authorities and attachments in the corresponding section in the Policy document.
         1. If you have updated/created a new document that you would like to hyperlink as an attachment, please send it to Compliance so that a URL can be created for the link.
   2. Abbreviations
      1. Any acronyms/abbreviations shall be spelled out at first mention in each document.