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.