

## Word Styles in CCSDS Book Templates

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This document provides a visual representation of the built-in styles that are available in the CCSDS book templates (see [CWE](#)). The styles are defined in the *CCSDS Publications Manual* (CCSDS [A20.0-Y-3](#)) (section 6). Please refer to the Publications Manual and/or the table on the last page for additional information or for guidelines on styles not shown below. Items below are listed in the recommended order they are set up to appear in the Styles pane in Microsoft Word.

**Figure\_Title** (12-point bold, Title Case)

**Figure\_Title\_Wrap**

**Table\_Title** (12-point bold, Title Case)

**Table\_Title\_Wrap**

**A1 ANNEX 2** (12-point bold, uppercase Times New Roman)

**A1.1 ANNEX 3** (12-point bold, uppercase Times New Roman)

**A1.1.1 Annex 4** (12-Point Bold, Title Case Times New Roman)

**A1.1.1.1 Annex 5** (12-Point Bold, Title Case Times New Roman)

**A1.1.1.1.1 Annex 6** (12-Point Bold, Title Case Times New Roman)

**A1.1.1.1.1.1 Annex 7** (12-Point Bold, Title Case Times New Roman)

**A1.1.1.1.1.1.1 Annex 8** (12-Point Bold, Title Case Times New Roman)

**A1.1.1.1.1.1.1.1 Annex 9** (12-Point Bold, Title Case Times New Roman)

### **CENTERED HEADING**

(Includes a built-in page break before that's been removed here.)

**1 HEADING 1** (14-point bold, uppercase Times New Roman; includes a built-in page break before that's been removed here.)

**1.1 HEADING 2** (12-point bold, uppercase Times New Roman)

**1.1.1 HEADING 3** (12-point bold, uppercase Times New Roman)

**1.1.1.1 Heading 4** (12-Point Bold, Title Case Times New Roman; Paragraph text begins on the same line as the subsection heading. Only the heading itself should be in bold.)

**1.1.1.1.1 Heading 5** (12-Point Bold, Title Case Times New Roman)

**1.1.1.1.1.1 Heading 6** (12-Point Bold, Title Case Times New Roman)

**1.1.1.1.1.1.1 Heading 7** (12-Point Bold, Title Case Times New Roman)

List items: Lists may be either numbered or unnumbered (bulleted). At least two items must exist at a level.

Numbered List Levels	Bulleted List Levels (bullets for 4 and 5 n/a)
a) List 1 Numbered	– List 1 Bulleted
1) List 2 Numbered	• List 2 Numbered
i) List 3 Numbered	○ List 3 Numbered
– List 4 Numbered	List 4 Numbered
• List 5 Number	List 5 Number

List

List 2

List 3

List 4

List 5

Normal (12 point Times News Roman, two-point leading; lines must be full justified)

Note level 1 (The format is: NOTE [tab] – [n-dash][tab], then full justified text.)

Note level 2

Note level 3

Note level 4

Notes level 1

Notes level 2

Notes level 3

Notes level 4

numbered note level 1

numbered note level 2

numbered note level 3

numbered note level 4

**1.2** Paragraph 2 (Use "paragraph" styles instead of "heading" styles for normative text.)

**1.2.1** Paragraph 3

**1.2.1.1** Paragraph 4

**1.2.1.1.1** Paragraph 5

**1.2.1.1.1.1** Paragraph 6

**1.2.1.1.1.1.1** Paragraph 7

References

toc column headings

<b>Table Heading</b>
Table Cell
Table Cell Coding
- Table List

TOC F

**A2** **XPARAGRAPH 2** (Use for numbered [normative text] paragraphs in annexes; analogous to "Paragraph n" styles, but for Annexes.)

**A2.1** XParagraph 3

**A2.1.1** XParagraph 4

**A2.1.1.1** XParagraph 5

**A2.1.1.1.1** XParagraph 6

**A2.1.1.1.1.1** XParagraph 7

**A2.1.1.1.1.1.1** XParagraph 8

**A2.1.1.1.1.1.1.1** XParagraph 9

**CVRCOLOR** (100 pts before)  
**CvrDate**

**CvrDocNo** (24 pts before)

**CVRDOCTYPE** (80 pts before)

CvrLogo

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**CvrSeriesDraft** (62 pts before and after)

**CVRTITLE**

The table below is taken from the [CCSDS Publications Manual](#), section 6.

**Table 6.1 Characteristics of Major Text Elements**

Text Element	Font	Size	Leading	Attributes	Capitalization	Justification
paragraph	Times New Roman	12	2	-	sentence	full
section heading	Times New Roman	14	2	bold	uppercase	left
level-2 heading	Times New Roman	12	2	bold	uppercase	left
level-3 heading	Times New Roman	12	2	bold	uppercase	left
level-n heading	Times New Roman	12	2	bold	title	left
notes	Times New Roman	12	2	-	sentence	full
lists	Times New Roman	12	2	-	sentence	full
page header	Times New Roman	11	n/a	-	uppercase	center
page footer	Times New Roman	11	n/a	-	title	n/a
figure titles	Times New Roman	12	2	bold	title	center
table titles	Times New Roman	12	2	bold	title	center
front matter headings	Times New Roman	14	2	bold	uppercase	center
annex headings	Times New Roman	14	2	bold	uppercase	center
index headings	Times New Roman	14	2	bold	uppercase	center
figure text	Arial	≥ 9	variable	variable	variable	variable
table text	Arial	≥ 9	variable	variable	variable	variable
table headings	Arial	≥ 9	variable	bold	title	variable
TOC headings	Times New Roman	12	n/a	underline	title	left/right
TOC text	Times New Roman	12	2	-	variable <sup>1</sup>	left <sup>2</sup>
index text	Arial	9	2	variable	variable	left
<b>Cover Elements</b>						
series name	Arial	varies	n/a	bold	uppercase	center
document title	Arial	varies	n/a	bold	uppercase	center
document type	Arial	20	n/a	bold	uppercase	center
document number	Arial	20	n/a	bold	uppercase	center
statement of book color	Arial	22	n/a	bold	uppercase	center
issue date	Arial	18	n/a	bold	title	center
<sup>1</sup> Capitalization is the same as that of the referenced heading or title. <sup>2</sup> Page numbers are aligned on the right-hand side of the page; leader dots fill the space between the last character of entry text and the corresponding page number.						