

## Quick Format Review Checklist for NRR and NRTR publication series

Full guidelines and templates can be found on the [NRPM homepage](#)

### 1) Front Page:

- a. Top banner looks EXACTLY like the template – [example here](#)
  - i. Black band is correct thickness
  - ii. Text, text spacing, and text font (Arial or Frutiger) is correct
  - iii. Arrowhead is correct size
  - iv. Suggested: margins are ½ inch all around – or if spiral bound ¾ inch on left and ½ on right
  - v. If it isn't quite right cut old then copy and paste from template
- b. Title is Times New Roman or NPS Rawlinson 20 pt bold – subtitle is 18pt italic.

### 2) Title Page:

- a. Title, subtitle, series number are the same as front cover
- b. Month Year is correct
- c. Publishers address is correct (NRPC Fort Collins – as it appears in the template)

### 3) Backside of title page (page ii):

- a. Paragraph 2 – correct NRR or NRR boilerplate text
- b. Paragraph 3 – correct 'views' statement
- c. Paragraph 4 – includes NRPM website, or both network/division/other website and NRPM website
- d. Citation formatted correct – title is in sentence case and publisher is Fort Collins
- e. Page numbering first appears here with Roman numeral ii (in most cases).

### 4) Table of Contents:

- a. Heading is 'Contents' – not 'Table of Contents'
- b. No line or page number for 'Contents' in the table of contents
- c. Sections follow correct order (e.g. Figures, Tables, Appendices, Abstract or Executive Summary, Acknowledgements, Introduction, etc.)

5) Introduction or Chapter 1 etc. begins with page number 1. All first order heading begins on a new right hand, odd-numbered page, including each Appendix. Exceptions can be made for short reports.

6) All heading styles are correct

7) Blank pages are counted, but do not contain page number or footer. [See #4 Helpful Hints.](#)

8) Page numbers on landscape layout pages are placed properly on short margin highly suggested. [See instructions](#)

9) Citations use the style of the journal *Ecology*

10) Back cover looks EXACTLY like the template – [example here](#)

- a. The text - 'Natural Resource Program Center' appears only below the horizontal line with the physical address
- b. No page number on the inside of back cover

11) Total number of pages is even so that the back cover prints properly