# Title (Heading 1 Style)

Author Name(s) - leave blank for double-blind, peer-review process

Body of publication (Paragraph Style).

*NOTE: open the Styles Pane above in the main menu ribbon under the Home tab so it appears to the right and you can see the style being applied*

*NOTE: all content is left-aligned*

## Subtitle (Heading 2 Style)

Body of publication (Paragraph Style).

Use superscript numbering for in-text citations.2,3

For numbered lists (List Paragraph Numbered Style).

1. First list item
2. Second list item

For bulleted lists (List Paragraph Bulleted Style).

* First list item
* Second list item

### Subheading (Heading 3 Style)

Body of publication (Paragraph Style).



**Figure 1.** Caption. Image credit: name, affiliation.

*NOTE: for images (1) use Insert or Paste to add images; do NOT create text boxes and place images inside; (2) select Wrap Text, select Top and Bottom; (3) FOR ADA compliance, right-click image and add alt text*

*NOTE: for image captions (1) right-click image, (2) select Insert Caption, (3) select figure option and type in caption, (4) caption appears below image; (5) bold* ***Figure #.***

**Table 1.** Caption.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sample Table** | **Use Arial 9 font** | **Bold Headings** | **Headings** |
| Use Arial 9 font for content of cells | Do not use any shading | Add alt text, by selecting the table, select properties, alt text | Fit table to page by selecting table, AutoFit and Distribute, AutoFit to Window |
| Left align table | Left align all table content |  |  |

*NOTE:* *for table captions*, *(1) right-click image, (2) select Insert Caption, (3) select table option and type in caption, (4) caption appears above table; (5) bold* ***Table #.****NOTE: for ADA compliance, (1) select table icon at top left of table (small plus sign in a box), (2) right-click and select Table Properties, (3) select alt text, (4) add title, (5) add a brief description of what the contents of the table represent.*

## References Cited (Style Heading 2)

*NOTE: for list below apply Style Bibliography*

1. Author Last Name *(no punctuation)* First Name Initial(s), Author Last Name *(no punctuation)* First Name Initial(s). Article title (*use sentence case).* Journal Name *(use title case)*. Year Month-1st-three-letters;Volume(Issue):page numbers.
2. Doe J, Johnson A. This is the title of the publication. Journal Name. 2019 Mar;10(1):58–72.

*NOTE: The Extension civil rights statement and disclaimers are included at the very end of the publication*

Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, gender identity, marital or family status and is an equal opportunity employer.

The information in this publication is provided for educational and informational purposes only. The use of any brand names and any mention or listing of commercial products or services in this publication does not imply endorsement by Clemson University nor does it imply discrimination against similar products or services not mentioned. Recommendations for the use of agricultural chemicals may be included in this publication as a convenience to the reader. Individuals who use agricultural chemicals are responsible for ensuring that their intended use of the chemical complies with current regulations and conforms to the product label.

This publication may be reprinted in its entirety for distribution for educational and informational purposes only. Any reference made from this publication must use the provided citation.