Text Formatting Standards for Appendix Sections

1. Section Headings

- Use "Appendix A", "Appendix B", etc., followed by a clear descriptive title.
- Section headings should be bold and consistently formatted in size and style.
- Align all appendix headings to the left margin.

2. Subsection Headings

- Number subsections as "A.1", "A.2", etc., under their respective appendices.
- Italicize subsection heading text and use sentence case.
- Leave a line break before and after subsection headings.

3. Body Text

- Paragraphs should be left-aligned and use the main document typeface.
- Do not justify text or use indents for new paragraphs—use spacing instead.
- Maintain consistent font size and line spacing throughout the appendix.

4. Lists and Numbering

- Use numbered lists for ordered information and bulleted lists for unordered items.
- Align list markers with the text and ensure spacing between list items is consistent.

5. Tables and Figures

- Label tables and figures as "Table A.1", "Figure B.2", etc., according to the appendix section.
- Provide a descriptive caption below each figure and above each table.

6. Code and Data Samples

- Present code or data samples in a monospace font.
- Clearly label each code block and provide a brief explanation if necessary.
- Use single line spacing within code blocks, and avoid extraneous formatting.

Important Notes:

- Always refer to your organization's style manual for additional requirements.
- Be concise and consistent in all formatting approaches.
- Use the appendix for supporting information only, not for essential content.
- Review the appendix for accuracy and clarity before finalizing the document.