Item Formatting Guidelines

AGENDA

Items for the DOT agenda must be submitted digitally to sbuchanan@mdot.state.md.us and alansaw@mdot.state.md.us by the deadline published on the Board of Public Works Schedule/Deadlines. Back-up must be provided in PDF format, along with the corresponding BPW Questionnaire and BPW Checklist. Items should be free of typos and errors and should include all pertinent information.

General Format:
- *Font:* Times New Roman (12 pt)
- *Margins:* ½" top & bottom
     1" left & right
- *Line spacing:* Single (DO NOT use special line and paragraph spacing including additional space before or after a paragraph)
- *File:* WORD

1.   *Agenda Heading*   **BOLD**, 12 pt.

DEPARTMENT OF TRANSPORTATION
ACTION AGENDA
July 6, 2016

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2.   *Contact Info*   right-aligned, 10 pt., *italics*

Contact: Samantha Buchanan
410-865-1122
sbuchanan@mdot.state.md.us

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3.   *Item Header:* CAPS, bold, underlined, 12 pt.
        *Division (**or Program or subject matter):* **bold**, 12 pt., italicized

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#-C.   <u>**THE SECRETARY'S OFFICE**</u>
                 Construction

#-M-MOD.   <u>**THE SECRETARY'S OFFICE**</u>
                 Modification: Maintenance

Item Formatting Guidelines

4.	*General Text*

12 pt., aligned at 2.0" mark or a single TAB if the field title is longer than 2.0".

5.	*Subject Fields*

bold, 12 pt, *italics*, <u>not</u> ALL CAPS.
The colon "*:*" is also 12 pt., **bold** and *italics*.

One or two lines:

Amount:	$754,589 (Not to Exceed)

More than two lines:

Multiple lines should start two spaces from the Field name. Two spaces after every period ending a sentence. This should be <u>justified full</u>….meaning the words line up as if in a box.

Recommendation: That the Board of Public Works approve the following application for a wetlands license for a project involving dredging in the navigable waters of Maryland. The Wetlands Administrator recommends that the Board grant the license as indicated. The Department of the Environment concurs with this recommendation.

6.	*End of Page*

Use page breaks at the end of each page. Shortcut: hit "Control" and "Enter" at the same time.

7.	*New Page*

Include Item Heading line at the top of each page. If a Field runs over to the next page, please also add the Field name. Behind both the Agency line and Field line (if used) add "*(cont'd)*" in italicized lower case.

#-C. __THE SECRETARY"S OFFICE__ *(cont'd)*

Description: *(cont'd)*

Item Formatting Guidelines

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8. *Previously Withdrawn or Deferred Item Line*

If the Item had been previously withdrawn or deferred from a previous Agenda, include this language above the Action Line.

This Item was withdrawn as Item _____ from the __/__/__ _____ Agenda.

The Board of Public Works deferred this Item as Item _____ from the __/__/__ _____ Agenda.

9. *Action Line*

12 pt, **bold**, all caps, bottom of page

Item Action Line

BOARD OF PUBLIC WORKS - THIS ITEM WAS:

APPROVED   **DISAPPROVED**   **DEFERRED**   **WITHDRAWN**

WITH DISCUSSION   **WITHOUT DISCUSSION**

Emergency Item Action Line (See BPW Advisory 2009-2 at www.bpw.maryland.gov for more information on submitting an emergency Item).

BOARD OF PUBLIC WORKS ACTION - THIS REPORT WAS:

ACCEPTED   **REMANDED**

WITH DISCUSSION   **WITHOUT DISCUSSION**

Item Formatting Guidelines

HELPFUL and IMPORTANT ADVISORIES

Advisories provide clarification for State Agencies on items important to Board oversight and functions. These policy-making directives should be used by Agencies to help decipher requirements in procurement, reporting, definitions, and Agenda submissions, so forth. Advisories are updated and created as needed. See www.bpw.state.md.us/advisories for updates. Directly related to Agenda submission:

> Adv-2004-3 Correcting Agenda Items
> Adv-2006-1 Action Agendas Required Information, Format, Backup Documentation
> Adv-2009-2 Emergency Procurements; Reports to the BPW