

WAC 1-21-125 Style and formatting. (1) All material must be submitted in a minimum of ten point type and using recommended accessible font, such as Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri fonts. If needed, eight point type is acceptable for tables. Tables must not exceed regular page width and landscape tables must be published as an image.

(2) Excessive use of emphasis is not recommended. Avoid unnecessary bold, italics, and all caps. Underscore is only used to indicate the addition of new material when amending existing agency rules and may not be used for emphasis. Color may not be used for emphasis.

(3) Lower case the names of state agencies, divisions, commissions, committees, etc.

(4) Do not underscore web and email addresses. Neither of these types of addresses will appear as hyperlinks in the published products.

(5) The document(s) should be free of track changes, background images, or watermarks.

(6) For filings other than CR forms, leave the bottom right corner of the first page vacant for the placement of the office of the code reviser's stamp.

[Statutory Authority: RCW 1.08.110, 34.05.210, 34.05.385, 34.08.030 and chapter 34.05 RCW. WSR 19-21-072, § 1-21-125, filed 10/11/19, effective 11/11/19.]