FORMATTING INSTRUCTIONS FOR JOB SPECIAL PROVISIONS

# Heading Shall be First Letter Capitalized and Underlined (Arial 11 Font)

**1.0 Paragraphs.** Paragraph number (**1.0, 1.1, 1.2**, etc), then TWO SPACES, then the paragraph title followed by a period, then another TWO SPACES, then begin the text of the paragraph.

**1.1** Paragraph number and paragraph title should be **BOLD**.

**1.2** Put a blank line between each paragraph.

**2.0 Fonts.** Use Arial 11 font, single-spaced. For Microsoft Word users, use tables when necessary.

**3.0 Page Settings.** Use margins of 1" left and right, 1" top and 0.5" bottom. All text should be fully justified.

**4.0 Rule.**

**4.1** When referencing a Missouri Standard Specification Section number, use Sec # (ex. Sec 401.2).

Example. (*This work shall be in accordance with Sec 301.) Do not include the phrase “of the Missouri Standard Specifications.”*

**4.2** When referencing a Job Special Provision number while in the JSP as follows:

Example. *(The contractor shall follow the test methods described in section 5.1 of this provision.)*

**5.0 This Document.** This document is formatted using the instructions contained herein. It may be of value as a quick visual reference.

Make Sure the next JSP contains the “Heading 1” Style:

