sentence if read together with the introductory line should use a vertical layout (outline style). Vertical lists should:

      i.   use a colon between the text and the beginning of the list;

     ii.   begin each item with a lowercase letter;

   iii.   use a semicolon between each list item;

   iv.   use a numeric list (not letters or bullets);

     v.   use a double space between each item; and

   vi.   use a period at the conclusion of the list.

6.   <u>Money</u>.  Spell out monetary values and, in parentheses, use numerals to express the stated amount.  The numeric value should be accompanied by a dollar symbol. For example: One Million Dollars ($1,000,000.00).

7.   <u>Numbers/Figures</u>.  Use figures for numbers equal to or

          i.   forms or tools to carry out the procedures.

10.

3.  <u>Citation to Policy or Section of Policy</u>.  References to a specific chapter of a policy manual, or to a specific policy should be as follows:

    <u>Formal References</u>:
    Chapter 1, The Policies of the University of North Texas at Dallas
    Policy 1.100, The Policies of the University of North Texas

    <u>Informal References</u>:
    UNTHSC Policy Manual, Chapter 1
    System Administration Policy 1.100