

Department of the Interior Departmental Manual

Effective Date: 02/16/2022

Series: Departmental Directives

Part 011: The Departmental Manual

Chapter 3: Chapter Formatting Requirements

Originating Office: Office of the Executive Secretariat and Regulatory Affairs

011 DM 3

3.1 **Purpose.** This Chapter provides the requirements for formatting Department of the Interior (Department) Departmental Manual Chapters for placement in the Electronic Library of Interior Policies (ELIPS).

3.2 **Document Type.** Chapters are to be in a word processing format approved for use within the Department. An electronic [format guide](#) that aligns with this Chapter is available for download. Use of the template does not relieve the Department employee of the requirement to follow the structure outlined in this Chapter.

3.3 **Margins.** All margins throughout the Chapter are to be one inch.

3.4 **Typeface.** The typeface throughout the Chapter is to be Times New Roman and the font size, except in headings, is to be 12 point

3.5 **Page Header.** A header is to be used for only the first page of each DM chapter. It is not repeated on successive pages. The header format consists of:

A. The heading “**Department of the Interior**”, centered on the first line at the top of the header page. The font is 14 point, bold.

B. The heading “**Departmental Manual**”, centered on the second line of the header page. The font is 16 point, bold.

02/16/22 #5088

Replaces 12/11/01 #3386

C. A horizontal line is to be inserted across the page from the left to the right margin two lines below the heading identified in 3.5B, above.

D. The heading “**Effective Date**” is to be typed at the left margin in 12 point, bold, two lines below the horizontal line identified in 3.5C above. The heading is to be followed by a colon (non-bold). After the Chapter is signed, the Office of the Executive Secretariat and Regulatory Affairs will enter the effective date, in 12 point, two spaces after the colon.

E. The heading “**Series**” is to be typed at the left margin in 12 point, bold, on the next line below the Effective Date. The heading is to be followed by a colon (non-bold). The Series title is to be entered in 12 point, two spaces after the colon.

F. The heading “**Part**” is to be typed at the left margin in 12 point, bold on the next line below the Series title, followed by a space and the Part number, also in bold. The heading is to be followed by a colon (non-bold). The Part title is to be entered in 12 point, two spaces after the colon.

G. The heading “**Chapter**” is to be typed at the left margin in 12 point, bold on the next line below the Part number and title, followed by a space and the chapter number, also in bold. The heading is to be followed by a colon (non-bold). The chapter title is to be entered two spaces after the colon.

H. The heading “**Originating Bureau/Office**” is to be typed at the left margin in 12 point, bold two lines below the chapter number and title. The heading is to be followed by a colon (non-bold). The title of the Bureau/Office responsible for writing the chapter and keeping it current is to be entered in 12 point, two spaces after the colon.

I. A horizontal line is to be entered across the page from the left to the right margin below the heading identified in 3.5H above.

J. The Part and Chapter number are to be entered in 12 point, bold two lines below the line identified in 3.5I above.

3.6 **Chapter Text.** The font size for all text below the first horizontal line (identified in 3.5C above) is to be 12 point. Do not include page numbers and do not use automatic outlining, paragraphing, or page numbering when typing the chapter text.

3.7 **Paragraph Format.** Each Chapter is composed of paragraphs. Each major paragraph is designated by the Chapter and paragraph number (in Arabic numbers) separated by a period and

typed at the left margin. Each paragraph is to include a subject heading typed five spaces from the left margin in bold type, followed by a period (nonbold). The second line of the paragraph and each line thereafter is typed at the left margin. The first letter of each word in the major paragraph heading is to be upper case (i.e., initial caps). Major paragraphs may be subdivided into subparagraphs as indicated below. All paragraphs and subparagraphs are to be separated by one blank line.

A. First Subdivision. The first subdivision in each paragraph is to be indented ½” from the left margin and identified by a capital letter. Headings are optional. If a heading is used, it should be underlined. Text (to include headings) is to begin 1” from the left margin with the second line and each line thereafter typed at the left margin.

(1) The second subdivision in each paragraph is indented 1” from the left margin and identified by Arabic numerals in parentheses. Text is to begin 1.5” from the left margin with the second line and each line thereafter typed at the left margin.

(a) The third subdivision in each paragraph is indented 1.5” from the left margin and identified by lower case letters in parentheses. Headings should not be used. Text is to begin 2” from the left margin with the second line and each line thereafter typed at the left margin.

(i) The fourth subdivision in each paragraph is indented 2” from the left margin and identified by lower case Roman numerals in parentheses. Headings should not be used. Text is to begin 2.5” from the left margin with the second line and each line thereafter typed at the left margin.

3.8 **Appendices.** Supplemental information referred to in a chapter is to be placed at the end of the chapter as an appendix. Appendices are to be labeled as “Appendix” followed by a space and the appendix identifier (e.g., letter or number).

A. Begin each appendix on a new page with a horizontal line across the top from the left to the right margin.

B. Include the Part and Chapter number and the appendix label at the far-right corner of the page, two lines below the horizontal line identified in 3.8A.

3.9 **Illustrations.** When the Chapter includes a reference to an illustration (e.g., a sample document), the illustration is placed at the end of the Chapter and labeled as “Illustration” followed by a space and the illustration identifier (e.g., letter or number). Begin each illustration

on a new page. In the upper far right corner of the page include the Part and chapter number and illustration label. Illustrations must be sized to print on 8.5" x 11" paper. They are to be in a word processing or image format approved for use within the Department. The illustration must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C § 794 (d)). The Bureau/Office is responsible for ensuring any necessary alt-text will comply with Section 508.

3.10 Forms. Generally, the Chapter should include information on how to obtain forms (e.g., standard DI and/or other Federal forms), as needed. Forms should be approved for use and included in the Department's Electronic Enterprise Forms System. A hyperlink to the approved form should be included in the DM Chapter. Forms must be sized to print on 8.5" x 11" paper. They are to be in a word processing or image format approved for use within the Department. The form must be compliant with Section 508.

3.11 Maps. Maps are to be placed at the end of the Chapter as needed and labeled as "Map" followed by a space and the map identifier (e.g., letter or number). Begin each map on a new page. In the upper far right corner of the page include the Part and Chapter number and map label. Maps must be sized to print on 8.5" x 11" paper. They are to be in an image format approved for use within the Department. The maps must be compliant with Section 508. The Originating Bureau/Office is responsible for ensuring any necessary alt-text will comply with Section 508.

3.12 Charts. A graphic illustration of an organization, function, etc., is to be placed at the end of the Chapter as needed and labeled as "Chart" followed by a space and the chart number. Begin each chart on a new page. In the upper far right corner of the page include the Part and Chapter number and chart label. Charts must be sized to print on 8.5" x 11" paper. They are to be in an image format approved for use within the Department. The charts must be compliant with Section 508. The Originating Bureau/Office is responsible for ensuring any necessary alt-text will comply with Section 508.

3.13 Tables. Information contained in tables may be included in the body of the Chapter as needed, with or without lines. Tables must be sized to print on 8.5" x 11" paper. The tables must be compliant with Section 508. The Originating Bureau/Office is responsible for ensuring any necessary alt-text will comply with Section 508.