

## Typefaces

### Title

Franklin Gothic Demi, 36 pt.

### First-Level Heading

Franklin Gothic Demi, 20 pt.

### Second-Level Heading

Franklin Gothic Demi, 14 pt.

### Third-Level Heading

Franklin Gothic Demi, 11 pt.

Body Text

Garamond, 10 pt.

## Abbreviations and Acronyms

Missouri Academy, MASM: Missouri Academy of Science, Mathematics, and Computing  
Northwest, NWMSU: Northwest Missouri State University

RC: Residential Counselor

CL: Community Leader

SGA: Student Government Association

GPA: Grade Point Average

IDA: Inappropriate Display of Affection

## Logo Use



- The Missouri Academy logo is used on the cover and title pages.
- Colors: Red, 1; Green, 69; and Blue, 9.

## Grammar and Style

### Lists

Use standard bullet points for lists:

- Level One
  - Level Two
    - Level Three

Use a period at the end of each level if the sentence is complete. If the sentence is not complete, do not use punctuation. Capitalize the first letter of each sentence.

### Headings

Insert a space before and after first-level headings. Insert a space before but not after second-level headings.

Do not number headings.

### Margins

Customize the margins in each document:

- Left: 1.0”
- Right: 0.8”
- Top: 0.8”
- Bottom: 0.8”

## Location and Contact Information

### Address

Missouri Academy  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468

### Phone

660.562.1960

### Website

<[www.nwmissouri.edu/masmc](http://www.nwmissouri.edu/masmc)>

### Contact

Dr. Cleo Samudzi  
SAMUDZI@nwmissouri.edu