


Guidelines for using Google Docs, MS Word, etc

- **Keep the document simple.** At some stage it will be converted into LaTeX. Keeping formatting simple and standardised will make this process easier.
 - Use heading level 1 for the title, 2 for sections, and 3 for subsections.
 - Use **bold** for keywords and *italic* for emphasis.
 - Don't spend time adjusting figure placement, spacing, etc; this will be subject to substantial change later, so focus on the content.
- **Math.** Math support in Google Docs is limited, but you can use 'Insert > Equation' to put in simple math.
- **'Elements'.** For figures, tables, boxes, etc, use a 2-row table like so:


Figure [color wheel]: Depiction of various hues

Pop Quiz: What is 3+4?
Solution: 7

You may use the following elements:

Element	First row	Second row				
Figure	Graphic/figure	Figure [label]: Caption				
Table	<table><tr><td>The</td><td></td></tr><tr><td></td><td>Table</td></tr></table>	The			Table	Table [label]: Caption
The						
	Table					
Box	Box [label]: Title	Portion of text/content set aside from the main document				
Key Result	Key Result [label]: Optional Title	Description of the result				
Pop Quiz	Pop Quiz: question(s)	Solution: solution(s)				
Problem	Problem [label] {type}	Problem				
Equation	Equation	Equation [label]				

- **References.** While we are not concerned with the specific formatting in your section document, *you must provide Bibtex entries for each reference* using the google scholar standard naming scheme. Ex.
`@article{"LastName+Year+TitleFirstWord", ...}`
- **Bibliography.** Put references as a list under a section headed 'Bibliography'. Each reference should be formatted:
[label, DOI] Authors. "Title." Journal.
- **Further Reading.** As above, use a section headed 'Further Reading' and format as:
[label, DOI] Authors. "Title." Journal. Reason to read.