Guidance for Drafting the Vermont Climate Action Plan – January 2025

> **As the drafting of the Climate Action Plan will be a team effort from multiple authors, guidelines have been developed for formatting of drafts that will be reviewed by the Climate Council. Please follow these guidelines to ensure easy review and assimilation of drafts into a complete Plan.**

Section authors can be viewed in the [CAP Outline Assignments document](#) saved on the Climate Council website.

- Generally short chapters that are 3-5 pages
  - Please see chapter assigned word count in [CAP Outline Assignments](#) document
  - If chapter exceeds word count, CAO will cut to meet word count.
- First, review the Chapter from the initial Climate Action Plan
  - Much of table setting and context has been set, work from section in the initial CAP. You do not need to start from scratch.
- Write a story narrative about the chapter that includes:
  - Rationale for the focal area
  - Priority Actions
    - Chapter do not need to restate text of actions and do not need to provide table as that will be provided
    - Refer to priority actions in the narrative
  - Explains what needs to be done to accomplish priorities

Please follow formatting directions below when writing the chapters:

Document Name

When saving the document, use the following format to title the document:

[DRAFT, name of chapter as listed in CAP Outline] – [date document will be posted online for Council review]

For example:

DRAFT Executive Summary – 11-16-21

Once feedback from Council meeting has been shared with section author and incorporated into section, resave the document, replacing DRAFT with FINAL.

Titling & Headers

Guidance for Drafting the Vermont Climate Action Plan – January 2025

The title of the section should be listed at the top of the document in **BOLD**, Times New Roman, size 16 font. Any additional headers in the document should be listed in bold, Times New Roman, size 14 font.

Font & Size

Text of the document should be written in Times New Roman, size 12 font.

Spacing

For ease of review by the Climate Council, 1.5 spacing should be used when submitting drafts for review. When finalizing drafts, standard 1.0 spacing can be used. To change spacing in Microsoft Word, select the spacing icon in the Paragraph toolbar and select spacing for 1.5:
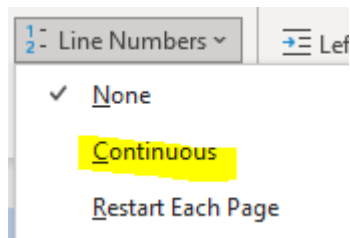

Line Numbering

For ease of review and editing by the Vermont Climate Council, drafts should be submitted with line numbering. To insert line numbering, select **Layout,** and then the Line Numbers drop down under Page Setup.
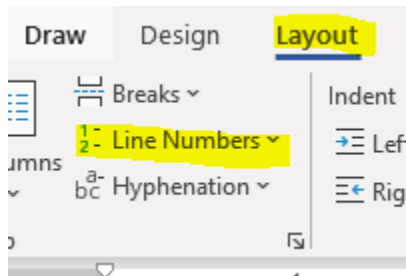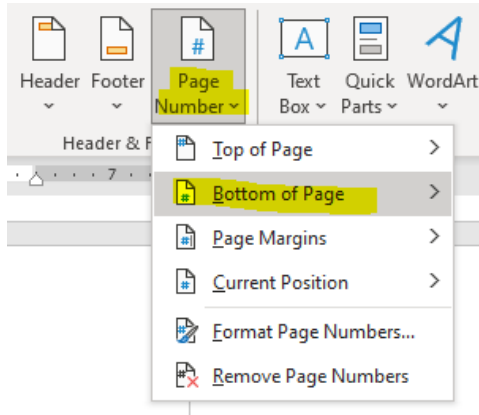

Once the drop down is open, select the option for continuous:

Page Numbers

Page numbers should be included in drafts to ensure easy reference when reviewing and editing. To add page numbers to your document, click INSERT, Page Number under the Header & Footer tool bar. Page numbers should be inserted in the bottom right-hand corner of the page.

Citations

If citing another text or report, online tool, or data source, please use a footnote and include the URL and/or Chicago style citation.

If using charts, graphics, tables, etc. from other reports, ensure the source is listed as a caption under the image.

Acronyms

When using acronyms, always spell out the acronym the first time it is being used and include the acronym in paratheses after the full spelling. When using an acronym after that first occurrence, just the acronym can be used.

Glossary of Terms

The Climate Action Plan will have a glossary of terms. When drafting sections of the plan, please highlight any terms you would like included in the glossary at the end of the CAP. If the term is not defined in the Global Warming Solutions Act and you have definition that you would like used to define a term you have highlighted, please include that word, the definition, and a reference for the definition at the end of the draft documents. All terms will be compiled into one glossary of terms for the CAP.