



# Astronomical League Observing Program Division Internal White Paper

## Observing Manual Style Manual

### Table of Contents

Table of Contents .....	i
Introduction to This Style Guide .....	iii
Construction Guidelines .....	4
General Considerations.....	5
Page Headers .....	5
Page Footers.....	5
All Sections .....	5
Front Section Specific Detail .....	6
Main Section Specific Detail.....	6
Additional Style Notes .....	6
Front Cover .....	6
Rear Cover.....	6
Content Standards .....	8
Cover Page (page i) .....	8
Copyright Page (page ii) .....	9
Detail of the Copyright Page .....	9
Table of Contents (page iii) .....	10

Additional Components ..... 10  
Main Section ..... 11  
Paper Used in Manual ..... 11

# Introduction to This Style Guide

This Style Guide has been done in the form of an Observing Manual. It adheres to the Style Guide standards and may be used as a template.

The Astronomical League, in an effort to reinforce and enhance our brand recognition, has created this Style Guide for our Observing Manuals and other observing related publications.

Observing publications and Observing Manuals should be created following the standards included in this Style Manual.

# Construction Guidelines

- Clear Plastic Cover
- Front Cover on card stock of an appropriate color (tending towards white)
  - Front Cover
  - Rear side is blank
- Front Section (those with a “\*” are usually present, other sections are optional)
  - \* page i: Cover sheet – Title Page
  - \* page ii: Copyright notice
    - Photo Credits for the cover image or sketch are included at the bottom of the copyright section.
  - \* page iii: Table of Contents – may be multiple pages as necessary
    - Start on an odd-numbered page.
    - A blank page should be used if needed, to force the next page to be an odd numbered page
  - Other common sections – these may be combined on pages when they are short, but they should not be combined when any of the material will wrap to a new page. The first additional section should start on an odd-numbered page.
    - Preface
    - Dedication
    - Acknowledgements
  - A blank page may be added if needed to force the first page of the Main Section to be on an odd numbered sheet (front side).
- Main Section
  - This is the place for the major content.
  - Blank pages should be used as needed, to force major sections or chapters onto odd numbered pages.
  - If there is an Index, Glossary, or Appendices, blank pages should be inserted to force the first page of each of these onto an odd-numbered pages.
- Rear Cover page on card stock usually of the same appropriate color as the front one
  - Front: Information on Observing Program associated with the Observing Manual.
  - Rear: List of AL Observing Programs
- Black vinyl cover
- Black spiral binding

# General Considerations

- Source of the manual should be in Microsoft Word if at all possible.
- The Front and Back covers should be in one document.
- The Front Section and the Main Section should be in one document.
  - Note that there are two sections (as defined by Word) with two different footer page numbering styles.
- Final delivery to the printer of the two documents will be in PDF form.
- The font used throughout the publications will be Arial, except as noted.
- The font size used throughout the publications will be 12 point, except as noted. 10-point font is acceptable for use in tables where the extra space is needed.
- Text in paragraphs will be full width justified.
- The font color will be black.
- Images should be in Gray Tones unless color is essential to convey the information.
- Authors should be aware of copyrights and when possible only use images and drawings for which they are the copyright owners. Public Domain images may be used.
- Other images and drawings must give credit to the author or copyright owners.
- Permission to use materials, in writing, must be provided to the Astronomical League to include copyrighted materials.

## Page Headers

- No page headers are used.

## Page Footers

### All Sections

- The first page does not show the footer.
- Other pages are Arial, 10-point font, in this format:

<i>Name of the Manual</i>	##	Astronomical League
Astronomical League	5	Observing Manual Style Guide

- There will be a thin line above the footer.

## Front Section Specific Detail

- ## are the page numbers. They are in the format: ii, iii, iv, v, vi, etc.

## Main Section Specific Detail

- ## are the page numbers. They are in the format: 2, 3, 4, 5, 6, etc.

# Additional Style Notes

## Front Cover

- Front cover is printed on Card Stock.
- Title: Times New Roman, bold, up to 110-point font.
- A subtitle can go under the picture: Arial, bold, up to 36-point font.
- Under the subtitle, in Arial, bold, 14-point, centered, include:

*Author's Name (if needed)*

### **A Publication of the Astronomical League**

- The back of the Front Cover is left blank.

## Rear Cover

- The rear cover is printed on Card Stock.
- Inside page contains information on the Astronomical League Observing Program associated with this Observing Manual. If this required more than one page
- Back page contains the list of Astronomical League Observing Programs.
- This page is included as an image to avoid formatting issues.
- An example of this is included on the following page:

## Astronomical League Observing Programs

The Observing Programs of the Astronomical League offer encouragement and certificates of accomplishment for observers demonstrating skills with a variety of instruments and objects. Each program offers a certificate based upon achieving certain observing goals. These are usually in the form of a specific number of objects of a specific group with a given type of instrument. Occasionally there are multiple levels of accomplishment within the program. There is generally no time limit for completing the required observing, but good record keeping is required. When you have observed the required number of objects, your observing logs will be examined and, if they are acceptable, you will receive a certificate. In some programs, you will also get a pin to proclaim to all that you have reached your goal. Many local astronomical societies post lists of those who have obtained certificates on their web sites or in club publications.

The Astronomical League Observing Programs as of this printing:

Active Galactic Nuclei	Local Galaxy Group and Neighborhood
Advanced Binocular Double Star	Lunar
Advanced Observer Award	Lunar II
Analemma	Mars
Arp Peculiar Galaxies – Northern	Master Observer Award
Arp Peculiar Galaxies – Southern	Master Observer Award – Silver
Asterism	Master Observer Award – Gold
Asteroid	Master Observer Award – Platinum
Astronomy Before the Telescope	Messier
Beyond Polaris	Meteor
Binocular Double Stars	Multiple Star
Binocular Master Observer Award	NASA Observing Challenges
Binocular Messier	NEO
Binocular Variable Stars	Nova
Bright Nebulae	Observer Award
Caldwell	Occultation
Carbon Star	Open Cluster
Citizen Science Observing Program	Outreach Award
Comet	Planetary Nebulae – Northern
Constellation Hunter – Northern Skies	Planetary Nebulae – Southern
Constellation Hunter – Southern Skies	Planetary Transit Special Awards
Dark Nebulae	Radio Astronomy
Dark Sky Advocate Award	Sketching Award
Deep Sky Binocular	Sky Puppy
Double Star	Solar Eclipse Special Award
Earth Orbiting Satellite	Solar System
Flat Galaxy	Southern Skies Binocular
Galaxy Groups & Clusters	Southern Sky Telescope
Galileo	Spectroscopy
Galileo's T.O.E.S.	Stellar Evolution
Globular Cluster	Sunspotters
Herschel Society	Two in the View
Herschel 400	Universe Sampler
Herschel II	Urban Observing
Hydrogen Alpha Solar	Variable Star

## Content Standards

- **Main Titles** will use Heading 1 and be Arial, 24-point font, bold, left justified:

### Main Titles.

- **Secondary Titles** will use Heading 2 and be Arial, 18-point font, bold, left justified: **Secondary Titles**. These titles are often not included in the Table of Contents.
- **Tertiary Titles**, if used, will use Heading 3 and be Arial, 12-point font, bold, underlined, left justified: **Tertiary Titles**. These titles are not included in the Table of Contents.
- Line Spacing:
  - Within paragraphs, line spacing will be 1.15.
  - Between paragraphs, line spacing will be 10 points after, and 0 points before.
- Other Considerations:
  - Paragraphs will **not** have an indent at the beginning.

## Cover Page (page i)

- Title: Times New Roman, bold, up to 110-point font.
- Picture or Drawing if desired.
- A subtitle can go under the picture: Arial, bold, up to 36-point font.
- Bottom left include a color, 2-inch by 2-inch Astronomical League logo.
- To the right of the logo, in Arial, bold, 14-point, centered, include:



**Astronomical League**



## Copyright Page (page ii)

- All copyrights must belong to the Astronomical League or be Public Domain.
- The Astronomical League must have written permission to use material that is owned or copyrighted by others. This approval may be in the form of an email and must be detailed enough to clearly define what materials are being provided.
- Material written by the Astronomical League or its members for the use of the Astronomical League is copyrighted by the Astronomical League, or by the author and the Astronomical League.
- Copyright information or authorization must appear in the manual.
  - For specific images and drawings within the manual it may be noted below the image or drawing.
  - Cover photo credits should be included on the copyright page.
  - Overall credits to authors, NASA, etc. should be included in an Acknowledgements or Photo Credits section.
  - Images and diagrams that are obtained from Wikimedia Commons must show credit as described in Wikimedia Commons.

## Detail of the Copyright Page

- Information on the Copyright Page is bottom justified.
- First line: *Name of the Manual*
- Blank line.
- Copyright: Copyright © *Year*, by the Astronomical League  
For example:  
Copyright © 2020, by The Astronomical League
- It will include the printing or edition information if this is not the first edition.  
For example:  
Copyright © 2019, Second Edition, Second Printing, by the Astronomical League
- Prior Editions and Printing information may be included here. For example:  
Second Edition, First Printing 2017  
First Edition 1995
- Next line: Published by The Astronomical League
- Next line: Printed by the Humble Independent School District and  
the  
Insperity Observatory

- Blank line.
- Include these paragraphs:

All Rights Reserved. No part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by an information storage and retrieval system without permission in writing from the Astronomical League or Aaron Clevenson. Limited permission is granted for the downloading, reproducing, and printing of the material for personal use.

Astronomical League  
9201 Ward Parkway, Suite 100  
Kansas City, MO 64114  
816-DEEP-SKY  
www.astroleague.org

- Blank line if you are going to include cover photo credits.
- Cover photo credits if appropriate.

## **Table of Contents (page iii)**

- The header on this page is to be formatted as Header 1.
- The contents of the table are to be in Arial, 12-point font.

## **Additional Components**

- The first additional component in the Front Section should start on an odd numbered page.
- Successive additional components in the Front Section may start on even or odd numbered pages. No additional blank pages need to be inserted between these components.
- Insert a blank page at the end of the Front Section if needed to force the first page of the Main Section to be on an odd numbered page.

## Main Section

- The Main Section of the Observing Manual can be broken into chapters or major headings as needed.
- A blank page should be inserted as needed at the end of each chapter or major section to force the next chapter or major section to begin on an odd numbered page.
- **Glossary**: A Glossary may be included next if desired or needed. It should start on an odd numbered page.
- **Bibliography**: A Bibliography may be included next if desired or needed. It should start on an odd numbered page.
- **Index**: An index maybe included next if desired or needed. It should start on an odd numbered page. All entries should be Arial, 12-point font, plain text, not underlined.
- The last page of the manual should be an even numbered page. If not, a blank page should be inserted at the end of the Main Section.

## Paper Used in Manual

- Paper will be 22-pound stock.

## Shipping Guidelines

- Multiple smaller boxes are preferred to fewer larger boxes.
- All boxes should be insured.
- Multiple straps of tape should be used to minimize damage from shipping to the boxes.
- Packing paper should be used along edge to immobilize the manuals.
- Plain white sheets of paper should be placed between every pair of manuals. (fronts only)
- Each pair should be packed front to front.



Aaron Clevenson, Observing Program Director

ver. 20200620