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- Dates in the form: 1 January 2009.
- Headings (bold, ALL CAPS, title case and centered).
- Subheadings (bold, italic, title case and centered).
- Acronyms/abbreviations should always be spelled out in full on first use in the text.
- The 24-hour clock is used for time, e.g., 0800, 1300, 1800.
- Use percent rather than % except in figures and tables.
- For numbers, spell out numbers less than 10.
- Make use of 21st style where appropriate.

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- Concise paragraphs and sentences are desirable.
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- Avoid policy recommendations in the analysis part of paper; leave this, if applicable, for a separate section at the end of the paper. Define all new terms used in paper.
- Avoid hyphenated words when possible (e.g., low Earth orbit).
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