

Rules for Submitting Projects for the Miami-Dade Local Mitigation Strategy

To help make the LMS easier to publish, please try to follow these rules:

1. All projects must be submitted electronically prior to the publication date; no faxes or regular mail will be accepted.
2. Please submit your projects as a document file, not a spreadsheet. We can work with Microsoft Word, WordPerfect and Lotus Smart Suite. Also .txt and .rtf files are ok.
3. Put the name of your municipality, department or organization and the date of submission at the top of the first page only.
4. The LMS document itself will be published in 12 point, Times New Roman typeface so, if you submit anything else it will be changed.
5. Please do not use **bold**, underline, or *italics* as emphasis. Only the project title will be in a bold typeface. Please do not use headers or footers in your document. Please do not draw lines to separate your projects – just number them.
6. Avoid using a “table” format although sometimes it works better that way – however, tables may be included in an individual project.
7. Several smaller projects are usually better than one large one. For example, if you want to shutter several buildings on your property, try to make each building a separate project rather than make them all one. However, there are exceptions to this.
8. Number and submit your projects in their order of importance to you. You prioritize your own projects. You may change the priorities at any time.
9. Submit a descriptive paragraph that will tell anyone what it is you want to do and that you thought of it ahead of time. Submit an approximate project cost like so: Estimated cost: \$100,000. That’s it – save the detailed write-up and budget for the actual application.
10. The fact that you participate in the Local Mitigation Strategy tells the world you have a great organization; it’s not necessary to say so in your paragraph.
11. It’s best if what you submit replaces the old one in its entirety, as in “cut and paste.” However, if you submit one or more projects to be added to your old ones, please indicate where the new project should be inserted. Otherwise, they get added at the bottom. And, don’t forget to delete completed or abandoned projects.

Finally, go on the Internet to www.miamidade.gov/oem/ click on Miami-Dade Local Mitigation Strategy, then on Part2: The Projects and look at how the projects are laid out. That’s the format that will be used. Anything else will be changed to reflect the standard LMS document style.

Thanks for reading this and absorbing it and actually doing it next time.

Local Mitigation Strategy Style Guide

The following style guidelines are for use when using Microsoft Word, which is what is used to edit the LMS. It is then converted to .pdf format.

Heading 1: 18pt Times New Roman bold, centered – Used for unit “Parts” and main chapters.

Heading 2: 16pt Times New Roman bold, centered – Used for subparts and subchapters.

Heading 3: 14pt Times New Roman bold, centered – Used for sections, departments, cities, etc.

Heading 4: 12pt Times New Roman bold, centered – Used for initiative and project titles.

Heading 5: Not used

Heading 6: 12pt Times New Roman bold, centered – Used in the minutes.

Body Text: 12pt Times New Roman, paragraph indented

Normal: 12pt Times New Roman, paragraph not indented

Hyperlink: 12pt Times New Roman, underline, blue

TOC is to three levels; headings 1, 2, and 3.

The “*Associated Press Stylebook*” and the Associated Press “*Guide to Punctuation*” are used as the writing authority throughout the Local Mitigation Strategy document. Hence, some guidelines:

When using city and state in a project description it is city of Mitigationville, not City of Mitigationville, which form is only used as the formal name of the municipality. Likewise, it is always the state of Florida. One writes: federal, state and city in lower case. *The city wishes to install a new drainage system. The state of Florida is sponsoring the class. The federal government paid 75% of the project costs.*

It is: Mayor John Smith or John Smith, mayor of Mitigationville. The mayor gave a speech or Mayor Smith gave a speech.

Try to avoid the philosophy of “Why use 3 words when 10 will do.” Make a statement, not a speech.

Thanks for making this a little easier for your LMS Coordinator.

If you have questions please contact:

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