CANDIDATE STATEMENT FORMATTING GUIDELINES

The Registrar of Voters office has a semi-automated system for Sample Ballot input/layout of Candidate's Statement of Qualifications. Due to the volume of statements and printing deadlines, it is necessary to have a standardized format for candidate statements. We have prepared the following guidelines to assist candidates in the preparation of their statements.

1. The following paragraph styles are acceptable with this system.

INDENTED PARAGRAPHS:

Xxxxx xxxxx xxxxxxxxxx xxxxx xxxxx.   X xxxx xx xxxxxxxxx xxxxxxxxx xxxxxxxxxxx xxxxxxx xxxxxxxxxx xx xxx xxxxx. Xxx xxxxx xxxxxxx xxxxx xx xx. Xxxx xxxxxxxx xx x x xxxxxxxxxx x xxxxxx xxxxx. Xxx xxxxxx xxxxxx xxxxx xx xxx xxxxx xxx xxxxxx. Xx xxxxx xxx.

BLOCK PARAGRAPHS:

Xxxxx xxxxxxx xxxxx. Xxxx x xx xxxx xxxxxxxxxx xxx. Xxxx xxx xxx xxxxxxxxxx xxxxx xxxx xx xxxxxxx xxxx. xxxx. X xxx xxxxx xxx x xx xxxx. Xxx xxx xxx xxxxxxx xxxxx xxx.

Xxx xxxxxx xxx. Xx xxx xxxxxxx xxxxxx xxxxx. X xxx xxxxx xxxxxx xxxxx xxx xx xxxxxx xxx xx xxxxxxxx xx x x xx xxx xxx. Xxx xxxx xxxxxxxx xxxxx xxx. Xxx xxxxx xxxxxx xxxxxx xxxxx.

DO NOT USE ANY PARAGRAPH/FORMAT STYLE OTHER THAN THOSE LISTED ABOVE.

2. All statements must be submitted on our form or typed or printed by automated equipment. **DO NOT PRINT ANY STATEMENT ON LINED PAPER.**

3. NOTE: Name, age, and occupation lines are not included in the word count. Only the text is counted. **The words reflected in the "Occupation" field must follow the ballot designation guidelines.** (§13307)

4. Do not underline or **bold** WORDS.

5. Words may NOT be all CAPITAL letters.

6. Do not use *italics* or type styles to highlight portions of the statement.

7. Do not use different type sizes.

8. A 200-word statement must fit on one quarter of a Sample Ballot page. A 400-word statement must fit on a half-page of a sample ballot page. If your statement exceeds this limitation we will be forced to adjust your format to fit in the space allowed.

9. Do not use bullet points, stars, asterisks, or numbers that function as bullet points to off-set paragraphs.

10. You may block indent a paragraph as long as you do not use bullet points, stars, asterisks or numbers. *(Excessive block-indention or numerous paragraphs consisting of one or two sentences each may extend the statement beyond the size of the box even though your statement may contain less than the 200 words. If the statement does not fit into the box, you will be asked to edit your statement).*

11. All statements are printed in the sample ballot pamphlet with the following titles which are not included in the word count:

**NAME OF CITY
TITLE OF OFFICE**

Use these general guidelines to assist you in the preparation of your statement. There are other requirements regarding the content of your statement that are outlined in your Candidate's Handbook.

CHECK YOUR STATEMENT CAREFULLY FOR ERRORS IN SPELLING, PUNCTUATION, AND GRAMMAR BEFORE FILING. WITH THE EXCEPTION OF THE FORMATTING REQUIREMENTS, YOUR STATEMENT WILL BE PRINTED EXACTLY AS SUBMITTED.