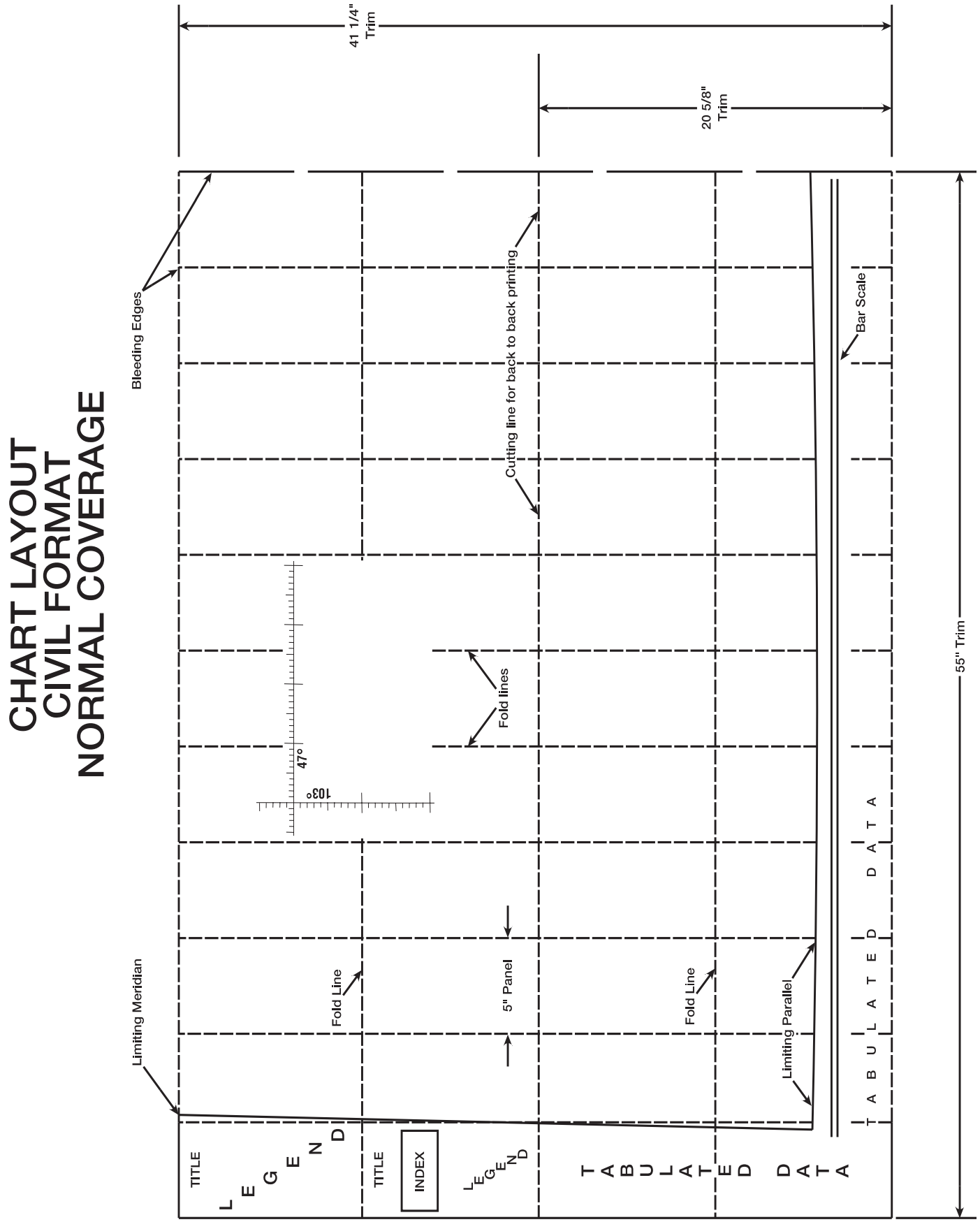APPENDIX 5 STYLE SHEET - CIVIL FORMAT, NORMAL COVERAGE