

# Committee on Natural Resources

U.S. House of Representatives  
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## Written Testimony Format Requirements

The guidelines apply to materials you submit to the Committee for inclusion in the printed hearing record. During the hearing, you may submit additional statements and exhibits or supplementary material solely for distribution to the Members of the Committee. All testimony and materials must be received by the Committee at least **two working days** before the day of the hearing, failure to comply with this requirement may result in the exclusion of the written testimony from the hearing record and/or the barring of an oral presentation of the testimony. (Committee Rule 4(b)).

Each statement and exhibit presented to the Committee must conform to the guidelines listed below. We will not print statements or exhibits not in compliance with these guidelines; however, we will retain such materials in the Committee files for review and use by the Committee.

**FORMAT:** Please use typed single space letter-size (8½ x 11) white paper not to exceed a total of 12 pages. Electronic Copies of your testimony provided to the Committee may be in Microsoft Word (provided it is saved with no tracking), or WordPerfect, text (ASCII).

**Please do not send documents in PDF format.**

**NO COVER PAGE.** No cover page is needed, although your name, title, the organization that you represent, and the date and title of the hearing should be stated at the beginning of your written testimony:

**ATTACHMENTS:** If you submit attachments or exhibits to your testimony please include them as **separate items** at the end of your testimony. If attachments are more than 10 pages (in addition to your original testimony) or on paper larger than 8½ x 11, we will not accept them for printing. Instead, you should paraphrase or quote as needed. If including charts, tables, maps, or photographs, they should be included on separate pages, not within the text of a page. As with your testimony, we would appreciate a copy of all attachments in electronic form. Copyrighted material will not be duplicated by the Committee.

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