Policy Style Guide Policy

Policy Classification		
Policy Number:	Date of Origin: May 2014	By Whom: The Principal
Policy Audience: Public Domain	Review Dates: March 2019	Next Review Date: 2021
Policy Approval: This policy was approved by the Board February 2014.		
This policy supersedes all previous policies relating to matters contained herein.		

1.0 Cover Page

1.1 The font to be used for policy documents is **Garamond**.

1.2 Page Margins – MS Word default margins of 2.0cm for top and bottom, and 1.8cm for left margin and right margin.

1.3 Logo

Size: Height: 10cm, Width: 5.72cm

The Logo should be centred to the top of the cover page.

1.4 The name of the policy should appear below the crest midway between the bottom of the logo and the Policy Classification table (below) in Garamond 14pt **BOLD Sentence Case**

1.5 The following should appear at the bottom of the cover page of each document:

Policy Classification		
Policy Number:	Date of Origin:	By Whom:
Policy Audience:	Review Dates:	Next Review Date:
Policy Approval: This policy was approved by the Board on		
This policy supersedes all previous policies relating to matters contained herein.		

2.0   Body of the Policy Document

2.1   The font size to be used for **headings** is Garamond 12pt **BOLD Sentence case.**

2.2   The font size to be used **for body text** is Garamond 11pt.

2.3   Headers and Footers –

There are no headers in policy documents.

The footer to be used is MS Word Semaphore with the title of the policy aligned left and the page number aligned right in Garamond 10pt.

2.4   The following headings are the default headings for all policy documents:

1.0   Rationale

2.0   Guiding Principles

3.0   Policy

4.0   Procedures

5.0   Evaluation and Review

6.0   Explanatory Notes and Definitions

7.0   Supporting Documents, Procedures and Guidelines

8.0   Appendices

Whilst it is acceptable that not all these headings will be used in all policy documents, no additional headings may be added.

3.0   Numbering System

1.0   Rationale

1.1   XXXXXXXX

1.1.1   XXXXXXX

1.1.1.1   XXXXXX

2.0   Quotes

2.1   When quoting from another document, the quote should be placed in *italics* and aligned text right.