

Style Manual

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**AUTHORSHIP**

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1. SCOPE

This document sets out the rules and guidance on the format and style of documents published by APAC and applies to all documents that are defined in APAC MS-001 *Document and Records Control*.

The Style Manual provides a framework so that documents are easily recognisable as being APAC documents and are consistent in their presentation.

It is not intended to prescribe every minor detail of formatting and within the overall framework, some variations will be permissible; for example, some flexibility in sub-paragraph numbering is allowable if it makes it easier to follow or understand the flow of the text, and the format of forms and tables may vary depending upon their purpose.

1. RESPONSIBILITIES

The APAC Secretary shall ensure that all published APAC documents meet the requirements of the APAC Style Manual.

Where authors wish to deviate from the requirements of the Style Manual, such changes shall only be made with the agreement of the APAC Secretary.

1. LANGUAGE

All APAC documents shall be published in the English language. Spelling and Grammar-checking/proofing tools shall be set to “English (United Kingdom)” as a default to ensure consistent spelling and grammar use within APAC.

Translations into other languages may be made but are the responsibility of the translating body. Acknowledgement must be made in the translated version to the English language edition which shall be the definitive version. Any translated document shall, where possible, maintain the same style and format as the English version.

1. PAGE LAYOUT
	1. Page Size and Margins

The page size for APAC documents shall be A4.

Margins shall normally be: Top: 2.54cm

 Bottom: 2.54cm

 Left: 3.00cm

 Right: 3.00cm

* 1. Font

Unless otherwise specified, the font to be used is Arial 11, aligned left, and colour black. Line spacing shall be single, with 0pt before and 11pt after.

* + 1. **Title, Headings, Section Numbering**
* Title: Arial 40, bold. Colour shall be Blue (RGB – Red 54, Green 95, Blue 145)
* Main headings: Arial 11, capital, bold
* Section headings: Arial 11, bold
* Sub-section headings: Arial 11, bold
	+ 1. **Headers and Footers**
* Headers: Arial 12, italic. Colour shall be Blue (RGB – Red 54, Green 95, Blue 145)
* Footers: Arial 10
1. MANDATORY REQUIREMENTS
	1. All Document Pages

All documents shall have a header and footer, in the same style as this document. The header shall contain the document reference number and document title and be centrally aligned. The footer shall contain the issue number, issue date, and page number of total number of pages.

* 1. Front Cover and Inside Front Cover

The APAC Secretariat shall prepare the Front Cover and Inside Front Cover in the same style as this document prior to any formal circulation for comments from members, balloting, or publication.

* + 1. **Front Cover**

The Front Cover shall display

* The APAC logo centrally aligned immediately beneath the document header;
* The document title;
* The issue number, the issue date and the application date.
	+ 1. **Inside Front Cover**

The Inside Front Cover shall give details in the same style as in this document of the Authorship of the document, the standard statement on Copyright (“Copyright in this document belongs to APAC. No part may be reproduced for commercial exploitation without the prior written consent of APAC.”), and the address of the APAC Secretariat for further information.

* 1. Contents

The table of contents normally follows the Inside Front Cover and provides page numbers for all main headings, section headings, and any appendices.

* 1. Amendment Table

The final section of the document shall be an Amendment Table which provides a summary of the changes to the document, by section, since the previous issue.

* 1. Forms

APAC forms do not require a Front Cover or Contents pages. There is no set format for forms or templates.

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC.  |
| End |  |