



# LICONS Project

## Style Guide



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## 1 Introduction and purpose

Written reports and their electronic counterparts are the main tangible outputs across the LICONS Project. Therefore, the appearance of these written outputs is very important. This document presents a proposal for a common format to be adopted in reports developed through the project to promote a unified style in the project outputs to be compiled in later stages.

## 2 Guidelines on layout and style

### 2.1 Fonts

Produce all written material for customers in Arial font.  
Standard font size for main body of text: 11 point.  
Heading font sizes – see below.

You can use larger and smaller fonts but please avoid this where possible. It is understood that tables for example may often require smaller fonts to allow them to fit onto a page.

### 2.2 Justification

For reports and other formal documents justify left and right all main body text.

Justify left or centre headings in tables. Justify left only text within tables – justifying left and right often results in excessive gaps between the words.

Justify right financial information in columns.

### 2.3 Indenting main body text

For formal reports with numbered sections (such as this report), indent all text as shown in this report. For sub-headings indent to the same position.

So use:

#### 2.3.1 Sub-heading

rather than

#### 2.3.1 Sub-heading

You can indent text further to the right if this helps with the presentation but avoid excessive indenting.



## 2.4 Margins

Wherever possible use 25mm margins on all four sides.

It may be necessary to reduce this when producing large tables for example. Ensure that the margin on the binding / hole punching edge is always 25mm.

## 2.5 Headings

Use the following font sizes for headings:

Level 1	18 point	(Short front page heading)
Level 2	14 point	(Longer front page headings)
Level 3	12 point	
Level 4	11 point	

Headings should be in bold and lower case. Do not use underlining or capitals for titles or to draw attention to words – embolden words instead.

Try not to use more than 3 levels of heading (ie level 2-4) within the main body of the document because it gets too confusing for the reader.

The method of numbering of reports should normally be:

2  
2.1  
2.1.1  
etc

Use a tab after each heading number. Use the first pre-set tab position for this.

Use points to separate numbers but not after the last number.  
ie 2.4 rather than 2.4.

Insert a space **after** each heading.

Insert a greater space **above** each heading.

Do not break between a heading and the text that follows. Use common sense to manually insert page breaks where necessary.

The headings used in this document demonstrate these points.

Sub-paragraphs can be created by labelling them as follows:

a)  
b)  
    i)  
    ii)  
etc



## 2.6 Headers and footers

For formal reports use headers and footers as demonstrated on this page. The principles to be followed are:

- Licons Project logo in top right hand column
- single line (half point thickness) at the bottom. Beneath it should be:
  - report reference and / or title justified left (Arial 9 point)
  - page x of y justified right (Arial 9 point)
  - other information if required such as confidentiality clauses.

## 2.7 Contents page

This is optional but should be used on all large reports.

The format should be as demonstrated at the beginning of this document.

## 2.8 Front pages to formal reports

Position the main title so that it is centred vertically and horizontally to the front cover window. Use 18 point bold for short titles. Use 14 point for shorter titles.

Position the other text in roughly the same position as shown. Justified left on 25 mm margin.

Page numbering on the first page is optional.

Other information may be added as necessary, such as confidentiality statements

## 2.9 Captions

Label all diagrams and photos, using Arial 11 point bold.

Justify the caption left with respect to the diagram / photo. The diagram / photo does not need to be justified left itself.

## 2.10 Date format

Use the following standard format:

21 January 2002

Where space is limited use:

21 Jan 02

There are many date formats used around the world and unfortunately 05/08/02 does not mean 5 August 2002 to everyone. This is why we need to adopt the above format.