**Academic Registry Reports Style Guide**

To ensure that the reports developed by Academic Registry, follow a consistent and uniform format the following should apply.

1. Each report should begin with a cover sheet, which includes a black and white version of the University’s logo:



Report authors should ensure that the logo is situation in the top left hand corner of the front cover.

1. The report title should be included on the cover sheet. The title should be in bold text, Arial font, font size 36, and centre aligned.
2. Reports should normally include an automatically generated contents page. This will enable colleagues to be directed to a particular section of the report by clicking on the appropriate link within the contents page.

Within the contents page, section headings should be identified in bold text, and all sub-sections should be identified in regular text[[1]](#footnote-1). The font utilised for the contents page should Arial, size 12.

1. Each section of the report should commence on a new page. As per the below example, section headings should be housed within a border (created by generating a table with a single row and no columns), which is shaded “Blue, Accent 1”. The section heading should be identified in Arial font, size 12 and text should be bold.

|  |
| --- |
| **Title** |

1. Should sections contain sub-headings, these should be identified in italics. Again, sub-headings should be identified in Arial font, size 12.
2. The main body of text within each section should be in regular text[[2]](#footnote-2), size 12 Arial font. Text within the main body of the report should be justified.
3. Where footnotes are utilised within the report, they should be in regular text[[3]](#footnote-3), size 10 Arial font.
4. Where tables are utilised within the report, row and column headings should be identified in bold text, size 12 Arial font. Each cell containing a row / column heading should be shaded “Blue, Accent 1”. All cells within the table, which feature text, should utilise left alignment. Cells, which contain numerical data, should utilise centre alignment.
5. Where the report includes bulleted lists, each bullet point should commence with a capital letter and conclude with a full stop. The “Bullet Position” for each bullet point should be 0.63 cm and text should be indented 1.27 cm.
6. Where acronyms are utilised within the report, the full title should be identified in the first instance, with the acronym, which will be subsequently utilised, identified in parenthesis.
7. Where recommendations are utilised in the report, these should be identified in bold text, size 12 Arial font.
8. Page numbers should be situation in the bottom right hand corner of the page and should be in the format “Page X of X”.
1. Text which does not contain a “font style”, i.e. bold, italics, underlined etc. [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)
3. Ibid. [↑](#footnote-ref-3)