**Policies Style Guide**

This guide is a suggestion for formatting new and updating current university policies. It does not have to be upheld strictly but may be used as a guideline for editing and creating policies. ***See template on page 3.***

# **Headings**

Main Headings: Font: Arial Bold, Size: 16, Color: RGB: 134, 31 ,65, Justification: left

Secondary Headings: Font: Arial Bold, Size: 14, Color: Black, Justification: left

Other Headings: Font: Arial Bold, Size: 12, Color: Black, Justification: left

Main Headings throughout the policy should be listed as follows:

**1.0 Purpose**

**2.0 Policy**

**3.0 Procedures**

**4.0 Definitions**

**5.0 References**

**6.0 Approval and Revisions**

**Body Text**

Body Formatting: Font: Times New Roman, Size: 11, Justification: full

**Table of Contents**

Each policy should contain a Table of Contents that includes all main, secondary, and tertiary headings. It should be listed along the left hand margin on the first page of the policy (see example to the left)

**Style/Formatting**

First Page only: include a left-hand column listing the Policy Number, Effective Date, Last Revision Date, Owner, Author, and the Affected Parties. This should be followed by the Table of Contents (see left hand sidebar on pg 3 for example).

All Pages: include the header and footer provided in this template. The header includes the university seal, university name and styled graphic block. The footer includes the policy name, number and page number of the document.

**Referencing Links**

For links that are referenced within the policy text, the name of the organization, policy, president’s policy memorandum (PPM), etc. should be embedded as a hyperlink.

*Examples*:

All university policies may be found on the [Virginia Tech Website](file:///C%3A%5CUsers%5Cdeeh%5CDownloads%5Cpolicies.vt.edu)

Additional procedures, announcements, and training opportunities are published on the [Bursar’s website](http://www.bursar.vt.edu)

Links that are included in the **Definitions** or **References** sections should be formatted as follows:

*Examples:*

Virginia Polytechnic Institute and State University

 <http://www.vt.edu>

Policy 1000, Policy on Policies

<http://www.policies.vt.edu/1000.pdf>

Virginia Tech President’s Policy Memorandums

 http://policies.vt.edu/ppms.html

*Note: It is not necessary to number or bullet the list of definitions or references; these should be formatted as the above example*.

**Approvals and Revisions**

Entries under this section should be bulleted for clarity and ease to read.

*Examples:*

* **Revision 1**

Updates to definitions, references, and hyperlinks.

Policy Name

**No. ####**

**Policy Effective Date:**

xx/xx/xxxx

**Last Revision Date:** xx/xx/xxxx

**Policy Owner:**

John Smith

**Policy Author:** *(Contact Person)*

Jane Doe

**Affected Parties:**

Undergraduate

Graduate

Faculty

Staff

Other

1. **Purpose**

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1. **Policy**

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1. **Procedures**

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1. **Definitions**

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**1.0** Purpose

**2.0** Policy

**3.0** Procedures

**4.0** Definitions

**5.0** References

**6.0** Approval & Revisions

1. **References**

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1. **Approval and Revisions**

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