

Appendix D – Format and layout for all strategy, policy, protocol and procedural documents

All documents should use the standard title-page layout and document development coversheet (see Appendices E and B).

Accessibility is central to the Board's approach to providing information and is detailed in the Board's **Accessible Information Policy**⁵. A summary of the main points includes the following:

- Font size: it is recommended that no lower than 12 point Arial is used throughout
- Text should be unjustified
- Plain English should be used
- Any abbreviations used should be explained
- Page numbering should be numerical (1,2) not text (one, two)
- Footer should include date and version of document on each page
- Use bold for emphasis, not italics or underlining
- Avoid the use of capitals for emphasis (except for common usage such as EXIT)
- Do not centre text or logos or align to the right margin

⁵ <http://9.200.150.6/documents/pphandbook/documents/AccessibleInformationPolicy-FinalVersionOct2008.pdf>