



House-style guidance for all documents

Purpose

In order to project a cohesive image for Croquet England, a 'house -style' is described which should be adopted for all documents including strategies, policies, procedures, guidance, forms and reports.

Format and style

- Use the Croquet England logo and title block as exemplified in this document.
- Set the proofing language to English (United Kingdom).
- Normal text should be Calibri 11pt font.
- Level 1 headings should be in bold Calibri 12 pt font.
- Level 2 headings should be in bold italics Calibri 11pt font.
- Page numbering should be displayed bottom right in the footer, with the format used below.
- Do not use underlining since this can be confused with links in web-based documents.
- Avoid the use of embedded tables where possible since these can cause formatting problems when displayed as web-pages.

Section numbering

Multiple levels of numbering cause significant problems when change is required on web-pages. It is therefore recommended that only one level of numbering is used and that subsequent levels are given bullet points. Policy documents should be succinct and therefore section numbering should not be required.

Some documents such as the Constitution, Standing Orders and Practice Book that are intended to be produced only as electronic documents and not as web-pages, may use section, paragraph and clause numbering, as appropriate.

Abbreviations

Acronyms or abbreviations used in a document shall be defined upon first use of a phrase by inclusion in brackets immediately following the phrase.

Appendices

If an appendix is required, then it should have a Level 1 heading and it should be numbered.

Contents page

When a document is comprised of many sections a contents page may be helpful. The table of contents should be displayed at the beginning of the document. It can be automatically generated, if the Level 1 and 2 Headings are correctly assigned, thus:

Contents

Purpose	1
Format and style	1
Section numbering	1
Abbreviations	1
Appendices	1
Contents page	1
References	2
Issuing Authority	2
Appendix 1 – Just an example	2

References

Policy for Documents of Governance and Administration.
Procedures for Documents of Governance and Administration.

Issuing Authority: Executive

Approved by: Executive

Date approved: 20 July 2023

Next review date: 19 July 2026

Version: v1.0

Reason for Change: New

Appendix 1 – Just an example