

# STYLE GUIDELINES

A guide on writing Association specific resources

Procedure Information			
<b>Date:</b>	14/05/2021	<b>Version:</b>	2.3
<b>Section:</b>	Administration	<b>Level<sup>1</sup>:</b>	Recommended

<sup>1</sup>Level information:

**Guidelines:** Sections do not need to follow this, it is up to them to implement this

**Recommended:** Sections will need to follow the procedure as best as they can

**Mandatory:** Sections must follow this due to it being law, in the Constitution or in a Resolution

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## PRELIMINARY

There is a Word Design template that you can find on the Association's Google Drive or with the link below:

[https://drive.google.com/file/d/19No-dYl6Z3OLkxpZ\\_PtY5h-nHZDhIX6X/view?usp=sharing](https://drive.google.com/file/d/19No-dYl6Z3OLkxpZ_PtY5h-nHZDhIX6X/view?usp=sharing)

You can import this into Microsoft Word by (make sure you are on a Windows, use google if you're on an Apple device):

1. Open file explorer
2. Find documents and click on "Custom Office Templates"
3. Move the PSA Style.dotx file that you downloaded to the folder
4. You can now use open the document template in word

## GENERAL INHOUSE DOCUMENTS

### Headings and Fonts

**Note:** Try use the provided styles in the Word Design provided instead of setting values yourself.

<b>HEADING ONE</b>			
Heading One is used to separate all the major components of a document			
<b>Font:</b>	Calibri Light (Heading)	<b>Text Size:</b>	20
<b>B I U</b> (all caps)		<b>Colour:</b>	#FD7937
<b>Heading Two</b>			
Heading Two is used to further separate all the major components of heading one			
<b>Font:</b>	Calibri Light (Heading)	<b>Text Size:</b>	14
<b>B I U</b> (all caps)		<b>Colour:</b>	#FD7937
<b>Heading Three</b>			
Heading Three is used to further subdivide all the major components in heading two			
<b>Font:</b>	Calibri Light (Heading)	<b>Text Size:</b>	12
<b>B I U</b> (all caps)		<b>Colour:</b>	#FD7937
<b>Normal</b>			
<b>Font:</b>	Calibri (Body)	<b>Text Size:</b>	20
<b>B I U</b> (all caps)		<b>Colour:</b>	Black

## Tables and Addendums

### Tables

Tables shall use the Normal font style. Table column headers should always be bold and have left alignment.

An example table is shown below:

Sweet Items		
Item	Supplier	Cost
Rainbow Ice-creams	Bob Creams	\$3.00
Jelly Beans	Jelly Tingo	\$7.00
	<b>Total:</b>	\$10.00

This table uses the *PSA Field Table* table design.

### Addendums

Sometimes you want to supplement information or clarify something on your table. To this you can simply use the Normal font style and make it italic as shown on the table below.

Sweet Items		
Item	Supplier	Cost
Rainbow Ice-creams	Bob Creams	\$3.00
Jelly Beans	Jelly Tingo	\$7.00
	<b>Total:</b>	\$10.00
<i>This is an addendum: Note that totals and final estimates should always be in bold</i>		

### Notes

When adding notes, you should create a table and only have a top and bottom border. There should also be a **Note:** heading before the note text. The table should have a #5B9BD5 2.25-point outline on the top and bottom.

Please refer to the example below:

<b>Note:</b> Use normal font here, just bold the note heading
---

This table uses the *PSA Notes* table design.

### Forms

Forms should be created using tables and thus all table rules mentioned before this section apply. The form should be separated by category.

Example Field	
<b>Checkbox Field:</b>	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <i>Write any notes underneath the fields in italics</i>
<b>Text Field:</b>	_____ <i>If writing notes for a text field, create a line and write the note underneath in italics</i>

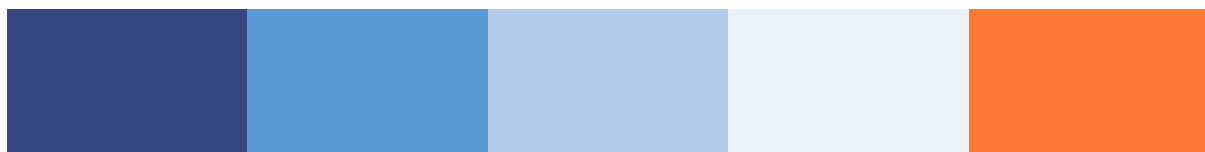
This table uses the *PSA Form Table* table design.

## PRINTING AND PAPER

### Paper Usage Scenarios

Paper Weight (GSM)	Usage
80gsm	<ul style="list-style-type: none"> <li>- Record keeping</li> <li>- Log keeping</li> <li>- Large documents involving Constitution, laws, resolutions etc</li> <li>- Drafting</li> <li>- Sketching</li> <li>- Practicing</li> <li>- Copying</li> <li>- General purpose</li> </ul>
100gsm	<ul style="list-style-type: none"> <li>- Forms</li> <li>- Letters</li> <li>- Letterheads</li> <li>- Guidelines/Procedures</li> <li>- Laminating (use this paper when you intend to laminate)</li> <li>- Booklets (publicly distributed)</li> <li>- Information sheets (publicly distributed)</li> <li>- Newsletters</li> </ul>
120gsm	<ul style="list-style-type: none"> <li>- Presentation booklets</li> <li>- Title/cover pages</li> <li>- Certificates (non-laminated)</li> <li>- Invitations</li> <li>- Posters</li> <li>- Cards</li> </ul>
180gsm	<ul style="list-style-type: none"> <li>- Brochures</li> </ul>

## COLOUR SCHEME



<b>#373880</b>	<b>#5B9BD5</b>	<b>#B3CCEA</b>	<b>#ECF2FA</b>	<b>#FD7937</b>
Background Accents	Background Accents	Backgrounds	Backgrounds	Headers Accents

#FFFFFF (White) can also be used on backgrounds where black does not contrast.

Some variations in colour are allowed. Header colours cannot be changed and must be Black, White, or #FD7937.

## LETTERS

Letters must follow the template on our letterhead. An example letter is attached to this document. Do not change the font or styles.

## ADVERTISING MATERIAL

### Fonts

Headings must use Agrandir Grand font that is bolded and in all caps.

Extra text must use Agrandir Grand font that is bolded.

## OTHER INFORMATION

Please refer to any other form created on or after the 7/12/2020 as a reference to how forms are structured. Feel free to ask other committee members for help in creating documents if required.

Also, write Association (when in reference to the Perth STEM Association) with a capital A!