Formatting Standards for Administrative Policy Statements [1]

Font

- Use New Times Roman
- 10 font for body
- 12 font bold for Title section.

Definitions

- Glossary definitions will be *italicized*.
- Definitions contained in the APS will be underlined.

Hyperlinks

- Formatting for hyperlinks should be blue and underlined ? i.e. Regent Policy 2-k[2]
- Related policies, procedures, laws, etc. should be specific and linked, if possible.

Outline Formatting

- Standard outline form should be used, starting with large roman numerals. (I., A., 1, a, i, then bullets, if necessary)
- The policy template is pre-formatted with this outline format.

Emphasis

- Underlining and *italicizing* will not be used for emphasis in the APS. You may **bold** an item for emphasis if it is needed.

Style and Grammar Guidelines:

- The Chicago Style Guide has been adopted for the basic style guidelines for the President?s Administration Policy Statements. Click here [3] for more information.

Examples of common style items include:

- When to capitalize University ? i.e. capitalize if it is referring to the University of Colorado but not capitalize if it refers to the university without the complete name.
- When titles should be capitalized (Chancellor, President, Dean, etc.)
- Numbers less than 10 should be spelled out; greater than nine should be numeric.

- Do not repeat a number in parenthesis (three (3)).
- Do not begin a sentence with a numeral.
- Spell out a fraction. However, quantities consisting of both whole numbers and fractions should be expressed as numerals. (two-thirds; 1 2/3)

Source URL: http://www.cu.edu/ope/formatting-standards-administrative-policy-statements

Links:
[1] http://www.cu.edu/ope/formatting-standards-administrative-policy-statements
[2] http://www.cu.edu/regents/policy-2k-personnel-authority-employees-exempt-state-personnel-system
[3] http://ucommunications.colorado.edu/services/style-guide