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# Formatting Standards for Administrative Policy Statements [1]

**Font**

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

**Definitions**

- Italicized words will be defined in the APS or the APS glossary of terms.

**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* should not be used for emphasis in the APS. You may **bold** an item for emphasis if it is needed.

**Style and Grammar Guidelines:**

- The Associated Press Stylebook is our official style guide for APSs – with some exceptions – as outlined in the CU Boulder Editorial Style Guide. 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 do not capitalize if it refers to the university without the complete name.
- When titles should be capitalized – i.e., capitalize titles if it immediately precedes a name (e.g., Chancellor Smith) but do not capitalize title if title stands alone (e.g., the professor in biology).
- 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)

**Groups audience:**
Office of Policy and Efficiency (OPE)

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

**Links**
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