Information Management and Technology (IMT) Policy Style Guide

The following document is a set of rules for the creation of IMT policy instruments at the Government of Alberta (GoA). Templates are available on the IMT Policy SharePoint, if a template is not available, the information in this Style Guide can be used to help develop a policy document.

Page Layout

The margins of the document should be set to 1'' on all sides, or the 'Normal' setting in Word.

Text Specifications

- Headings should be written in Bold 14-point Arial.
- Body text and sub-headings should be written in 11-point Arial.
- All fonts should be in black, colored fonts should not be used.
- Hyperlinks should be used sparingly throughout the document.
    - If an external document is referenced repeatedly, only the first instance should be hyperlinked.
    - Hyperlinked sections should be blue or another high-contrast, highly-visible colour.

Spacing

Line spacing for policy instruments should be set to 0 point single-spaced, with the paragraph spacing set to 1.0.

Paragraphs do not need to have indents.

Graphics

The only graphic that should be used in the templates is the Alberta logo. The Alberta logo is already included in the IMT Policy Templates (and in the footer below), or can be requested from the Visual Identity Team.

Title Page

A title page is required for all IMT Policy Instruments, regardless of length. A title page is included in all the templates on the SharePoint, if the template is unavailable the following applies:

- The document title should be written in Bold 24-point Arial.

Alberta

- Document title naming conventions;
    - Without an extension: [IMT Policy Name]
    - With an extension: [IMT Policy Name] – Extension [Title/Description of Extension]
- The next heading should have the division name, followed by the Branch or Sector in 12-point Arial.
- The document version should be just underneath in 11-point Arial. Rules for versioning can be found below.
- A chart below that would include the following:

Approved by:	Owner:
[Insert person and title, or committee name]	[Insert person and title or group?]
Approval date:	**Review date:**
[insert date policy made effective]	[insert next review date]
Contact:	**Number:**
[Who can be contacted about this? Could be generic/shared email.]	[Optional; if a number is not required for this policy instrument please remove]

The headings in the chart should be Bold 11-point Arial and the other text should be regular 11-point Arial.

Document Headers

The headers must include the following:

- Title page of the instrument
- Text should be 9-point Arial.

Document Footer

The footers must include the following:

- IMT Policy Central Repository URL – should not be hyperlinked.
- The security classification for the instrument (Public, Protected A, B or C)
- Page number
- The Alberta Logo
- Text should be 9-point Arial.

Versioning

- The first version of a document will be labeled as 'Version: 1.0'
- If a minor amendment is made to the instrument, it will be labeled as 'Version: 1.1' and so on, for example.
    - A minor amendment is something that does not change the content or the meaning of the document, for example, the owner or contact name was updated, or additional references or supporting resources were added.

- If a larger amendment is made to the instrument it would be labeled as 'Version 2.0' and so on, for example.
  - This type of amendment would alter the meaning of the document, for example if the policy description is updated, or the roles and responsibilities, or if the compliance consequences were altered to be more severe.

Table of Contents

A table of contents should be created when a document exceeds ten pages in length (not including the title page). A table of contents has been included in the template. If the template is unavailable, the table can also be generated using Word's References function and the appropriate heading styles.

Tables

In addition to the rules outlined in Fonts, there are some rules and best practices for tables within a document:
- The title for tables must be in Bold 14-point Arial.
- The header row of a table must be in Bold 11-point Arial.
- Table text must be in 11-point Arial.
- Do not split cells across multiple pages—if a cell extends past the edge of the page, split the table and adjust spacing as required.
- If a table extends beyond the end of a page, repeat the column header row on the following page.

Definitions

All IMT policy instruments will contain the following statement in the Definitions section of the policy;

"Definitions to be used in the interpretation of this policy instrument are in Appendix A."

- Definitions will be defined in Appendix A
- The term is bolded, followed with a colon and then the definition
- The definition text and sub-headings should be written in 11-point Arial.
- All fonts should be in black, colored fonts should not be used.

Acronyms and Initialisms

An acronym is an abbreviation whose letters form a word that is pronounced as a word (e.g., NATO, the North Atlantic Treaty Organization). An initialism is an abbreviation whose letters are pronounced as letters (e.g., APS, Alberta Public Service). There are some rules and best practices for using acronyms and initialisms within a document:
- Spell out a name in full on its first usage, followed by the abbreviated form in parentheses. For example, Enterprise Resource Planning (ERP)

- - After the initial introduction, the short form may be used as needed throughout the document.
- Do not give the short form in parentheses if it is not used again within the document.

Numerals and Numbering

Use words for numbers less than 10, and use numerals for numbers greater than or equal to 10.

Exceptions to the Templates

Policy instruments that already exist will not have to be put into the new templates until the next review cycle.

Not found in template?

If this style guide does not provide information on a specific style requirement, refer to the CPE style or Canadian Press Style Guide.

Questions

For questions regarding this style guide, please contact IMT.Policy@gov.ab.ca.