# <Select all styles from the styles toolbar. Note: the ANU convention is to use minimal capitalisation, including for headings>

# Policy: Title <use Heading 1 style for the document title>

## Purpose <use Heading 2 style for this heading>

Use ‘Normal’ style for purpose text. This should be a short statement in the active voice, outlining the purpose of the document, for example, what the document does

## Overview <use Heading 2 style for this heading>

Use ‘Normal’ style for overview text. The overview should be a short paragraph or sentence explaining why the document has been created, and its intention. It should also include any background information that provides context to the policy.

## Scope <use Heading 2 style for this heading>

Use ‘Normal’ style for scope text. The scope is the audience to whom the document applies. If there are no exceptions identified, the scope may be described in the following way: ‘This Policy applies to all ANU staff and students across the University’.

## Definitions <use Heading 2 style for this heading, delete section if definitions are not required>

Use ‘Normal’ style for definition text. Highlight the word being defined in bold, for example:

**Senior First Aid Officer** are persons who have successfully completed the “Apply First Aid” course.

Definitions for all key terms used in this document should be list in this section. For all policy documents concerning student policies and procedures, the definitions contained in the [Glossary - student policies and procedures](https://policies.anu.edu.au/ppl/document/ANUP_002601) must be used, and cannot be changed.

## Policy statement <use Heading 2 style for this heading>

1. Use ‘List Number’ style for policy statement text. Each paragraph in the policy statement must be numbered. For example:
2. This is the core section of the policy document that outlines the key principles that constitute the policy. These policy statements should be short, concise and definite. Policies are supported by procedures, standards and guidelines.
3. Policies are mandatory across the University and should be written in a way that is easy to understand by all staff and students.
4. Where a list is required the styles list ‘List Alpha’, ‘List Bullet’ and ‘List Roman’ can be used, for example:
5. Where an alphabetical indented list is required use ‘List Alpha’ from the style toolbar.
6. Where a roman numeral indented sub-list is required use ‘List Roman’ form the style toolbar
7. text text text text text text text text text text text text text text text text text
8. text text text text text text text text text text text text text text text text text
9. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text
10. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text
11. Where bullet point list indentation is required use ‘List Bullet’ from the style toolbar, for example:

* List Bullet must not be indented further to create a second level of bullet indentations as this will not render to the website.
* Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text
* Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text

### Heading 3 <may be used throughout the document and will appear in the website in the same platinum colour as headings 1 and 2 even though it appears black in Microsoft Word>.

1. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text
2. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text

#### Heading 4 <may be used throughout the document and will appear in the website in the same platinum colour as headings 1 and 2 even though it appears black in Microsoft Word>.

1. There are three table styles available. The style chosen will depend on where the header lies, for a top row heading use the following:

|  |  |  |
| --- | --- | --- |
| Heading<use normal style and highlight the word in bold> | Heading | Heading |
| Content | Content | Content |
| Content | Content | Content |

1. For a table with left column headings use the following:

|  |  |  |
| --- | --- | --- |
| Heading<use normal style and highlight the word in bold> | Content | Content |
| Heading | Content | Content |
| Heading | Content | Content |

1. For a table with both top row and left column headings, use the following:

|  |  |  |
| --- | --- | --- |
| Heading<use normal style and highlight the word in bold> | Heading | Heading |
| Heading | Content | Content |
| Heading | Content | Content |

1. Any text appearing after a table must be separated by one line by pressing Enter. If no space is entered then the text will not render adequately.
2. Ensure you enter the document title into the footer on pages 1 **AND** 2.
3. **PLEASE NOTE**: You may use bold and italic styles, however, the styles within the template are pre-defined and must not be altered in any way to ensure consistency with ANU publishing standards.

## Delegations relevant to this policy <use Heading 2 style for this heading delete section if delegations are not required. This heading should be placed at the end of the document>

* Please use ‘List Bullet’ style for any delegations that are referenced. Highlight the delegation number in bold, for example:
* **000111**: Delegation description.