

Project Style Sheet – Quick Reference Card Project

Content objectives

Purpose

- To provide a “quick reference” that captures and summarizes key concepts from the TWR2015 Technical Editing course.

Audience

- Students of the Technical Writing program at Algonquin College.

Goals

- To create a reference tool that is useful for students across the entire suite of required courses under the Technical Writing program.

General design

Style guide

Canadian Style, with the following exceptions:

- Title class text uses “centered headings” capitalization regardless of alignment;
- Oxford comma always used;
- Sentences ending on an abbreviation repeat the period.

Page design

- “Narrow” margins (1.27 cm).
- Use paragraphs, lists, and tables to chunk information; put key points or reminders in callouts.
- If required, divide page into horizontal or vertical sections with white space between – to colour code, use alternate hues in the same shades as specified below.

Objects

- Body Text class, unless otherwise specified.
- Right-aligned, wrapped square with the text, except:
 - Centre large objects or multiple related objects, wrap text above/below;
 - Alternate multiple unrelated objects in proximity to each other from left to right.

Text and object styles

Text classes (if no text class specified, use “Body Text”)

Class	Font	Style	Size	Colour	Fill / Border	Spacing
Headers						
Title	Cambria	-	20	Dark Blue	B: Bottom, Blue	15pt after
Heading 1	Cambria	Bold	13	Dark Blue	-	6pt before/after
Heading 2	Cambria	Bold	11	Blue	-	6pt before/after
Heading 3	Cambria	Bold, Italics	11	Blue	-	6pt before/after
Content						
Body Text	Arial	-	10	Black	-	10pt before
Lists	Arial	-	10	Black	-	Bullet: 0.63” Text: 1.27”
Table Header 1	Arial	Bold	10	White	F: Solid, blue B: All, blue	As required.
Table Header 2	Arial	Bold	10	Black	F: Solid, light blue B: Outside, blue	As required.
Footer	Calibri	-	11	Grey	B: Top, Grey	Expanded characters

Unless otherwise specified:

- Flush left, ragged right
- Line spacing: single
- Dark Blue: R23 G54 B93
- Blue: R79 G129 B189
- Light Blue: R149 G179 B215
- Pale Blue: R220 G230 B242
- Grey: R217 G217 B217

Lists

- Ordered: digit + period; Arabic numerals at first level, letters at second, roman numerals at third.
- Unordered: black circles at top level, white circles outlined in black at second, black squares at third.

Headers / footers

- Header: If required place title in header to conserve space; otherwise, leave header blank.
- Footer: Include the author name and page number; flush text right.

Callouts and images

- Border: solid line, 2pt, blue; Shadow: offset centre, black.
- If required: solid fill, pale blue; internal margins at 0.2 cm.