



## Guideline

# Quality Management Writing Guide - Technical Documents

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# 1 INTRODUCTION

The APA Technical Practice (ATP) aims to achieve sound engineering and design practice through standardisation. We endeavour to make ATP sufficiently flexible to allow engineers to adapt the information in the ATP to project, asset, or customer conditions and requirements. This is of particular importance where the standard may not cover all situations or needs of use.

APA staff and its Contractors shall be solely responsible for applying ATP in the context of legal, statutory and approvals requirements to achieve the required engineering design and quality of work. For those requirements not specifically covered, the designer shall use a recognised engineering practice or standard to accomplish as a minimum the same level of integrity as reflected in the ATP. If in doubt, the Contractor shall, without detracting from their responsibility, consult APA.

Refer to APA's Engineering Glossary [[Ref. 1](#)] for terms and abbreviations not listed in the appendices.

## 1.1 CONFLICTS AND WAIVERS

Conflicts between this standard and other applicable ATP or international, national standards, codes and industry practices shall be resolved in writing by the APA Standards and Assurance team.

Requests for waivers from this standard shall follow the ATP Waiver procedure in [[Ref.2](#)].

## 1.2 ORDER OF PRECEDENCE

Refer to the order of precedence of standards in Engineering Standards (Development and Application) Procedure [[Ref.3](#)].

# 2 PURPOSE AND SCOPE

The aim of the guide is to aid originators and reviewers of AES to understand the style used in the authoring of standards. This document is not intended to define a style applicable across the organisation; instead, the intent is to ensure consistency across the AES.

APAs Engineering Standards technical writing style guide promotes clarity, conciseness, accuracy, and consistency. Included in this guide are customary abbreviations, numbering, nomenclatures and reference lists, and punctuation.

# 3 TECHNICAL WRITING STYLE

Technical writing describes both works performed and resulting designs or data – past and present tenses are often mixed. To assist:

- when describing the design or data development process, write in the past tense,

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- when describing the features of the design, design process results, or data results, use present tense, for example ‘the data shows’, not ‘the data showed’.

An exception is when describing a feature that was subsequently changed, past tense is appropriate.

The linguistic style shall be as concise and straightforward as possible, using plain English principles to assist users in understanding a document correctly; this is essential for those users whose first language is not English. Other rules to follow are,

- Use plain language. Write short and simple sentences in active voice (e.g., a passive voice would be ‘Control of the bearing-oil supply is provided by the shutoff valves.’ whereas an active voice would be ‘Shutoff valves control the bearing-oil supply.’)
- Minimise the use of long, complex sentences. The rule of thumb for technical writing is the average sentence length of fifteen to twenty words. A mix of long and short sentences and a varied sentence structure are most readable.
- Use consistent language and terminology throughout the document. Terms for the same item must not be changed.
- Write concisely, avoid repetition, avoid unnecessary words and flowery language. A short term is often preferable to a longer term or phrase with the same meaning.
- Avoid jargon. Use the commonly accepted names or words rather than industry jargon. A unique term used for an object, place, or method used in our business might not be common elsewhere. Acronyms and Terms must be defined and listed in the documents Appendix.

APAs Technical Writing style is based on the Australian Government Style Manual<sup>1</sup>.

### 3.1 LANGUAGE AND SPELLING

Australian English is the accepted proper spelling for writing AES. The use of American English conventions is not acceptable, and the only exception is referencing from an American publication or document.

The standard dictionary used in APA for spelling is The Macquarie Dictionary.

#### 3.1.1 Abbreviations

Limit the use of abbreviations to those used five or more times. When using an abbreviation for the first time, spell the whole word or term out, place the abbreviation in parentheses after it, and then use the abbreviation for the rest of the document. The APA Engineering Standards Glossary applies to general and discipline-related abbreviations. There are specific rules about abbreviations, and most online Glossaries or industry dictionaries list these. However, should an abbreviation not appear in the AES Glossary, then the following rules shall apply.

- Abbreviate the names of Government agencies without periods or spaces (e.g., ANSTO, CSIRO).

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<sup>1</sup> <https://www.stylemanual.gov.au/>

- It is unnecessary to spell out the full name at first use for countries and political entities (e.g., UK, US, EU or States and Territories such as NT, QLD, WA).
- Abbreviate and capitalise "equation" and "figure" when followed by a number (e.g., Eq. 5, Fig. 6).
- Capitalise but do not abbreviate "table," "appendix," "column," or "section" when followed by a number or designating letter (e.g., Table 1, Appendix A, Column 2, Section 4.1).
- Do not capitalise or abbreviate "page." Abbreviate and capitalise "number" when it is part of the proper name of a compressor (e.g., CS 2), but omit the word in other cases (e.g., Sample 3). Do not use a hashtag symbol (#) as an abbreviation for "number."
- Proper acronyms remain in uppercase, in which each letter stands for an actual word [e.g., Bill of Materials (BOM)].
- False acronyms, only the first letter is in uppercase [e.g., Hazard and Operability study (Hazop)].

### 3.1.2 Referencing and Citations

All references wording shall be verbatim and be in parenthesis or quotation marks, for example, "Designers must comply with s.22 of the Work Health and Safety Act 2011 (WHS Act) and ensure, so far as is reasonably practicable, that the design is without risks to health and safety."

APA technical documents shall use the American Psychological Association (APA) referencing style which is an "author-date" style, so the citation in the text consists of the author(s) and the year of publication given wholly or partly in round brackets.

#### 3.1.2.1 Citing in the Text

The short references within the text are given wholly or partly in round brackets.

- Use only the surname of the author followed by a comma and the year of publication. Include page, chapter, or section numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.
- No distinction is made between books, journal articles, internet documents or other formats except for electronic documents that do not provide page numbers. In this instance, use the paragraph number, if available, with the abbreviation para.
- Citations in the text can either be placed at the end of a sentence in parentheses (brackets) or alternatively, the author's name may be included in the text, and just the date and additional information placed within the brackets.

#### 3.1.2.2 Typical Citations

- Books - It is typical for PID review to be multi-disciplined. (Killcross, 2012, pp. 33).
- Journals - The pull-out forces of some reinforcing pipelines are the most important factors affecting the uplift resistance. (Maljaei et al, 2021)
- Electronic documents - There are many useful materials available (Munro, 1999, para. 12)

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References should be added using the 'Citations & Bibliography' tools provided in Word. The Bibliography must be added to the end of the document.

### 3.1.3 Compound Words

When two words are used together to yield a new meaning, a compound is formed. Compound words can be written in three ways:

- as open compounds (spelled as two words, e.g., up loaded),
- closed compounds (joined to form a single word, e.g., upstream),
- or hyphenated compounds (two words joined by a hyphen, e.g., start-up to form an Adjective). Occasionally, more than two words can form a compound (e.g., up to date). Be aware that where a compound word is an adverb then it is not hyphenated.

For guidance refer to the Macquarie Dictionary.

### 3.1.4 Concise Writing

Concise writing means using the fewest words possible to convey an idea. Eliminating redundant words like tautologies can help create more robust, more direct sentences. Tautologies are expressions or phrases that repeat the same information, for example 'the course was adequate enough' would be 'the course was adequate'.

Eliminate filler words that add no meaning or value to a sentence and simply "fill" the space.

*Table 1 Concise Writing examples*

Wordy	Concise
Is representative of	typifies
is clear that	clearly
notwithstanding the fact that	although
on the basis of or based on	by
pertaining to	about
in the majority of instances	usually

## 3.2 CONTENT TYPES

### 3.2.1 Appendix

An appendix supplements the body of a document, providing detailed information that not every person must-read. Appendices are often statistical or technical.

- Appendices are used when the incorporation of material in the document would make it poorly structured or too long and detailed.
- An appendix is used for helpful, supporting, or essential material that would otherwise clutter, break up or be distracting to the text.

### 3.2.2 Addendum

An addendum is extra information that the originator discovered after publishing the document, such as a new study on the topic, for example, Hydrogen requirements for Valves.

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### 3.2.3 Figures

Figures include photographs, drawings, flow charts, and graphs. And are an effective way to convey the information visually. Figures in technical writing make complex information much easier for the audience to understand. The basic rules for figures and images are:

- Ensure the size and resolution of the image provides a clear picture.
- Figures and Captions are to be centred on page.
- Use a clear, concise caption/title to describe the figure.
- The caption (Figure 1) should be cross-referenced in the relevant body of text using 'Only label and number' style.

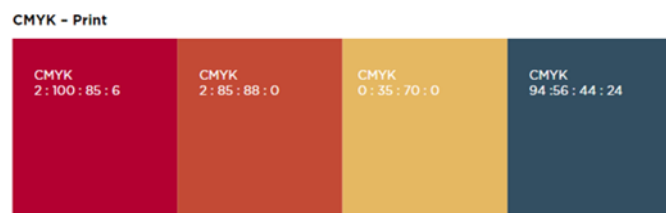


Figure 4 Colour Palette

Figure 1 Example of figure and caption

The Layout Spacing used for the caption (Figure 1) must be:

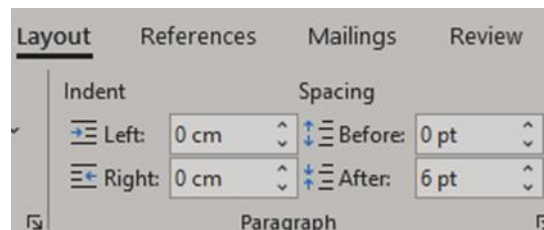


Figure 2 Layout Spacing - Figure Captions

### 3.2.4 Footnotes

Use footnotes to provide detailed information that would disrupt the flow of the text, cite references or where the note provides further evidence supporting an argument. All footnotes should be numbered consecutively in the order in which they appear in the document.

Footnotes must be placed on the bottom of the page in which they appear. The footnote numbers should be superscripted and should follow any punctuation (except a dash).

Footnotes should not be longer than one paragraph. The Standard font size for footnotes shall be a font size of 10.

### 3.2.5 Headings

Headings help users scan content and find what they need. Organise content using precise heading levels. Begin each heading with keywords and keep it to the point.

Headings do not have punctuation marks.

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### 3.2.6 Links

Links help users navigate content. Include links when they support user journeys and for search engine optimisation. Types of links that are commonly used in technical documents are:

- Hyperlinks - words or images that users can click to go to other content.
- Cross-reference links - link to other parts of the same document.

Always describe a link to external content to support future discovery of relocated content.

### 3.2.7 Listing (Bullet Points)

Avoid listing of points in a series of brief elements, for example [The measured liquid production was a result of (1) external expansion, (2) liquid expansion, and (3) rock compactions.]. The preferred method is (The measured liquid production resulted from external expansion, liquid expansion, and rock compactions.).

Use either sentence or phrase or stand-alone lists. Sentence lists contain a full or part sentence introducing the list and a full sentence in each list item. Phrase lists contain lead-in text with each bullet completing the sentence of the lead in text. Stand-alone lists contain a heading for a list of items that are not complete sentences.

In a bullet or numbered list, DO NOT use:

- semicolons (;) or commas (,) at the end of list items
- 'and' or 'or' after list items.

Punctuate lead-ins and headings consistently.

- Phrase lead-ins always end in a colon (:).
- Lead-ins for incomplete lists can use 'for example', 'including' or 'includes'.
- Don't write 'etc.' at the end of the list to show the list is incomplete.
- When listing items that may be additional or optional, write a lead-in to explain any variables.

#### 3.2.7.1 Sentence Lists

If each item in the list is a complete sentence, use an initial capital and a full stop (period) at the end. Rules for sentence lists:

- Follow typical sentence structure in each list item.
- Start each list item with a capital letter and end it with a period.
- Align run-over lines with the text, not the bullet or number.

#### 3.2.7.2 Phrase Lists

Use a colon at the end of the lead-in sentence, lower case first letter (unless a proper noun) for each list item and a full stop at the end of the last list item only.

The TA shall inform the Originator and Approving Authority:

- of the date on which the Regulator was notified of the date the notification period ends,

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- if the Regulator receives acceptance before the end of the required notification period, the Waiver can be finalised and issued.

### 3.2.8 Paragraphs

One idea per paragraph helps users absorb information. Organise ideas under headings to help users scan the content. Write short paragraphs, each with a topic sentence. It is easier to understand content when a paragraph contains only one idea or theme. Don't introduce a new idea in the middle or at the end of a paragraph. Start a new paragraph instead.

Order paragraphs in a logical sequence, such as:

- steps in a transaction
- the order of importance
- cause then effect
- problem then solution
- pros then cons.

The first paragraph under a heading helps people decide if they've found the information they need. Search engines also use first paragraphs when analysing content. Use the first paragraph to make the purpose of your content easier to find in searches. It should include a topic sentence and summarise the following paragraphs.

Keep most paragraphs to three or six sentences. Short paragraphs help readers understand the content.

### 3.2.9 Tables

Use tables to make content easier to read and only if there isn't a more straightforward way to present your content, such as a list, paragraph of text, or diagram. Use tables for exact values and information that is too detailed for the text.

It is preferable not to create a table for only one or two items. Report them in the body of the text instead. Design tables to allow users to:

- scan the information
- find an exact value
- compare values in different categories
- understand how you have categorised the information.

**DO NOT** create tables within tables (known as 'nested' tables).

Readers look at tables before they read the text. For this reason, design tables so they are self-explanatory. Referenced Tables in the body of the text, place the table immediately after the reference. The 'Caption' or name of the table (Table 1) must be relevant to the information within the table. Caption should be cross-referenced in the relevant body of text using 'Only label and number' style.

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## 4 GRAMMAR AND PUNCTUATION

### 4.1 PUNCTUATION

#### 4.1.1 Ampersands

The use of the ampersand which substitutes for "and" in the body text is not allowed. Exceptions are where the ampersand is in an abbreviation such as P&ID or trade names and publication titles.

#### 4.1.2 Apostrophe

Apostrophes shall be typeset in curly form, not straight and vertical or slanted like an accent. With an exception for use on websites where apostrophes appear in straight form. Use in the following forms:

- Use apostrophe + s ('s) to form the possessive of words not ending in "s" (e.g., the plant's output).
- DO NOT use an apostrophe when forming the plural of numerals, letters, years, or abbreviations (e.g., the 1990s).
- Use apostrophe + s ('s) when forming the possessive of a full or abbreviated word (e.g., Clarke's paper on Hydrogen Blending).

#### 4.1.3 Brackets and Parentheses

Brackets can help you break up information. They enclose parts of the sentence that aren't essential to the meaning. Sentences must be grammatically correct if you remove the text in brackets. The most used brackets are:

- Parentheses - Use parentheses to set off phrases that start with, i.e., or e.g., When identifying members of a particular discipline (e.g., reservoir management, geology, completions),
- Square brackets - Use brackets [ ] around a parenthetical phrase already containing parentheses, e.g., the difference was slight [compared with the earlier study by Adams (1976)].

Use brackets sparingly for:

- non-essential information,
- shortened forms,
- references,
- insertions.

Too many brackets, or poorly used brackets, can make a sentence more complex and challenging to understand. Remove the content in brackets by rewriting the sentence.

#### 4.1.4 Colon

Use a colon after a complete sentence to introduce a formal list, examples, equations, or an added statement (e.g., the data were time, volume, and depth.). Do not insert a colon between

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a verb or preposition and its object(s) for example, 'the benefits of this practice were: timeliness and cost savings'. Colons are also used to:

- introduce a lengthy, formal quotation
- express a ratio between numbers such as 1:100-year event.

Note: use a slash (/) to express a ratio with words (e.g., area/volume ratio).

Capitalise a phrase after a colon if it is a complete sentence. Do not capitalise a phrase after a colon if it is part of a list or is an incomplete sentence.

#### 4.1.5 Semicolon

Use the semicolon to separate clauses not linked by a conjunction and separate long, involved coordinate clauses. For example, drilling to such depths is rare; much of the technology is experimental and changing rapidly.

Overusing semicolons makes writing more difficult to understand. Semicolons can create a more decisive break than a comma but weaker than a period (full stop). They can link two sentences that share or develop an idea. The information must be closely related.

#### 4.1.6 Comma

In a series of three or more elements in total, use commas between each element before the final conjunction (e.g., the effects of viscosity, flow rate, and porosity). When a comma is used correctly, logically, it can be replaced by "and" .

#### 4.1.7 Dashes

There are several kinds of dashes, differing from one another according to length. The main ones are the en and em dashes. The en dash (–) is half the length of an em dash (—) and longer than a hyphen (-). The en dash and em dash is created using Insert > Symbol > Special Characters in MS Office applications. Non-breaking dashes (hyphens) shall be used when separating standard numbers e.g., 530 GD EM 0001.

##### **em dash**

Use the em dash to denote a sudden break in thought that causes an abrupt change in sentence structure; a pair of em dashes often set such an intrusive item apart from the sentence parenthetically. For example, Water and gas are consumed, forming a crystalline cage—resembling ice—in which gas molecules become trapped.

Use an em dash in the caption of a figure or table after its designation, for example Fig. 1—Cutaway drawing of a compressor.

Note: There is no space between the em dash and the words or numbers on either side of it.

##### **en dash**

Use the en dash to indicate continuing or inclusive numbers, such as in dates, times, or references (e.g., 1968–72, 10 a.m.–5 p.m., May–June 1967, pages 38–45, 3–5 March 2002, 13 May 1965–9 June 1966).

Note: There is no space between the en dash and the words or numbers on either side of it.

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When the concluding date of an expression denoting a duration of time is in the unforeseeable future, the en dash is still used, i.e., Wells contributing information to the ongoing study include Crumley B-213 (1979–), McConnell C-124 (1979–1992), West B-246 (1979–), and Bruce A-317 (1979–1983).

### Dash Shortcuts

em dashAlt+0150

en dashAlt+0151

Non-breaking dashCtrl + Shift + – (Control plus Shift plus hyphen)

#### 4.1.8 Ellipses

Ellipses (three dots) show users that ideas or words are missing from a sentence or a quote and are commonly used when quoting standards.

Don't use ellipses to change the intent of the source.

Ellipsis indicates omitted words in quoted text or to mark an unfinished phrase, clause, or sentence. Use a single space before and after each ellipsis. An example of the use of ellipses is, “the” evaluation concluded, 'The report is well written, but it needs ... more work.'

#### 4.1.9 Forward slashes

The forward slash is also known as the 'solidus' or just the 'slash' and is helpful in a small number of situations. Users are familiar with them in mathematical expressions, dates, web addresses and some shortened forms.

Use forward slashes:

- in some shortened forms
- in mathematical expressions
- instead of 'per', 'an' or 'a' when abbreviating units of measurement
- in web addresses
- in dates.

Examples

- c/- [for 'care of' in postal addresses]
- n/a [for 'not applicable']
- $(x + y)/(a + b)$
- \$/t
- <https://www.apa.com.au/our-services>
- 04/12/2020

Slashes are not used to join words e.g., Moomba/Wilton. Use Moomba–Wilton or Moomba to Wilton.

When a slash is at end or start of a line in a paragraph, use a non-breaking space between the words to keep all three together.

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#### 4.1.10 Hyphenation

Hyphens clarify meaning by connecting words and parts of words into a single unit of meaning. Use hyphens to avoid ambiguity. There are few firm rules about using hyphens, and dictionaries do not always agree. Use the dictionary Macquarie Dictionary and follow its hyphenation practices.

Typical use of hyphens for prefixes are:

- 'anti-'
- 'auto-'
- 'counter-'
- 'extra-'
- 'intra-'
- 're-'
- 'sub-'

Suffixes are typically attached directly to the base word without any hyphen. The commonest suffixes include:

- able
- fold
- ful
- ness

For example, threefold, readable, and colourful.

#### 4.1.11 Quotation Marks

Single quotation marks are 'quote marks', 'quotes', 'speech marks' or 'inverted commas'. Use them to:

- show direct speech and the quoted work of other writers.
- enclose the title of specific works.
- draw attention to a word you're defining.

Double quotation marks are not the preferred style. Use them only for quotations within quotations.

## 5 CAPITALISATION, NUMBERS, AND OTHER RULES OF USAGE

### 5.1 GEOGRAPHIC

When supplying locations, indicate the location (town or city) and state (abbreviated). For locations outside Australia, give the city and the country. Once a location is in the document, refer to the city without the state or country.

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Capitalise such words as a river, ocean, valley, etc., and geographic locations when they represent worldwide-accepted usage, real properties, or legal entities (e.g., Pacific Ocean, Tasmania, Distillation Unit, New Zealand, and Shell).

Do not capitalise terms that refer to a compass direction or general location unless a specific region or section's name (e.g., Central Queensland vs. north-westerly wind).

When used descriptively, do not capitalise on geologic formations, such as belt, formation, zone, field, basin, reservoir, delta, sand, shale, or trend. Do capitalise if used as part of a proper name or if the formation is well-known (i.e., Surat Basin).

### 5.1.1 First Nations Names

It is important that APA consult with traditional owners, local elders, and the community before using a location name. Refer to the relevant government sites for guidance on the use, spelling, and capitalisation.

Before First nations names are used, the APAs Sustainability Team must be consulted for guidance.

## 5.2 TRADEMARKS

Avoid using third-party trademarks (whether registered or not) to describe something presented in an article, paper, or chapter. Instead, use a generic term when available (e.g., tempered-glass plate vs. Pyrex® plate, polytetrafluoroethylene or PTFE vs. Teflon®, acrylic glass vs. Plexiglas®). If the use of a third-party trademark is unavoidable, capitalise it, include the appropriate symbol (®, ™ etc.) at the end of the trademark at its first use, and acknowledge the ownership of the trademark in a reference or as a parenthetical insertion. Do not repeat the use of the trademark symbol in the same article, paper, or chapter; however, it is good practice to repeat it at first use in each later chapter.

- Trademarks are adjectives. Always follow a trademarked term with a generic term (i.e., Australian Pipeliner® magazine). Avoid using trademarks as nouns or verbs, and do not use them in the plural or possessive.

## 5.3 NUMBERS AND MEASUREMENTS

### SI Units

The SI units preferred for use are the units (together with their multiples and submultiples).

### Imperial Units

Units based upon the inch, pound, and gallon were historically derived from the English system, for example, the inch is defined as the length corresponding to 2.54 cm (exactly); and the gallon is defined as the volume corresponding to 3.785412 L

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### 5.3.1 General

Express words "million" or "billion" as powers of 10 notation such as  $3.15576 \times 10^7 \text{ s} = 31,557,600 \text{ s}$  (number of seconds in a year). Currency expressions differ, refer to Section 5.3.10.

Refrain from using commas in numbers in dates, pages, or addresses such as 15 October 2020, page 1171, and 580 George Street.

Use the comma with more than three digits numbers used with non-SI metric and non-dimensional units' example, pound-force – 4,448 222 N.

With SI metric units, use a space instead; four-digit numbers followed by SI metric units require no space such as, 4 720 525 m<sup>3</sup>, 1525 m.

Ratios may be punctuated with a colon when using numbers such as, 1:20, with words with a slash for example area/volume.

Rules for units of measurement:

- Punctuation: don't place a full stop after a unit of measurement.
- Capitalisation: use capitals only if the unit represents a proper name.
- Plural and possessive: units don't have a plural or possessive form.
- Start of a sentence: write out the unit in full.
- Spacing: use a non-breaking space<sup>2</sup> between the number and the unit.

### 5.3.2 Rounding Procedure for Technical Documents or Specifications

The number of significant digits retained must be such that accuracy is neither sacrificed nor exaggerated. The first step of the rounding process is to establish the number of significant digits to be retained.

1. If the first significant digit of the converted value is greater than or equal to the first significant digit of the original value, round the converted value to the same number of significant digits as there are in the original value.
2. 60.5 miles x 1.609347 = 97.36549 km
3. If the first significant digit of the converted value is smaller than the first significant digit of the original value, round to one more significant digit.
4. 66 miles x 1.609347 = 106.2169 km

### 5.3.3 Units of Measure

The rule is never to mix metric (SI) units and Imperial (English system). However, there is an exception within the Oil and Gas industry, Fastener's diameters are in inches and the length in millimetres. As with pipe diameters, the metric system has superceded inches by but not entirely for example, DN200 pipe referred to as an '8 in' pipe.

A non-breaking space shall be used between the unit of measure and the number.

The following rules apply to Units of Measure .

- Only abbreviate units of measurement in the text used for example, 100 sqm, 50 m<sup>3</sup>.

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- Do not add "s" to abbreviated forms of plural units of measure; use the same abbreviation for singular and plural forms such as, 10 tonne. However, add the "s" when the term is spelled out, the vessel's mass is ten tonnes.
- For units of time in combined units, use the normal abbreviations "sec" (second); "min" (minute); "hr" (hour); "D" (day); and "yr." (year) or the metric abbreviations "s" (second); "min" (minute); "h" (hour); "d" (day); and "a" (year). Otherwise, spell out the term.
- Use abbreviations instead of "ciphers" or symbols to represent customary units of measurement for example 'in', not a quote mark (").
- Express percentages in the mathematically correct form with the per cent symbol (%), with no space between the value and the symbol, for example, 25%, 12 mass%, 21 vol%, 17 mol%).
- Use the degree symbol (°) with angles, temperatures except for metric K (Kelvin), and compass coordinates for example, 20° slope, 65°C, 2°W. Degrees and minutes should be shown decimally as, 17.25° rather than 17°15'. Note, there is no space between the degree symbol and the number.
- Use the slash (/) in place of "per" between two abbreviated units of measurement without spaces e.g., 40 psi/ft, 15 cm/s.
- Use the hyphen (-) in customary units (e.g., md-ft, B/D-psi) and the product dot (·) in metric units (e.g., md·m, m<sup>3</sup>/d kPa) to indicate multiplication in combined units.
- Minimum or maximum values, dimensions, and tolerances (if applicable) shall be unambiguous (80 µF ± 2 µF or (80 ± 2) µF, 10 kPa to 12 kPa, 0°C to 10°C).
- Use "cm<sup>3</sup>," not "cc," for cubic centimetre and "cm<sup>3</sup>" in place of "mL" to express volume (capacity). Format the exponent using uppercase text.

For Mathematical signs and symbols, refer to ISO 80000-2.

A complete list of prefixes and symbols is available at The International Bureau of Weights and Measures (BIPM).

#### 5.3.4 Dates

APA follow the Australian conventions for dates (e.g., Friday 5 May 2017). The norm is to use numerals, not words to express days (exceptions are names of days). Do not use commas in dates in the day/month/year format. The combination of day, date, and time requires the use of commas, as of Thursday, 31 April 2014, at 6 pm. If the month is not given, do not use a comma to separate the month and the year (e.g., commissioning started in June 2019).

A non-breaking space shall be used between the day, month, and year.

#### 5.3.5 Numeric dates

Avoid writing dates entirely in numbers. It can be confusing because different countries have different conventions. Use numeric dates only in tables or when space is limited.

The order of the day, month and year differs between countries:

In Australia, the sequence is day, month, year – for example, 7/12/2020 or 07.12.2020

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### 5.3.6 Time

Time ranges should include am. and pm. at both ends only if an event begins in one and ends in the other. The norm is to use numerals, not words for example, 6 pm, not six p.m. If the event is contained entirely in the morning or afternoon, only the second time carries its designation for example, from 10 am. to 2 pm. and from 2 to 6 pm.

The 12-hour or the 24-hour clock may be used in documentation. When using the 24-hour clock, do not use colons e.g., 1400 hours.

Its customary practice to write time with lower-case letters and periods e.g., 10 am. A colon must be used between the hours and minutes e.g., 8:35 am.

The term 'o'clock' only when quoting someone directly or transcribing a recording. Use numerals and the word 'o'clock' for example, 'The engineers said that the event took place at 10 o'clock'.

### 5.3.7 Phone Numbers

Use country codes with all phone numbers. The Australia country code is 61, use the mathematical addition symbol as the prefix and spaces rather than hyphens, parentheses, or slashes to separate parts of phone numbers e.g., +61 2 9693 0000

### 5.3.8 Whole Numbers

The general rule is to spell out "zero" and whole numbers from one through nine; use figures for 10 or more. Use whole numbers if the number expresses a unit of measurement or ratio e.g., 1%, 6 km, 3 in., 6 m, 2:1, 20°C. In general, avoid Roman numerals and use decimal numbers to name tables, figures, and equations. Other examples of whole numbers are,

- Dates, street addresses, currency, and times of day e.g., AUD 120, 2 pm., 16 Georgina Crescent Palmerston NT 0830.
- Whole numbers when grouping similar things if any numbers are greater than 10 e.g., has 4 to 16 pages vs. contains four to six pages.
- Spell out the first term to distinguish between two adjacent numbers e.g., twenty-one 2-acre tracts, twelve 3-hour tests.
- Spell out numbers that begin a sentence. If the numbers are so large that the sentence becomes awkward, rewrite the sentence such as, 'Five hundred Kilowatt PV panels ...'
- Use a capital "X" to show magnification e.g., 500X.

### 5.3.9 Fractions

Spell out and hyphenate common fractions when used alone in the text e.g., one-half. Use figures when the fraction is combined with a whole number or used with a unit of measurement e.g., '2¼ in'. Common fractions do not exist in the SI metric system; use decimal notation instead e.g., 3.25 kg.

When writing decimal fractions, place a zero before the decimal point (0.5, not .5).

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### 5.3.10 Currency

It is best that when expressing currencies in bodies of text to use the appropriate three-letter abbreviation for the first usage, and omit the currency symbol (\$, £, ¥). If currencies repeatedly alternate (i.e., if there is more than one switch) within the document, use the abbreviation at each currency instance. However, if a currency is used often or consistently throughout the document, a footnote noting the type of currency (e.g., "Prices are in US dollars.") is sufficient. Typical examples of currency are (USD 50.25, GBP 50, EUR 10.50, and AUD 9,758).

In-text, drop unnecessary zeroes from currencies, for example, write "AUD 10,000" rather than "AUD 10,000.00." However, retain the two decimals in a table column of currencies unless the unit of measure shows that it is 000 (e.g., 5 would be 5,000).

Write amounts using the relevant currency symbol followed by numerals. Don't put a space between the currency symbol and the numerals.

### 5.3.11 Equations

Equations are subject to the same rules of grammar as sentences. Maintain correct grammatical structure in sentences that contain, precede, or follow equations. Sentences having mathematical symbols (5.3.12) must be grammatically correct. A complete sentence introducing an equation can end in a period or colon. In many cases, the relationship of motion can be expressed more simply, for example.

$$A = Bx + (c - D2) (1)$$

Take particular care to avoid confusion, e.g., "When  $Ax = By$ ,  $C$  varies" is clearer when written as "When  $Ax = By$ , then  $C$  varies."

- Number any equation that will be used again within the written work. This is commonly done by inserting a number in parentheses or square brackets on the right margin.
- Align subscripts and superscripts properly to avoid confusion about whether a symbol or number should be set on the line or as a subscript or superscript.
- When typing an equation on more than one line, break the equation at a complete term and start the following line with an operator sign. Indent the second and later lines so that they align with the operator in the first line for example,

$$\begin{aligned} A1 &= 2B2 + C(DF - DG) \\ &+ 2B1 \times F2 (2) \end{aligned}$$

- Generally, use parenthetical pairs in the following order, proceeding from the inside of the equation outward: parentheses ( ), brackets [ ], and braces { }. An example of this is,

$$2\{[A(B + C/D) - E]2\} = 3F$$

- Angle brackets, vertical bars, and double vertical bars have their mathematical significance; do not use them to supplement the sequence of common parenthetical pairs.

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- In functional notation, use nested parenthetical pairs instead of braces to show grouping such as,

$$(f \cdot a \cdot b)(x) = f(a(b(x))).$$

- Use braces to enclose the elements of a set.

$$\{1, 2, \dots, n\}$$

- The proper notation for an equation in the text of the paper is the abbreviation "Eq." The number of the equation does not appear in parentheses for example, Eq. 7 illustrates this construct. The plural is "Eqs."

### 5.3.12 Mathematical Symbols

Most symbols are available in the MS Word Symbols group.,

Go to the Insert tab, in the Symbols group, click on the Symbol icon.

Table 2 is a brief list of keyboard shortcuts for mathematical symbols.

*Table 2 Symbols Keyboard Shortcuts*

Description	Shortcut	Description	Shortcut
Degree	°	Micron	μ
Plus, Minus	±	Phi	∅
Multiplication	×	Square Root	√
Division	÷	Cube Root	<sup>3</sup> √
Closed Infinity	∞	Fourth Root	<sup>4</sup> √
Angle	∠	Approximate	≈

### 5.3.13 Dimensions (in Text)

Writing physical dimensions in the body text of a document the dimensions must be written on numerals, add a multiplication symbol between the dimensions without adding spacing, and specify the unit afterwards for example, the excavation dimensions are 100×80×5 m.

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## 6 REVISION CHANGE RECORD

Table 3 Revision Change Record

Rev	Description	Date	Author
0.1	Draft	21.10.2021	T Scorgie
0.2	Updated comment, ready for approval	27.10.2021	T Scorgie
1	IFU	27.10.2021	T Scorgie
1.1	Updated and added Appendices A/B/C/D	07.07.2022	T Scorgie
1.2	IFR, added Appendices E	11.07.2022	T Scorgie
2	IFU	23.11.2022	T Scorgie
2.1	Corrected Ton to Tonne in Section 5.3.3; added Tonne to table in Appendix B with explanation between T and t. Updated template to ATP-TP-QM-0027_Rev2	17.04.2023	T Scorgie
3	IFU	26.06.2023	T Scorgie

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## 7 REFERENCES

All work performed in accordance with this document shall be in conformance with the current issue, including amendments, of those national and international standards, codes of practice, guidelines and APA document/s listed below.

### APA Technical Practices

Ref. No.	Doc. No.	Description
1.	530-LI-QM-0001	APA Engineering Glossary
2.	530-PR-EM-0002	Engineering Standards Waivers
3.	530-PR-EM-0003	APA Engineering Standards

### APA Documents (other)

Ref. No.	Doc. No.	Description
4.		

### Australian Standards

Ref. No.	Doc. No.	Description
5.		

### International Standards and Other References

Ref. No.	Doc. No.	Description
6.	ISO 80000-2	Quantities and Units — Part 2: Mathematical Signs and Symbols to be used in the natural sciences and technology
7.	ISO 4217:2008	Codes for the representation of currencies and funds

### Other

Ref. No.	Doc. No.	Description
8.		Style Manual - <a href="https://www.stylemanual.gov.au/">https://www.stylemanual.gov.au/</a>

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### Superseded Documents

Ref. No.	Doc. No.	Description
9.		
10.		

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## 8 LISTS

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## Appendix A Typical Writing Errors

### Common Problems in Writing

Description	
'a' or 'an'	Use a before any word starting with a consonant sound; use an before any word starting with a vowel sound. Follow this rule when using an acronym that is pronounced as one word vs. an initialism in which each letter is sounded out (i.e., a FEED scheme vs. an SWQP station).
'ability' or 'capacity'	ability is the human power to do (the ability to balance on one foot) capacity is the ability to hold (low-capacity storage)
'advice' or 'advise'	<p>"Advice" – noun: The advice she gave proved useful.</p> <p>"Advise" – verb: I advised him to wait until after the holidays.</p> <p>Tip: "Ice" is a noun so "advice" is also a noun. "Is" is a verb so "advise" is a verb. The same rule applies to licence/license and practice/practise.</p>
'affect' or 'effect'	<p>"Affect" is a verb meaning to influence or to produce an effect: The screen resolution affects the appearance of graphics.</p> <p>"Effect" is usually a noun meaning result or consequence: His efforts had little effect on the outcome.</p> <p>"To effect" can also be used as a verb meaning to bring about, to accomplish: The government effected great changes during its term.</p>
'alternate' or 'alternative'	alternate means to substitute or take turns alternative means one or the other; a choice.
'assure' or 'ensure' or 'insure'	assure means "to encourage"; ensure means "to make certain." Insure should be used when referring to underwriting a loss.
'compare to' or 'compare with'	Compare to implies resemblances between essentially different ideas or things; compare with implies contrasts between essentially similar ideas or things. Thus, waterflooding operations compare to gas lift operations. Compressor 1 compares with that of Compressor 2.
'complement' or 'compliment'	Complement means (1) fill up or make complete; (2) the quantity required to complete something (e.g., the personnel of a ship); or (3) one of two mutually completing parts. Compliment means praise or respect. Complimentary means without cost.
'minimal' or 'minimum'	Minimal refers to a small or very slight amount (of minimal interest); minimum references the least quantity assignable (the minimum temperature recorded).

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'that' or 'which'	That is the defining or restrictive pronoun, which is the non-defining or non-restrictive pronoun. "The automobile that is out of gas is in the driveway," tells which automobile. "The automobile, which is out of gas, is in the driveway," adds a fact about the only automobile in question.
'where' or 'which'	where refers to physical location which (preceded by a preposition) refers to other circumstances, such as condition. Depending on the sentence, the preposition may be different: at which, by which, in which, with which, etc.
based on	The main noun in a sentence is "based on" the subordinate noun contained in the "based on" phrase. Correct: Based on poor results, our decision was to terminate the project. Incorrect: Based on poor results, we decided to terminate the project. (On the basis of should replace based on here.)
due to	Interchangeable with "attributable to." When used adverbially, it means because of. Replace with through, because of, caused by, resulting from, or owing to as necessary to improve clarity or avoid overuse. Also, due to the fact that – use because.
Possessive apostrophe	The owner's position was clear. (There is a single owner) The owners' position was clear. (There are multiple owners)
prior to	Use before
since	Implies passage of time; use because when meaning "the reason for."
so as to	Use thereby
subsequent to	Use after
takes into account	Use accounts for
To/too	To – preposition (e.g., Go to) Too – adverb, use it instead of "besides," "in addition," "also," or "as well."
Very	In technical writing, often overused and imprecise: "The results are very significant." To express how significant the results are, report the p-value.
Via	Means by way of in a geographical sense; also means through the medium or agency of (i.e., by means of)
'whose' or 'of which'	Use whose when referring to something owned or possessed by a person, company, or living creature. Use of which when referring to something possessed by or pertaining to a nonliving thing, as in, "The experiment, the results of which are widely accepted, has not been duplicated."

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## Appendix B UNITS OF MEASUREMENT USAGE CONVENTIONS (OR STYLE METHOD)

Correct Usage	Incorrect Usage	For
°C	C, deg C, ° C, C°	degree Celsius
µg	mcg*, ug*	microgram
cm <sup>3</sup>	cc, cu cm	cubic centimetre
g	G, G., g., gr, gm, gms, GR, GM, GRM, grms	gram
h	hr, hrs, HR, h., HR., HRS.	hour
hPa	HPa, HPA, Hpa, mb	hectopascal
K	°K, deg K	kelvin
kg	KG, KG., Kg, Kg., kgr, kgs, kilo	kilogram
kHz	KHz, KHZ, Khz	kilohertz
km	Km, km., KM, kms, K, k	kilometre
km/h	kph, kmph, KPH, km/hr	kilometre per hour
kPa	KPa, KPA, Kpa	kilopascal
kPaa	KPaa., KPAA	Absolute pressure
kPag	KPag, Kpag	kilopascal gauge
kW·h, kW h	kWh, kwh, Kwh, KWH, kWH, kw.h, kW.h, kw/h, KW/H	kilowatt-hour
L, l	L., l., ltr, ltrs	litre
m	M, m., mtr, mtrs	metre
m <sup>2</sup>	sq m, sqm, sq. m., sq. mtr.	square metre
MHz	MHZ, Mhz	megahertz
min	m, mins, M, m., MIN, MINS	minute
mL, ml	ML, MI, mL., ml., mls	millilitre
mm	Mm, mm., MM	millimetre
s	sec, S, SEC, sec., s., S.	second
T	T [1t = 907.2 (short ton) or 1016.05 (long ton)]	Tonne (1000 kg)

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## Appendix CBESS

When transferring or copying text, figures, and tables from older versions of APA standards, the following rules must be applied. For current font and colour styles, refer to Appendix D.

### C1 Text

The normal copy conventions (i.e., right click copy or Ctrl C) in word can be used however when pasting the 'Keep Txt Only (T)' MUST be used for pasting. This prevents the older text styles from being imported into the new template.

### C2 Tables

The easiest method to copying a table and its contents from an old document is to select the Table using the table selection icon (four arrowed cursor) and pasting the contents into an excel sheet. The font can then be updated, and style formatted before copying (right click copy or Ctrl C) and pasting into the new document as a table. Apply the APA-Table style to the new table.

Tables are Left Aligned and are 16 cm wide. Columns spacing can be as required but must total 16 cm.

### C3 Figures

Figures (images; photos; diagrams) can be copied and pasted using right click copy or Ctrl C or Picture (U) however:

- The maximum width for a figure must be 16 cm.
- It is not a preferred method that figures be aligned with text (Text Wrapping), as it causes formatting issues when figures are used in Tables.
- Figures must be legible and not fuzzy or blurred, if they are, then the author must source the original source and recopy or replace with a suitable version.
- The figure and its caption must be centered on the page.

### C4 Using the New ATP Template

The updated template, 530-TP-QM-0027 has been set-up with the correct Font and Table Styles. The cover page has several 'quick parts' to pre-populate the header and footer of the document been developed. Additionally, there are drop downs (Figure 5) for,

- Document type
- Discipline
- Document Owner
- Next Review Date – date format mm-yy
- Document Number – allocated by APA Information Services
- Classification
- Revision - per the Document Naming and Numbering Procedure, 120-PR-QM-0002.
- Revision Date – date format dd-mm-yy
- Document Status - per the Document Naming and Numbering Procedure, 120-PR-QM-0002

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- The title is a free text field however it is recommended that it be kept as short as possible. The title should not replicate the information in 1 and 2, e.g., P&ID Development Guide and the Document type is a Guide.

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## Appendix D APA FONT AND COLOUR STYLE GUIDE

### D1 Font Styles

All APA templates only use - Arial.

### D2 APA Colour Pallet

#### RGB - Digital

<p><b>APA RED</b></p> <p>RGB 200 : 16 : 46</p> <p>HEX #C8102E</p>	<p><b>APA ORANGE</b></p> <p>RGB 235 : 79 : 52</p> <p>HEX #EB4F34</p>	<p><b>APA YELLOW</b></p> <p>RGB 254 : 177 : 95</p> <p>HEX #FEB15F</p>	<p><b>APA TEAL</b></p> <p>RGB 0 : 85 : 103</p> <p>HEX #005567</p>	<p><b>APA MINT</b></p> <p>RGB 175 : 207 : 202</p> <p>HEX #AFCFCA</p>	<p><b>APA GREY</b></p> <p>RGB 241 : 235 : 233</p> <p>HEX #F1E9E9</p>
---	--	---	---	--	--

#### CMYK - Print

<p><b>CMYK</b> 2 : 100 : 85 : 6</p>	<p><b>CMYK</b> 2 : 85 : 88 : 0</p>	<p><b>CMYK</b> 0 : 35 : 70 : 0</p>	<p><b>CMYK</b> 94 : 56 : 44 : 24</p>	<p><b>CMYK</b> 32 : 7 : 20 : 0</p>	<p><b>CMYK</b> 5 : 4 : 4 : 0</p>
---	--	--	--	--	--------------------------------------

Figure 3 Colour Palette

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## Appendix E STYLE (FORMATTING) GUIDANCE

The Style Guide explains the style to be applied to AES documentation, not including specialised publishing requirements together with information on formatting and producing documents. It is recognised that there will be documentation, which is outside these guidelines, but the general format should be followed wherever possible.

### E1 Templates

Templates have been designed for documentation created in Microsoft Word and Excel. It is essential that these are used, and the correct formatting applied as far as practicable. Should a need arise to deviate from the standard template format, please consult with the Standards and Assurance team before making the change.

### E2 Company logo

The APA logo shall appear on all documentation. For AES, the logo is in the Header, top right of the document and the APA Tagline is located bottom right in the Footer. The APA corporate style guide shall be followed for colours and logo styles and sizing.

Typical size and ratio for the logo for A4 documents is as show in Figure 7.

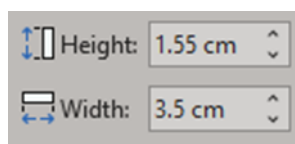


Figure 4 Logo Size

### E3 Page Layout

AES documents published on A4; page margins are as shown in Figure 8.

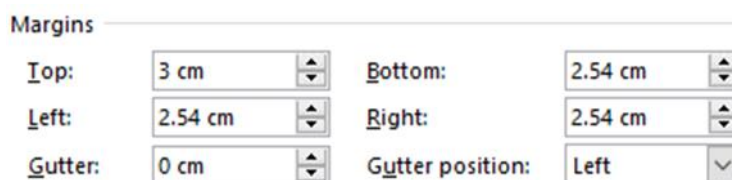


Figure 5 Margin Default Settings

### E4 Headers and footers

#### Headers

Headers are used for all documents of more than one page. They contain the APA logo and the title of the document.

#### Footers

Footers are used for all documents and contain the automatic document number and revision, and page number or number of pages and the template details.

#### Footnotes

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APA use the Footnote function in Microsoft Word that is superscript reference markers – numbers or symbols – in the text. Each note has the corresponding superscript reference marker before it. The user finds the note by matching the number or symbol at the bottom foot of the page the reference appears on.

## E5 Format Attributes

### Indenting

The general format (layout) style using the Normal style, positioning of text is essential to maintain the look and readability of the document. The indenting is to follow the template settings as indicated in Table 4.

Table 4 Formatting Attributes

Name	Font	Size	Attribute
Heading 1,APA-Heading1	Arial	16	Font: (Default) Arial Bold, 18 pt, Bold, Font color: Custom Color( RGB(200,16,46)), All caps, Indent:
	(bold)		Left: 0 cm
			Hanging: 0.75 cm, Space
			Before: 12 pt, Keep with next, Level 1
Heading 2,APA-Heading2	Arial	14	Font: (Default) Arial Bold, 14 pt, Bold, Font color: Custom Color( RGB(37,40,42)), Indent:
	(bold)		Left: 0 cm
			Hanging: 1 cm, Space
			Before: 12 pt, Keep with next, Keep lines together, Level 2
Heading 3,APA-Heading3	Arial	11	Font: Arial, 11 pt, Not Bold, Italic, Font color: Custom Color( RGB(200,16,46)), Space
			Before: 6 pt
			After: 0 pt, Level 3
			Tab stops: -1.5 cm, Left, Style: Linked
Normal,APA-NormalText	Arial	11	Font: (Default) Arial, 11 pt, Justified
			Line spacing: Multiple 1.2 li, Space
			After: 9 pt, Widow/Orphan control, Style: Show in the Styles gallery
Header	Arial	12	Font: (Default) Arial, 11 pt
Footer	Arial	10	Font: (Default) Arial, 10 pt
Bullets	Arial	11	Indent:
			Left: 0.62 cm
			Hanging: 0.63 cm, Space

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			<p>After: 3 pt, Add space between paragraphs of the same style, Bulleted + Level: 1 + Aligned at: 1.63 cm + Indent at: 2.27 cm, Style: Linked, Automatically update, Show in the Styles gallery</p> <p>Based on: List Paragraph,APA-Bullets</p>
APA-Appendix	Arial	16	<p>Font: 16 pt, Font color: Custom Color(152,16,32), All caps, Indent:</p> <p>Left: 0 cm</p> <p>Hanging: 0.63 cm, Page break before, Level 7, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm, Style: Linked</p> <p>Based on: Normal,APA-NormalText</p>

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