**NLC POLICY TEMPLATE - INSTRUCTIONS**

and Formatting Requirements for Use in Writing/Revising Administration Policy

**POLICY** is a formal statement of principles that directs how the College will act in a particular situation. Policies address broad issues and should be designed to serve the College over an extended period without the need for frequent review or change.

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| **Font** | **Calibre** | **Policy Title** | **ALL CAPS, BOLD,** 12pt |
| **Table Content**, p. 1 | **Calibri**  10 pt  centred | **Date**  **Format** | YYYY Month  (e.g.: 2023 Dec) |
| **Body Content**  (incl. section headings) | 11 pt  single-spaced | **Alignment** | Left, including the footer identifying policy details (as formatted); right for page # (as formatted) |
| **Footer Font** | **Calibri**  10 pt | **Footer**  **Format** | Italicize title of policy and policy number; separate by dashes, space on either side |
| **Capitalization** | | Initial capital letters are used whenever a Defined Term is used throughout the document; and in the case of “College” or “Committee,” whenever a specific college or committee is referred to, as in “the College address is …” (referring to Northern Lights College), or “the Committee will…” (referring to, e.g., the Curriculum Committee or the Appeals Committee) | |
| **Abbreviations** | | Abbreviations may be introduced parenthetically (without quotation marks) immediately following the first use of the term so abbreviated, in which case the abbreviation should be used consistently throughout the remainder of the document (e.g., “The Education Policy Committee (EPC) meets monthly. EPC oversees…”). (Abbreviations are not listed with Definitions.) | |

The following template contains further formatting information, along with descriptive prompts and examples to convey content expectations. Remove this explanatory text when inserting proposed policy content. All headings appearing in the initial table and those listed in the Table of Contents are to remain.