Documentation Standardization

United Scum

Documentation Standardization V1

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# Written documents

Language: English

Unit system: Metric

Software: Microsoft Word 2010+

File type: .docx

External publication: .pdf

Formatting:

* Times New Roman
* 11 pts
* Justified
* 1.5 lines pacing
* The Front page requires: document type as a title, team name and authors stylised as centered subtitle
* Every document longer than a page requires a table of contents
* Head author, type of document and team name in the header
* Pages are numbered on the bottom right
* Headings are prioritised by using default styles provided by the software

# Spreadsheets

Language: English

Unit system: Metric

Software: Microsoft Excel 2010+

File type: .xslx

External publication: .pdf

Formatting: Dependent to the preferences of the author and type of document

# Slide show presentations

Language: Dutch

Unit system: Metric

Software: Microsoft PowerPoint 2010+

File type: .pptx

External publication: .pdf

Formatting: Dependent to the preferences of the author and type of document