

Standards for Graded Unit Project

Documentation standards in a software project are important because documents are the only tangible way of representing the software and the software process. Standardised documents have a consistent appearance, structure and quality, and should therefore be easier to read and understand.

Document standards should apply to all documents produced during a software development project. Documents should have a consistent style and appearance, and documents of the same type should have a consistent structure. Although document standards should be adapted to the needs of a specific project, it is good practice for the same 'house style' to be used in all of the documents produced by an organisation.

House style for Edinburgh College

Font for main text Arial 12pt

One line between Heading and paragraphs.

Line spacing set to 1.5 for paragraphs.

One blank line between each paragraph

One line space above and below any picture.

Paragraph must not split over a page.

Page numbering to be used to identify pages

Your name in a header/footer.

A heading to clearly identify the topic.

Avoid large areas of white space.

Include an appendix for information that enhances your report.

Use spell checker and grammar checker on all text.

