Temporary: Ordinance
Standardized File (Documents, 3ʳᵈ Edition)

I. General

1. In order to standardize document management, ensure uniform document format, clear content, and improve work efficiency, these regulations are specially formulated.

2. These regulations apply to the preparation, approval, publication and management of all official documents.

3. Documentation should follow the following principles:
   - **Normativeness:** Prepare documents in strict accordance with the format requirements stipulated in these regulations.
   - **Consistency:** Similar document formats should be consistent for easy access and management.
   - **Readability:** The content of the document should be concise and logically clear, making it easy to understand.

II. Main Requirements

4. Title:
   - **Font:** Arial Black.
   - **Glyph:** Bold.
   - **Fort Size:** 22 pt.
   - **Alignment:** Centered.

5. Subtitle:
   - **Font:** Arial.
   - **Glyph:** Regular.
   - **Fort Size:** 18 pt.
   - **Alignment:** Centered.

6. Level 1 Title:
   - **Font:** Cascadia Mono.
   - **Glyph:** Regular.
   - **Fort Size:** 16 pt.
   - **Alignment:** on the left.

   - **Number Font:** Times New Roman.
   - **Number Glyphs:** Bold.
   - **Number Fort Size:** 16 pt.
   - **Number Alignment:** on the left, the hanging indentation after numbering is indented by 1 cm.
   - **Number Format:** Uppercase roman numerals.

7. Level 2 Title:

- **Font:** Cascadia Mono.
- **Glyph:** Regular.
- **Fort Size:** 14 pt.
- **Alignment:** on the left.

- **Number Font:** Times New Roman.
- **Number Glyphs:** Bold.
- **Fort Size:** 14 pt.
- **Number Alignment:** on the left, the hanging indentation after numbering is indented by 1 cm.
- **Number Format:** Lowercase roman numerals.

8. Level 3 Title:
   - **Font:** Times New Roman.
   - **Glyph:** Regular.
   - **Fort Size:** 12 pt.
   - **Alignment:** on the left.

   - **Number Font:** Times New Roman.
   - **Number Glyphs:** Bold.
   - **Number:** 12 pt.
   - **Number Alignment:** on the left, indented once.
   - **Numbering Format:** Numbers.

9. Level 4 Title:
   - **Font:** Times New Roman.
   - **Glyph:** Regular.
   - **Fort Size:** 12 pt.
   - **Alignment:** on the left.

   - **Number Font:** Cascadia Mono/Times New Roman.
   - **Numbered Glyphs:** Bold.
   - **Number:** 12 pt.
   - **Number Alignment:** on the left and indented twice.
   - **Number Format:** dots/circled numbers.

10. Body:
    - **Font:** Times New Roman.
    - **Glyph:** Regular.
    - **Fort Size:** 12 pt.
    - **Alignment:** Indent aligns the level of the header.

11. File Number:
    - **Font:** Calibri Light.
    - **Glyph:** Regular.
    - **Fort Size:** 10.5 pt.
    - **Alignment:** on the right.
    - **Format:** Studio number - date number - serial number.

- **Location:** Home page, first row.

III. Control Requirements

12. Table:
- **Font:** Times New Roman
- **Glyph:** Regular.
- **Fort Size:** 12 pt.
- **Alignment:** on the left + middle.
- **Inner Frame:** 0.5 lbs.
- **Border:** 1 lb.

- **Title Font:** Bold.
- **Title Glyph:** Regular.
- **Title Size:** 12 pt.
- **Title Alignment:** Centered.
- **Header Location:** above the table.

13. Caption:
- **Font:** Calibri Light.
- **Glyph:** Regular.
- **Fort Size:** 10.5 pt.
- **Alignment:** Centered.
- **Content:** [Caption Category and Number Number].

14. Citation:
- **Font:** Candara.
- **Glyph:** Regular.
- **Fort Size:** 12 pt.
- **Alignment:** on the left.
- **Border:** 1 lb.

- **Title font:** Cascadia Mono.
- **Title Glyph:** Regular.
- **Title Size:** Primary four.
- **Title Alignment:** centered.
- **Header Location:** above the citation.
- **Distance:** 2 cm.

15. Header:
- **Font:** Biome Light.
- **Glyph:** Regular.
- **Fort Size:** 9 pt.
- **Alignment:** on the right.
- **Content:** Place an icon in the upper left corner, mark the studio name in the upper right corner (Chinese and English on one line) to unify the background shape; The header after the first page removes the background shape, and the rest remains unchanged.

16. Footer:
- `Font:` Times New Roman.
- `Glyph:` Bold.
- `Fort Size:` 9 pt.
- `Alignment:` Centered.
- `Content:` Page number (current page/total pages).
- `Distance:` 2 cm.

17. Key:
- `Font:` Cascadia Mono.
- `Symbol:` Emphasis/bold underline.

18. Inscribed:
- `Font:` Calibri Light.
- `Glyph:` Regular.
- `Fort Size:` 12 pt.
- `Alignment:` on the right.
- `Contents:` Studio name (first line), date (second line, M D, Y).

IV. Other requirements

19. Paragraphs: single line spacing, before: 0 lines, after paragraphs: 0 lines, do not increase the spacing between paragraphs of the same style, if the document grid is defined, align to the grid; If a document grid is defined, the right indentation is automatically adjusted.

20. Size: A4.

21. Direction: Longitudinal.

22. Margins:
- `Above:` 2.5 cm.
- `Bottom:` 2.5 cm.
- `Left:` 3 cm.
- `Right:` 3 cm.

V. Supplementary Provisions

23. The format of each language version of these Regulations is different, and the documents shall be organized according to the requirements of the language version.

24. The Regulations are the responsibility of the Management Studio, and the amendments are subject to the approval of the relevant procedures.

25. These regulations shall take effect from the date of promulgation, and the previous documents shall be implemented by reference.

SF Management Studio
January 1, 2025
临时文件
Temporary File