

# Project Standards v1.2

## Documentation

Ana Monteiro | 15 Nov 2022

- Font: Times New Roman.
- Headings:
  - Heading 1 (main titles): 16pts, Bold, Centre aligned.
  - Heading 2 (titles): 15pts, Bold, Numbered, Left aligned.
  - Heading 3 (subtitles): 14pts, Bold, Sub Numbered, Left aligned.
- Text: 11pts.
- Paragraphs must be **justified to both margins**.
- Page numbers: Footer, Right.
- All deliverables must include a cover page:
  - **Company logo:** centre aligned
  - **Document Title:** bold, centre aligned, 24pts
  - **Department of Electronic Engineering:** bold, centre aligned, 18pts
  - **University of York:** bold, centre aligned, 18pts
  - **MEng Year 3:** bold, centre aligned, 12pts
  - **Software Engineering Group Project:** bold, centre aligned, 12 pts
  - **Company name:** bold, centre aligned, 14pts
  - **Date:** bold, centre aligned, 10pts
- Other documents must include:
  - **Document Title:** bold, centre aligned, 16pts.
  - **Version:** next to the document title in the form vX.Y, bold, centre aligned, 16pts.
  - **Department:** on the next line, bold, centre aligned, 11pts.
  - **Editor:** on the next line, bold, centre aligned, 11pts.
  - **Date:** separated by a pipe mark, in the form: day space 3 letter month abbreviation space full year (e.g. 14 Nov 2022), bold, centre aligned, 11pts.
- Bullet points should use a filled black bullet for the main point and an outlined one for the sub point.
- Lists should be in Arabic numerals.