Project Standards v1.1
Documentation
Ana Monteiro & Thomas Richardson | 14 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): 12pts, 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:
- 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.