

CENTER FOR AI AND DIGITAL POLICY

Format Guide – 2025

FONTS

- 12 pt Calibri
- Ragged right (not justified)

DOCUMENT FORMAT

- US Letter
- 1" borders
- PDF (not DOCX)
- Indent paragraphs 0.5"

HEADER (all pages)

- CAIDP logo (2" width) centered, blank line below

BLOCK QUOTES

- No quotations marks
- Indented 0.5" on both sides

HEADINGS AND SUBHEADINGS

- Primary rule: be consistent
- Headings: No indent, bold
- Subheadings: No indent, italic
- Avoid orphan Headings and Subheadings
- Pro tip: Short, phrases with keywords in Headings and Subheadings

BULLET POINTS

- Bullet points are encouraged and enable comprehension
- But avoid nested (multi-level) bullet points. They will obscure meaning unless essential
- Bullet points are preferable to numbered lists, unless the numbering is necessary

FOOTER (all pages)

- Left Line1: "Center for AI and Digital Policy (CAIDP)"

## DRAFT3

- Left Line2: Date of submission
- Center Line1: Page #
- Right Line1: Brief title of agency
- Right Line2: Brief summary of topic

## FOOTNOTES

- Author / institution
- *Title of publication (italicized)*
- (Book Title)
- Date of publication (e.g. “Apr. 19, 2023)
- URL
- Footnote numbers appear after punctuation (“... AI system.”<sup>14</sup>) NOT before (“... AI systems<sup>14</sup>.”)
- Font size: 10 pt but can vary (Pro tip – adjusting FN font size between 10, 11, and 12 pt can assist with page breaks)

## SIGNATURES

- Signature, name, and title for each author
- Include “CAIDP” in all titles
- Signatures appear above the signature block

## FILE NAMES

- Basic structure “CAIDP-<Agency acronym>-<Keyword for topic>-<Date>”
- Hyphens, not underscores
- Keywords help with search. Pick terms purposefully.
- DO NOT include “FINAL” in a file name. DO include “DRAFT” in a file name for a document that is not final, i.e., has not been published.

## REMINDERS

- Short, simple sentences
- Active voice
- Avoid “multistakeholder,” “platform,” “balancing,” “interoperable” and “consent,” which is an insufficient condition for meaningful AI accountability
- Focus on “business practices” and “agency practices”