1. **Layout halaman (berlaku untuk semua halaman kecuali, cover)**
   - Top: 2,5 cm
   - Inside: 2,3 cm
   - Bottom: 2 cm
   - Outside: 1,8 cm
   - Gutter : 0 cm
   - Multiple pages: mirror margins
   - Apply to : Whole document

2. **Header & Footer**
   - Header from top   : 1 cm
   - Footer from bottom   : 1 cm
   - Header: Times New roman, 10
   - Footer: Times New roman, 10
   - Header : Before: 0, After 0
   - Footer: Before: 0, After 0

3. **Format paragraph bab**

Style	Peruntukan	Format
Section	Nomor section/bab dan Judul section/bab	Times New Roman 14, bold, 1,5 lines (Before: 0, After 0), Centered
Subsection	Nomor dan judul subsection/subbab	Times New Roman 11, bold, single paragraph (Before: 0, After 0), Justify, tab: 1,5
Isi	Isi paragraf	Times New Roman 11, single paragraph (Before: 0, After 0), Justify, tab: 1,5

4. **Tabel Dalam Rules**
   - Judul table   : Times New Roman 11 (Maximum), dapat dikecilkan ukurannya sesuai kebutuhan
   - Isi table   : Times New Roman 11 (Maximum), dapat dikecilkan ukurannya sesuai kebutuhan
   - Judul table di tengah (center alignment) ditempatkan di atas tabel

5. **Gambar dalam rules**
   - Keterangan gambar : Times New Roman 11 (Maximum)
   - Judul gambar di tengah (center alignment) ditempatkan di bawah gambar

6. **Footnote (references > insert Footnote)**
   Times New Roman 9

7. **Halaman dengan format :** (nomor halaman)/(jumlah halaman)
   contoh: 5/10

8. **Sampul Luar**
   - Logo : height: 3.65 cm; width: menyesuaikan ratio
   - Judul atas (RULES FOR ..; PART.1..) : Times New Roman 18
   - Judul tengah (VOLUME II; RULES FOR..; 2013 EDITION): Times New Roman 22
   - Tulisan (BIRO KLASIFIKASI INDONESIA) : Times New Roman 22

9.   Sampul Dalam
- Logo : height: 3.65 cm; width: menyesuaikan ratio
- Judul atas (RULES FOR CLASSIFICATION AND CONSTRUCTION; PART.1..) : Times New Roman 18
- Judul tengah (VOLUME II; RULES FOR..; 2013 EDITION): Times New Roman 22
- Tulisan BKI : Times New Roman 12
- Alamat BKI: Times New Roman 12
- Tulisan copyright: Times New Roman 8

10.   Foreword
- Tulisan "Foreword" : Times New Roman 14, bold, single paragraph
- Isi kata foreword : Times New Roman 11, bold, single paragraph

11.   Rule Amendment Information
- Tulisan "Rules Amendment Information" : Times New Roman 14 , bold, single paragraph
- Isi pengantar rules amendment : Times New Roman 11, single paragraph
- Keterangan table : Times New Roman 11, single paragraph
- Isi table amandemen : Times New Roman 11, single paragraph

12.   Table of Content
- Tulisan "Table of Content" : Times New Roman 14, bold, single paragraph
- Isi table of content: Times New Roman 11, single paragraph

13.   List of Definition
- Tulisan "List of Definition" : Times New Roman 14, bold, single paragraph
- Isi: Times New Roman 11, single paragraph

14.   Urutan penyusunan rules
- Sampul luar
- Sampul dalam
- Left blank atau coming into force (dibalik sampul dalam)
- Foreword
- Table of content
- Rule amandment notice
- Section rules
- Annex - List of Definition
  (Untuk guide notasi kelas bersumber dari ABS dimana setiap terminology/definition terdapat di setiap bab maka disatukan semuanya dalam satu annex ditempatkan di bagian akhir guidance)
- Left blank (ditempatkan halaman terakhir Sampul Dalam, foreword, table content, rule amandement, section, annex bila berakhir dengan halaman ganjil)