

**Office of the
Government Chief Information Officer**

**STANDARDS & METHODS
DOCUMENT STYLE MANUAL**

[G57]

Version : 1.1

Sep 2005

© The Government of the Hong Kong Special Administrative Region

The contents of this document remain the property of, and may not be reproduced in whole or in part without the express permission of the Government of the HKSAR

TABLE OF CONTENTS

1.	PURPOSE	1-1
2.	SCOPE	2-1
3.	REFERENCES	3-1
3.1	STANDARDS.....	3-1
3.2	OTHER REFERENCES	3-1
4.	DEFINITIONS AND CONVENTIONS	4-1
4.1	DEFINITIONS.....	4-1
4.2	CONVENTIONS.....	4-1
5.	PROCEDURE	5-1
5.1	DOCUMENT CONTENTS	5-1
5.1.1	<i>General</i>	5-1
5.1.2	<i>Document Structure</i>	5-1
5.1.2.1	Front Cover Page	5-1
5.1.2.2	Amendment History.....	5-2
5.1.2.3	Table of Contents	5-2
5.1.2.4	List of Figures	5-2
5.1.2.5	Content.....	5-2
5.1.2.6	Appendices.....	5-3
5.1.2.7	Attachments	5-3
5.1.2.8	Binding.....	5-3
5.2	DOCUMENT FORMAT.....	5-3
5.2.1	<i>Font Type and Size</i>	5-3
5.2.2	<i>Headings</i>	5-4
5.2.3	<i>Sections</i>	5-4
5.2.4	<i>Sub-Sections</i>	5-4
5.2.5	<i>Second Level Sub-sections</i>	5-4
5.2.6	<i>Third Level Sub-sections</i>	5-4
5.2.7	<i>Paragraph</i>	5-5
5.2.8	<i>Numbering System</i>	5-5
5.2.9	<i>Header and Footer</i>	5-5
5.2.10	<i>Reference Number</i>	5-5
5.2.11	<i>Version Number</i>	5-5
5.3	WRITING	5-6
5.3.1	<i>General</i>	5-6
5.3.2	<i>Planning</i>	5-6
5.3.3	<i>Language, Style and Grammar</i>	5-7
5.3.4	<i>Acronyms and Abbreviations</i>	5-7
5.3.5	<i>Reference to Standards</i>	5-7
5.3.6	<i>Definition of Terms</i>	5-7
5.4	DOCUMENT SAMPLE	5-8

1. PURPOSE

This Manual establishes standard formats for Standards & Methods (S&M) documents of OGCI0. The objectives of this manual are to establish standard document format which allow OGCI0 to:

- ensure all its S&M documents present a professional image to readers both internally and externally;
- ensure all its S&M documents have a clear intent and are fully understood by the intended reader; and
- ensure all its S&M document change processes are controlled with the use of document reference number.

Nevertheless, the document style might apply to non-S&M documents if appropriate.

The following major project documents are recommended to follow this Manual, as appropriate:-

Project Initial Document;
Project Evaluation Report;
Feasibility Study Report;
System Analysis and Design Report;
Application User Manual;
Application Operation Manual;
Computer Operating Procedures Manual;
System Manual;
Program Manual; and
Data Manual.

2. SCOPE

This manual provides information on the style of documentation of all S&M Documents (such as standards, procedures and guidelines) registered by the Standards and Methods Registration Office.

3. REFERENCES

3.1 STANDARDS

Nil

3.2 OTHER REFERENCES

Nil

4. DEFINITIONS AND CONVENTIONS

4.1 DEFINITIONS

S&M Documents - Documents registered at the S&M Registration Office, which includes all OGCIO standards, procedures and guidelines.

4.2 CONVENTIONS

In this manual, the use of the following words have special meaning:

- ‘shall’ indicates a mandatory requirement, usually based on some published Standard;
- ‘should’ indicates a requirement for good practice, which should be implemented whenever possible; and
- ‘may’ indicates a desirable requirement.

5. PROCEDURE

5.1 5.1 DOCUMENT CONTENTS

5.1.1 General

The effectiveness of a document depends on the layout as well as its technical content. The way in which information is presented has a great impact on the comprehension of the reader. For documents to achieve their purpose, information should be presented in a manner which facilitates the intended reader's understanding of it.

5.1.2 Document Structure

Each S&M document shall be structured from the following list of components. These are denoted mandatory or as required if the document does not require every component. When included in a document, the components are required to be in the format and order shown:

- | | |
|----------------------|---------------|
| 1. Front Cover Page | (Mandatory) |
| 2. Amendment History | (Mandatory) |
| 3. Table of Contents | (Mandatory) |
| 4. List of Figures | (As Required) |
| 5. Content | (Mandatory) |
| 6. Appendices | (As Required) |
| 7. Attachments | (As Required) |

5.1.2.1 5.1.2.1 Front Cover Page

The front cover of a document shall include the following information:

1. The full name of the OGCIO, with its logo when it is available
2. publication date (in 'Mmm YYYY' format)
3. document title
4. document reference number
5. document version number
6. the copyright statement

Publication Date

Major revision to a section, major revision to the whole document and expiry of the whole document will alter the publication date on the front cover page.

Document Reference Number

The document reference number shall follow the naming convention as stated in section 5.2.10.

Copyright Statement

The copyright statements ‘© The Government of the Hong Kong Special Administrative Region’ and ‘The contents of this document remain the property of and may not be reproduced in whole or in part without the express permission of the Government of the HKSAR’ shall be used.

5.1.2.2 Amendment History

This page is in columnar form. All changes made to this document shall be recorded. Contents of this page will be removed only when this document has major revisions.

5.1.2.3 Table of Contents

This section lists all the section and sub-section numbers and titles, and the beginning page number of them. The contents of appendices and attachments shall be included in this section if there is any.

5.1.2.4 List of Figures

This list shall account for all figures included in the text and appendices of a document. The list shall consist of a figure number, a title for the figure, and a beginning page number.

5.1.2.5 Content

All S&M documents shall have the text contents as follows:

1. Purpose
 - Outlines the intention of the document.
2. Scope
 - Defines the area, product or personnel to which the document applies.
3. References
 - Cross reference those documents which have a bearing on this document.
4. Definitions and Conventions

- Definitions define all uncommon and customer-specific terms, and any terms that need to be understood before reading the main body of the document
 - Conventions define any procedural or notation conventions used in this document.
5. Main Body
- Describe in detail the steps involved in meeting the requirements of the objective.
 - Document author shall design the most appropriate name of the 'Main Body'.

The text format, page layout and guidelines are described in section 5.2.

5.1.2.6 Appendices

Appendices shall include all necessary supporting information. Information subject to change shall also be included. This section shall be identified in the Table of Contents as Appendix A, Appendix B, and so forth. When classified or bulky, appendices may be bound separately.

5.1.2.7 Attachments

Material which is to be reproduced in the original form for inclusion as a supplement to the main document shall be made as attachment. Only the attachment number and title is to be included in the Table of Contents, with no page number. Original page numbering is maintained. Each attachment shall contain a cover sheet, and sequentially numbered as Attachment 1, Attachment 2 and so forth.

5.1.2.8 Binding

The document shall be stapled on the top left hand corner or bound on the left hand side. For pages in landscape form, the top of the pages shall appear on the left of the document.

5.2 DOCUMENT FORMAT

5.2.1 Font Type and Size

Document shall be printed in the 'New Times Roman' font type with size of 12 points except for section/sub-section heading, document header and footer .

All section/sub-section headings shall be printed in 'New Times Roman' with 14 points.

Document header shall be printed in bold face and capitalized 'New Times Roman' font with point size of 10 and the footer shall be printed in regular 'New Times Roman' with point size of 10.

5.2.2 Headings

Headings shall be used to denote the main theme of a section, and different levels of subsections as in this Manual:

HEADING LEVEL 1 (followed by a Section)

HEADING LEVEL 2 (followed by a Sub-Section)

Heading Level 3 (followed by a Second Level Sub-section)

Heading Level 4 (followed by a Third Level Sub-section)

5.2.3 Sections

Sections are the primary text divisions and shall be identified by a bold and capitalized subject title. The section designation and title shall be left justified and started at a new page of a document. A single blank line shall be provided between the section title and the first section paragraph; i.e., the text shall begin on the second line beneath the section heading.

5.2.4 Sub-Sections

Sub-sections are divisions of a section and shall be identified by capitalizing the subject title. The sub-section designation and title shall be left justified. A single blank line shall be provided between the sub-section title and the first paragraph; i.e., the text shall begin on the second line beneath the sub-section heading.

5.2.5 Second Level Sub-sections

Second Level Sub-sections are divisions of a sub-section and shall be identified by capitalizing the first letter of the subject title. The sub-section designation and title shall be left justified. A single blank line shall be provided between the second level sub-section title and the first paragraph; i.e., the text shall begin on the second line beneath the sub-section heading.

5.2.6 Third Level Sub-sections

Third Level Sub-section is the lowest level division of sub-section of the 4-level section division system, and shall be identified by capitalizing the first letter of the subject title. The sub-section designation and title shall be left justified. A single blank line shall be provided between the sub-section title and the first paragraph; i.e., the text shall begin on the second line beneath the sub-section heading.

5.2.7 Paragraph

These are untitled text that grouped under section or sub-section. When more than one paragraph are existed under same title, a blank line shall be inserted between two paragraphs. For ease of reference, one single paragraph under titled sub-section is recommended.

5.2.8 Numbering System

The numbering system shall contain at least level one headings (Section Level) and subsection numbers are limited to four levels. Too many levels of numbering will cause misalignment of the heading with the text that follows and detracts from the appearance of the document.

5.2.9 Header and Footer

Each document shall have unique header and footer as is displayed in this manual.

In the header, the document name is left justified and the section name shall be right justified.

The footer shall consist of the followings:

- page number in the format of 'Section no.- page no' (right justified).

5.2.10 Reference Number

The reference number shall be in the form of (Xnn) where X is a single character representing the type of document (e.g. S = Standards, G = Guidelines, P = Procedures, Q = Quality Documents), nn is the number assigned to the document. This reference number is centrally controlled and assigned by the S&M Registration Office.

5.2.11 Version Number

Version number (Version i.u) should be used for document control or configuration management purposes. The version number shall be in the form of 'Version i.u' where i is the issue number and u is the update number. An issue is a new release of the whole document whereas an update is applied to portion of the document. The updates to the version number are stated as follows :-

Expiry of the whole Document

If the Document has major revisions during the review

- increase the issue number (before decimal point) by 1
- set the update number (after decimal point) to 0
- revise publication date, document effective date and document expiry date
- remove the contents of Amendment History

If the Document has no major revisions during the review

- increase the update number (after decimal point) by 1
- revise publication date, document effective date and document expiry date

Major Revision to the whole Document

- increase the issue number (before decimal point) by 1
- set the update number (after decimal point) to 0
- revise publication date
- remove the contents of Amendment History

Major Revision to a Section

- increase the update number (after decimal point) by 1
- revise publication date

Minor Revision to Section

- no change to version number and dates

The classification of major or minor revision should be determined by the document owner.

5.3 WRITING

5.3.1 General

The primary concern of the author is the clear presentation of ideas. By applying the formats and following the guidelines set out in this document, the author will be able to concentrate more on the creative and analytical aspects of work than the details and niceties of a professional presentation.

5.3.2 Planning

Any effective technical document requires:

- the statement of facts in plain English;
- the ordering of facts and arguments in a logical fashion and sequence; and
- the support of facts with adequate information and illustration.

Prior to undertaking the actual writing, it is important that some overall planning be done. The following approach is useful:

- define the objective of the part or document, the objective must be kept clearly in mind during planning and preparation.
- list the key points which must be covered in order to achieve the objective.
- under each key point the supporting points are listed, the supporting points are those that demonstrate how the key point was determined. The supporting points will also include diagrams, drawings and graphs which are relevant in defining the key point.

The above approach will ensure a basic understanding of the important information needed in the document. It will also be of assistance when re-organizing the material into the body of the document in order of importance.

5.3.3 Language, Style and Grammar

It is always preferable to use direct language, and short, well-understood sentences with, wherever possible, single syllabic words. Aim for sentences to be kept within two lines. Paragraphs should also be kept concise; aim for a maximum of ten lines and express a single idea.

5.3.4 Acronyms and Abbreviations

The first time they occur in the text of a document acronyms shall appear in brackets following the full name of the term they represent, for example 'Total Quality Management (TQM)'. Subsequent to the first occurrence, acronyms may be used without explanation.

Upper case letters (eg, HK), shall not be separated by, or ended with periods. The plural form of an abbreviation is shown by adding a lower case 's' to the abbreviation; there shall be no apostrophe between the abbreviation and the 's' (eg, RAMs).

5.3.5 Reference to Standards

At the first reference to a standard, the full name of the standard shall be used followed by the abbreviated standard identifier in brackets e.g. International Standards Organization Quality Systems (ISO 9000 series). Subsequent references to the standard may be by the abbreviated standard identifier.

5.3.6 Definition of Terms

All uncommon or customer-specific terms shall be defined under the section of 'Definitions and Conventions'

.

5.4 DOCUMENT SAMPLE

DOCUMENT NAME	SECTION TITLE
1	SECTION TITLE IN UPPER CASE, BOLD
1.1	SUB-SECTION TITLE IN UPPER CASE
1.1.1	Second Level Sub-section Title
	Capitalized the First Letter of Each Word.
1.1.1.1	Third-Level Sub-section Title
	Capitalized the First Letter of Each Word.
	All level title that continues for more than one line shall continue at next line and align with the start of the text title.
	All paragraphs shall align with the title. Single spacing to be used within a paragraph, double spacing between paragraphs at all levels.
	Page No. (S-n)