



APM guide template

All APM publications follow a design template. The template is designed to ensure a consistency of style in the way the finished product looks. It is also closely aligned to APM's brand guidelines.

Contents

The running order for printed guides is shown below (some parts may not be required).

The first part of the book, also known as the prelims, runs as follows:

- Half-title page
- Title page
- Copyright page
- Contents
- List of figures, tables
- Foreword
- Preface
- Acknowledgements
- Introduction

thereafter:

- Text
- Appendix or appendices (referenced in main text e.g. glossary, abbreviations, acronyms)
- Annex (standalone document in addition to main text)
- Notes and references
- Bibliography
- Index

Text

The text is set using 11/14 Foundry Sans font, in line with APM's brand guidelines.

Design

APM guides try to follow the two-colour text rule. This is typically black + blue. The two-colour also applies to diagrams, which may use colour variations (or shades) to enhance the finished illustration.

Formatting

New chapters within the main text start on a right hand page. Chapter headers are centred. Sub headings are left aligned. All headers employ an Initial cap, then lower case.