

# SOP Template: Document Formatting and Standardization Guidelines

This SOP provides comprehensive **document formatting and standardization guidelines**, covering consistent use of fonts, headings, spacing, margins, and alignment. It ensures uniformity in document structure, enhances readability, and maintains professional presentation across all organizational documents. The guidelines also address proper use of styles, templates, numbering, and referencing to streamline document creation and facilitate easy updating and retrieval.

## 1. Purpose

To provide clear and consistent standards for formatting and standardizing all organizational documents, ensuring professional appearance and ease of use.

## 2. Scope

This SOP applies to all employees and contractors responsible for the creation, editing, and maintenance of official documents within the organization.

## 3. Document Formatting Standards

### 3.1 Fonts

- Main Text: Arial, Calibri, or Times New Roman
- Font Size: 11pt or 12pt for body text, 14pt+ for headings
- Font Color: Black (#000000) for all text, unless otherwise specified

### 3.2 Headings

- Use consistent heading hierarchy (Heading 1, Heading 2, etc.)
- Bold headings; avoid italics and underlining for headings

### 3.3 Spacing

- Line Spacing: 1.15 or 1.5 throughout the document
- Paragraph Spacing: 6pt-12pt after headings or between paragraphs

### 3.4 Margins & Alignment

- Margins: 1 inch (2.54 cm) on all sides
- Text Alignment: Left align; headings may be centered or left-aligned

## 4. Styles and Templates

- Use predefined styles for headings, subheadings, lists, and body text
- All documents should be based on the approved organizational template
- Update templates regularly to reflect brand and formatting changes

## 5. Numbering and Referencing

1. Use automated numbering for headings, lists, and tables/figures
2. Reference figures, tables, and appendices consistently (e.g., Table 1: Title)
3. Include a table of contents for documents over 5 pages

## 6. Document Structure

1. Title Page: Title, document type, version, date, author
2. Revision History: Summarize major changes
3. Table of Contents (if required)
4. Main Content: Organized in logical sections
5. Appendices: Supplementary materials, if needed

## 7. Revision and Review

- Review documents for adherence to formatting standards before approval
- Record all revisions in a revision history table (see below)

Version	Date	Author	Description
1.0	2024-06-01	J. Doe	Initial draft

## 8. Document Control

- Store controlled documents in a centralized, accessible location
- Only approved versions should be circulated and used
- Archive or delete obsolete versions according to retention policies

## 9. References

- Company Branding Guidelines
- Document Management Policy