**[Name] Committee: Action Plan 2018**

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| **Proposed Action** | **By Whom** | **When** | **Any additional resources required to complete?** | **Progress** |
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**Title/Header**

All headers should be bold 14pt Arial text

**Text**

All text should be in black regular 12pt Arial text. Please add cartridge returns after paragraphs and above and below bullet points.

**Bold**

**Bold** is used for the first time a book, video, film, journal, www address, exhibition etc. is mentioned when it is the main subject of the paragraph.

***Italics***

*Italic* is used only for the titles of things such as books, films, journals, videos, conferences etc. Use italic when such a title is mentioned in passing and for secondary mentions of a title when it is the main subject of a paragraph. Underline is not used.

**Quotes**

‘Quotes’ should be enclosed in single quotation marks (‘Quote’). Quotes within quotes should be enclosed in double quotation marks (“Quote within quote”). Do not use quotation marks for anything other than quotations.

**Dates**

Dates for years should be written as 1990s (i.e. no apostrophe) not nineties, ‘90s or 90's. Full dates should be written as day, month, year e.g. 15 October 1996. Spans of dates should be written as 15th-20th October 1996 or 20th October-3rd November 1996.

**Times**

Times should be written as 10.00 a.m. or 5.00 p.m.

**Addresses**

Addresses within texts should be written in continuous prose, not on separate linee.g. Tim Pate, Library & Archive, Tate Gallery, Millbank, London, SW1P 4RG. Addresses out of the text should be formatted as such:

**Name (Chair)**

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Post code

**Telephone Numbers**

Telephone numbers should always be the international version; block the numbers into groups of 4; add any extension numbers after /ext5555.

e.g.: +44(0)22 3333 4444/ext5555.

**Email Addresses**

Email addresses within texts should be written in continuous prose, not on separate linee.g. j.smith@email.ac.uk if an email address comes at the end of a sentence do not insert a full-stop, use a double-space. Do not remove the hyperlink.

**WWW Addresses**

WWW addresses should be clear ensuring all the punctuation is in the correct place. If a WWW address comes at the end of a sentence do not insert a full-stop (unless this is part of the address), use a double-space. Do not include the ‘http://’ if it is followed by a ‘www’. Do not remove the hyperlink.

**Acronyms**

If you use acronyms always write out the full name the first time it is mentioned with the acronym in round brackets afterwards e.g. National Art Library (NAL). Thereafter you can use the acronym. Do not use acronyms such as IT for information technology or HE for higher education.

**Commonly used words**

ARLIS/UK & Ireland (always in full)

ARLIS/UK & Ireland Newssheet or Newssheet

Internet

Web site

CD-ROM

Finally, once finished save the document as a Word.doc (for future editing) and save another copy as a PDF (to be posted on: www.arlis.org.uk).