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| https://brown.widencollective.com/thumbnail/5029e6d7-35d7-4518-8eb3-c2f8a786630e/av/480px/Brown%20Logo_2016_2%20Color%20Process%20HZ_2400.png?t=1555276107503&s=e0f761572ad4432bb977504e1b7acc8b2e3899b3 | **Policy Quality Check & Publishing Checklist** |
| **Verify:** | |
| Current template used: margins, header & footer 3/4 of an inch (footer may be adjusted for readability)  Font: Minion Pro, size 11; single space after a period or colon (if you do not have Minion Pro, use Times New Roman)  MS Word paragraph spacing: before 0 pt, after 0 pt, line spacing single, don’t add space between paragraphs  Manual spacing between sections/subsections: one space after sections 1.0-9.0, follow template for subsections  Bold text on section 1.0-9.0 titles & subsection titles (if used); no more than 4 levels in a subsection (e.g., 2.1.1.1)  If subsection numbers are used in sections 1.0, 2.0, 3.0, 5.0 or 6.0 all subsection numbers must be followed by a title and a carriage return (e.g., **3.1 Title**); ensure section 4.0, 7.0-9.0 text and subsections match template  Left justify subsection numbers, bullets and sub-bullets with the text above them, as follows:   * This bullet is left justified with the text above it   Must have page numbers. Page number format: “Page 1 of X”, Minion Pro, size 11, centered on bottom of page  Colons after subsection titles 7.1-7.5, “N/A” directly after the colon if there are no bullets  Ensure bullets are the same size (font =symbol 11); if a numbered list is needed, use the following format: 1) 2) 3)  Definitions: section 4.0 defined terms **bold** & capitalized; also capitalize defined terms when used in the policy text  Required legal language in sections 5.0, 6.0, 7.0 (required language is on current Policy Editable Template)  Section 5.0: If specific office/department responsibilities are listed do not use a subsection number, but do bold the office/department title. (e.g., **University Human Resources:** Responsible for…)  Appendices are discouraged; if included, label with capital letter (A-Z) & ensure they meet accessibility standards  Section 7.4; if you have FAQ’s, **Bold** **the question with a bullet?**  On the next line answer the question (not bold, no space between lines)  Complete information in section 8.3 Contact Information: title (not a name), phone number, email  Complete section 9.3 Policy Update. List superseded policy and date(s) per the example in the policy template  Ensure document is [Accessible](https://policy.brown.edu/policy/web-accessibility) and compliant with [Brown Editorial Style Guide](https://www.brown.edu/university-identity/editorial-style-guide/c) (including: no gender specific language)  Known dates updated in section 9.0 & in header (unknown dates/info will be listed as “Pending Approval”)  Hyperlinks: link first reference to a document in the text & all documents listed in section 7.0 | |