

## Guidelines for:

**COMMITTEE DOCUMENTS: MINUTES OF MEETING (document communicating brief and accurate information about a meeting based on agenda discussion). Written in past tense. Agenda items are the headings.**

- Set to single line spacing
- Top and left margins 1 or 1.5", right and bottom 1" (OR ACCORDING TO INSTRUCTIONS)
- Paper size - A4 or letter size
- Font- Times New Roman
- Font size - 12 (contents within document)
- Document Style – (Blocked or Indented)
  
- Main heading – name of document (MINUTES OF MEETING)**
  - Closed capital or spaced capital
  - 1 or 2 spacing between words
  - Triple line spacing after heading
  - Blocked (Left) Indented (centered)
  
- Body**
  - Single line spacing
  - Double spacing between paragraphs
  - Date and time typed based on style used
  - Chairman, Directors and Secretary typed first, then other staff (PRESENT)
  - May tab position of persons to right side of name
  - Indent first line of paragraph only for indented style
  - Figures carry comma for indented style/time carry period (e.g. p.m.)/Initial carry period (Mr.)
  
- May use shoulder Heading**
  - Place shoulder heading in initials caps and underline or Closed capital with or without underscore
  - Left align shoulder heading (both styles)
  - Triple line spacing between preceding paragraph and shoulder heading
  - Two line spacing after

- May use marginal Heading**
  - initials caps or closed capital with or without underscore or bold
  - Left align heading (left margin) or indented (indent first line)
  - Tab right to enter paragraph (one tab stop)
  - Wrap in two lines (single spacing)
  - Two line spacing after
  - May use columns (two columns) one column adjusted to 1.5"
  
- May use (paragraph heading) with enumeration - bulleted items**
  - Blocked – left aligned, no punctuation
  - Indented – indent, fully punctuated (full stop at end of number)
  - 1 clear line space between items (enter twice)
  - 2 character spaces after numbering (1 space if part of opening sentence)
  - Double line spacing
  - May use colon or period with three spaces after
  - Closed capital or initial capital for heading
  - Capital letter to start word after the heading
  
- Prepared by–Signature line, Name, Designation**
  - Blocked style – left aligned
  - Indented style – indent about 3"
- Document is free from errors
- Punctuation – full punctuations for indented style only
- Second page (continuation page)**
  - Leave 1 inch of space at top
  - Contains two or more lines of text
  - Page number to left margin
  - 1 clear line space before body of letter continues
- Insert full name and document name in header (style included)

**EXAMPLES:**

Agenda – Initial capital

AGENDA – ALL CAPS

A G E N D A – SPACED CAPITAL