Office for Product Safety & Standards

Title 28pt template for digital publishing on GOV.UK

Subtitle 18pt e.g. Guidance, Research etc

Month 2023

Headline 1: 20pt Arial Bold set left – single line spacing, 10 mm space afterwards, R207G16B45

Headline 2: 14pt Arial Bold set left – single line spacing, 5 mm space before, 2mm space after, R207G16B45

Headline 3: 12pt Arial Bold set left – single line spacing, 2 mm space after

Body copy Arial 12pt set left – single line spacing, 2 mm space after

- Bullet points: Arial 12pt set left – single line spacing, 6 mm indent, 6 mm hanging, 2 mm space after

- Titles for charts, graphs or figures: Arial 10 pt

- Captions and source information: Arial 10 pt

- Footnotes: Arial 9pt set left – single line spacing, 6 mm hanging (to add the tab after the number 'Ctrl/Tab is required rather than just 'Tab'.)

- Page margins: Top / bottom 2.5 cm, Left / right 2 cm

1. Numbered *bullet points*: Arial 12pt set left – single line spacing, 4 mm indent, 8 mm hanging, 2 mm space after

2. **These are guidelines: there may be a need to put larger spaces between items**

- Avoid using the return key to create space because this puts in marks (like this ¶) that confuse screen readers for those with sight impediments. Instead use the 'before' and 'after' spacing options. (You can reveal spacing marks in your text by clicking ¶ on your Word Home toolbar.)

1. Numbered *paragraphs*: Arial 12pt set left – single line spacing, 12 mm indent, 2 mm space after

2. Separate the sections in the document with section breaks (Layout / Breaks / Section Break – Next Page) and separate the pages within sections with page breaks if necessary (Layout / Breaks / Page Breaks – Page).

3. Do **not** use anchored text boxes. Use single cell tables instead.

4. Hyperlinks: set colour of unopened hyperlinks as R207G16B45

Accessibility

Accessibility has a general aspect and two technical aspects. All three are about meeting the needs of users:

1. Making content easy to read and understand

2. Assisting users with impairments or learning difficulties

3. Supporting access to and sharing of information

Under the Public Sector Accessibility Regulations 2018, all content published on GOV.UK must be fully accessible (unless covered by one of the limited exemptions). This document must be formatted properly so that it can be converted into an accessible PDF, which can pass the accessibility check in Adobe Acrobat DC.

Read the GOV.UK accessibility statement.

Various accessibility issues are considered below:

Photographs / composite graphics

Give these alternative texts (Picture Format / Alt Text) that describe them for the benefit of users with visual impairment. (Images that are purely decorative such as design elements do not need alternative texts.) Ensure graphics are crisp and clear.
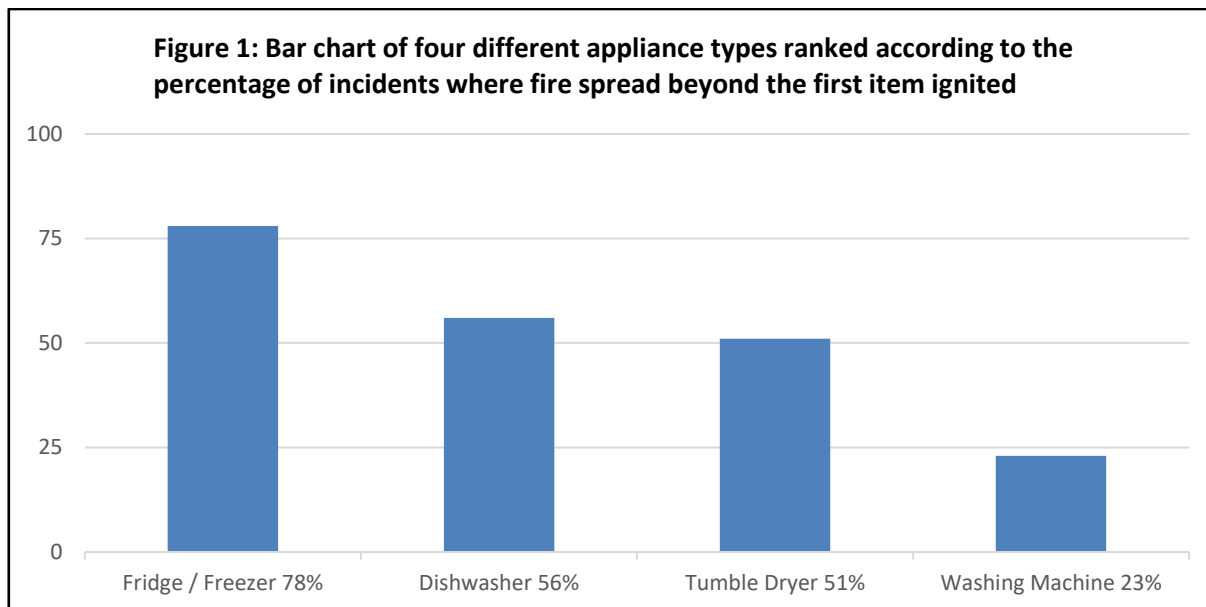
Tables

Tables should read from left to right and have a heading cell for each column. Use 2 mm spacing before and after all text and make the width of columns consistent where appropriate. Ideally, merged cells should be avoided:

Heading 1	Heading 2	Heading 3	Heading 4
Content 1	Content 2	Content 3	Content 4
Content 5	Content 6	Content 7	Content 8

Charts

Charts created in Word are a mixture of textual and visual elements rather than a single item. All the information required to interpret them should be provided by their titles and the labels in their horizontal axes, providing the function of alternative text.

Simplicity of presentation is recommended, for example:

Figure 1: Bar chart of four different appliance types ranked according to the percentage of incidents where fire spread beyond the first item ignited

- Fridge / Freezer 78%
- Dishwasher 56%
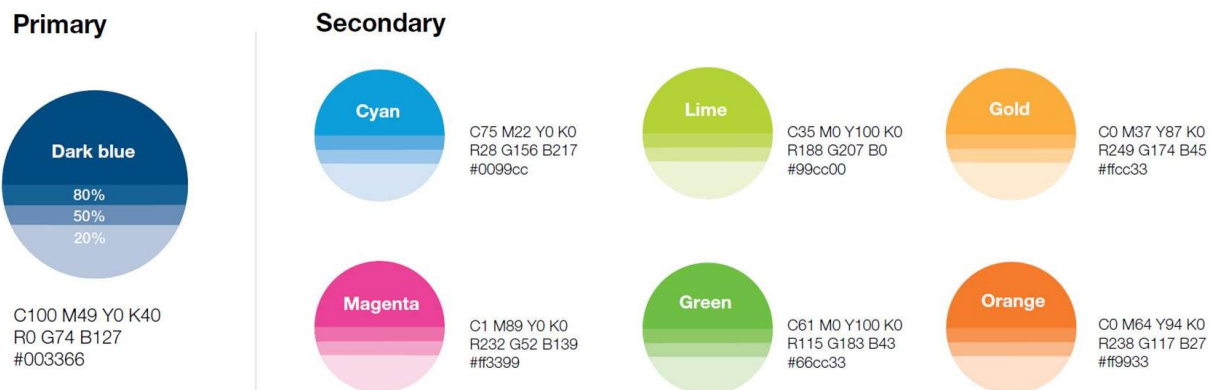- Tumble Dryer 51%
- Washing Machine 23%

Avoid using types of chart that are inherently inaccessible, for example graphs which convey their primary meaning via coloured lines without specific values.

Miscellaneous

Colour

For consistency, you can use the OPSS colour palette.

Table 1. Details of the OPSS colour palette

Primary

Dark blue
80%
50%
20%

C100 M49 Y0 K40
R0 G74 B127
#003366

Secondary

Cyan
C75 M22 Y0 K0
R28 G156 B217
#0099cc

Lime
C35 M0 Y100 K0
R188 G207 B0
#99cc00

Gold
C0 M37 Y87 K0
R249 G174 B45
#ffcc33

Magenta
C1 M89 Y0 K0
R232 G52 B139
#ff3399

Green
C61 M0 Y100 K0
R115 G183 B43
#66cc33

Orange
C0 M64 Y94 K0
R238 G117 B27
#ff9933

Links

Descriptive links make sense in isolation, for example:

Read guidance on designated standards from OPSS.

Access the GB Submit cosmetic product notification service.

Alternatively, the domain names can be included, for example:

Guidance on designated standards from OPSS is available here: https://www.gov.uk/guidance/designated-standards

The GB Submit cosmetic product notification service can be accessed here: https://submit.cosmetic-product-notifications.service.gov.uk

Whichever approach you take, ensure it is consistent.

Inserting shaded panels

This is a good way to highlight items such as examples / case studies which benefit from being separated out of your main narrative.

To create a stable format:

- Insert a single cell table
- Choose your shade to fill (light blue or grey is usually sufficient and does not clash with our colour palette
- Choose 'no border' from the border styles

If your box is less than the width of the page

- Click on the little square on the top left or bottom right of the box then centre it on the page (Ctrl E)

References

Use the Harvard style, with a citation within the text in parenthesis with the primary author and date, and an alphabetical by author reference list at the end of the document.

Boilerplate

The boilerplate below can be used on the last page of a report. Check the details, such as the year of publication, are up to date.

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https://www.gov.uk/government/organisations/office-for-product-safety-and-standards