IC³ INSTITUTE

Formatting guidelines for contributions to the IC3 Institute Resource Library

Please use the following guidelines when developing resources for the IC3 Institute Resource Library.

Text documents

1. Use the Microsoft Word document template (.docx) provided
2. For the title, use Arial font, point size 36, color black, formatted **bold**
3. For contributor details (name, designation, organization, country), use Arial font, point size 11, color black, formatted **bold**
4. For body text, use Arial font, point size 11, color black
5. Save the document as a .docx file and a PDF file (two versions)
6. Share both file versions (.docx and .pdf) with the IC3 Institute team

Presentation slides

1. Use the Microsoft Presentation template (.pptx) provided
2. For title, use Arial font, point size 36, color black, formatted **bold**
3. For contributor details (name, designation, organization, country), use Arial font, point size 12, color black, formatted **bold**
4. For slide headings, use Arial font, point size 48 or 36, color black, formatted **bold**, and center-aligned (if possible)
5. For slide content, use Arial font, point size 14, color black
6. Save the presentation as a .pptx file and as a PDF file (two versions)
7. Share both file versions (.pptx and .pdf) with the IC3 Institute team

Microsoft Excel files

1. List the title and contributor details (name, designation, organization, country) in Row 1, in Arial font, point size 10, color black, formatted **bold**
2. For header rows, use Arial font, point size 10, color black, formatted **bold**
3. For data rows, Use Arial font, point size 10, color black
4. Separate data columns by using vertical borders
5. Save the excel sheet as an .xlsx file and as a PDF file (two versions)
6. Share both file versions (.xlsx and .pdf) with the IC3 Institute team

Blog articles

1. Use a Word document (.docx) with the title and contributor details (name, designation, organization, country) listed clearly
2. Share the Word document with the IC3 Institute team