

# Student Working Paper Style Guide

## 1 Formatting

Please pay attention to the formatting in the policy brief template. **If you copy and paste text into the template, please ensure that it uses the target formatting.**

### 2.1 Main formatting requirements

Your policy brief should adhere to the following formatting guidelines for font and font size:

- **Title**: Corbel, 25 pt. font, bold, dark red,
- **Subtitle**: Corbel, 18 pt. font, bold, grey
- **Heading**: Corbel, 18 pt. font, bold, dark red, numbered (1, 2, 3)
- **Subheading**: Corbel, 10,5 pt. font, bold, dark red, numbered (1.1, 1.2, 1.3...)
- **Sub-subheading**: Corbel, 10,5 pt. font, bold, dark red, numbered (1.1.1, 1.1.2, 1.1.3...)
- **Body Text**: Corbel, 10.5 pt. font

The entire document should be **left-justified**. There should be only one line between section breaks, as well as one line between paragraphs. If a section heading or sub-heading is at the end of the page and the body text continues onto the next page, the heading/sub-heading should be moved onto the next page.

### 2.2 Table of contents

Policy briefs longer than 10 pages should include a table of contents. This should be automatically generated in Microsoft Word (under sub-sections References), which will ensure the page numbers and section titles match.

The table of contents should be placed on page 2, following the title page on page 1. The policy brief will then start on page 3. It should include the label 'Table of contents', using the 'heading' formatting detailed above. The body of the table of contents should be formatted with Corbel, 10.5 black font. Headings will be in bold, subheadings should be italicised, and further sub-subheadings should not have any further formatting.

## 2 Style Guide

The Hertie School has style guides ([a comprehensive one](#) and [a compact one](#)). Please refer to them to ensure that you adhering to the writing style guidelines.

### 2.1 Consistency

One of the most common mistakes editors see is inconsistency in formatting, style, grammar or references in the piece. **Please double check the consistency of your piece** before sending it to the Centre for Digital Governance Manager and Content Editor.

## 2.2 Spelling and punctuation

The Hertie School uses British English, and therefore all spelling, punctuation and formulations should adhere to British style conventions. For a full overview of British English writing, please refer to the Hertie School Comprehensive Writing Style Guide.

If citing a direct quote, do not change any words to adhere to British English spelling.

## 2.3 Capitalisation

For a more complete list of capitalisation rules, please see the Hertie School Comprehensive Writing Style Guide.

### 2.3.1 Common terms

Proper names of specified ministries should be capitalised, but the general term ministry or collective ministries remain lower case. (e.g. *The Federal Ministry of Health is one of the German federal ministries.*)

Currencies are not capitalised: euro, dollar, pound, yen, etc. If the name of the country is included, that part should be capitalised: British pound, Australian dollar, etc.

The words internet and website are not capitalised.

The name of the coronavirus should be written 'COVID-19'.

### 2.3.2 Section headings

For both section headings and sub-headings, please use section case, meaning with a capital letter only for the first word or for proper nouns.

## 3 References

The Centre for Digital Governance policy briefs use the MLA 9<sup>th</sup> edition style of citations. For more information about this citation style, please click [here](#). As with consistent writing style and formatting, **it is crucial that the references in your paper are consistent**. To help ensure consistency, we highly recommend using a citation generator like [Zotero](#).