APPENDIX II
Policy Statement Style and Formatting Guidelines

The following header information must be bolded and must appear in the upper left of the document. Text must be in Arial font, 12 point.

Title:
Number: PS XX*(statement number)*.XX*(revision number)*
Functional Classification: *(general category)*
Monitoring Unit: *(departmental-level unit)*
Initially Issued: *(effective date of initial approval)*
Last Revised: *(effective date of last revision approval)*
Last Reviewed: *(date of last review by monitoring unit)*

The Policy Statement must be organized by the following headings. Document headings must be in uppercase and bolded. Certain headings may be omitted if not necessary, however, the document must adhere to the following order:

PURPOSE: *(brief statement of the overall purpose of the policy)*

DEFINITIONS: *(terms used specifically and consistently in the context of the Policy Statement)*

GENERAL POLICY: *(complete and concise statement of the policy; may also include a rationale for the policy)*

PROCEDURES: *(additional instructions, processes, and procedures as required for implementation of the Policy Statement)*

SOURCE: *(specifies whether the Policy Statement is unique to campus operations or whether it is to implement LSU System policy or federal, state, or other laws or regulations. Any other related PS must be specified in this section.)*

APPENDICES

All policy statements must adhere to the university's *Style Guide*, published by the Office of Communications & University Relations. The *Style Guide* can be found at: www.lsu.edu/pa/cc/publications_guide.pdf. Additional resources and style guidance can be found within the *Chicago Manual of Style* and *T^¦¦ãœ{ Á^à•c^¦ɊÁÓ[¦¦^*ãœ^Á Dictionary*.