



## Agreed Format for Collectanea Documents

### Standard format:

- BDHS logo at top in header so it appears on each page
- Page numbers on each page
- All in black
- Calibri font
- Headings: 18pt Bold
- Section Headings: 14pt Bold
- Paragraph headings 12pt Bold
- Body of text: 12pt
- Quotations: 11pt
- Titles of drawings etc. 10pt Bold
- Left justification
- References at end only – Author and initials, title of book/paper in italics, if from a journal name and volume etc. in normal font, year of publication
- Name of author (s), © BDHS plus date at the end
- Overlaps with other groupings noted at end (see also....)
- Timelines to be provided where appropriate
- No indexing, as documents will all be searchable pdfs
- Add version number
- Add 10-12 keywords to enable archive search plus similar number of topics/names to be added to entries in the online index to text or in accompanying email. See online index at:  
[4 2022 01 COL Full Index.pdf \(battlehistorysociety.com\)](#)