

## South Dakota Board of Regents Policy Format

The standard numbering is as follows:

1. Indicates a major heading
  - A. Indicates major subdivision
    - 1) Indicates a sub-paragraph
      - a. Indicates fine points
        - i.
          - a.

Every subdivision and sub-paragraph (new point) must be numbered.

The standard formatting for policies is as follows:

|                  |                                   |
|------------------|-----------------------------------|
| Margins:         | 1.0" top, bottom, left, and right |
| Headers/Footers: | 0.5"                              |
| Font:            | Times New Roman 12pt              |

Footers are to include the title of the policy on the left side with the policy number of the right side, and "Page x of #" on the second line, left side, as shown below. Footers are to be in Times New Roman 8pt:

Every policy should start with a Preamble, numbered 1, as below

1. Preamble
  - .....
- 2.