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Administrative Department

Universal Document Format Guide

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ATTENTION

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THIS DOCUMENT IS DESIGNATED TO BE WIDESPREAD AND DOES NOT INCLUDE ANY
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SECTION 1 – INFORMATION

The purpose of the Document Format Guide is to allow personnel to have the requisite knowledge to properly use the new document formatting system. This document may be used by any member of any Foundation department in order to format new documents or make alterations to existing documents.

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SECTION 2 – DOCUMENT REGULATIONS

The Document Regulations section covers all of the basic restrictions and regulations surrounding use of the document format.

1. All personnel reserve the right to make use of this document format for official Foundation-related purposes.
2. No member of the Foundation may utilize this document format for external groups or organizations without explicit permission from the **O5 Council**.
3. All official Foundation-owned documents for all departments, Administrative and Manufacturing, are **required** to utilize this format or any subsidiary of this format.
4. When creating an official Foundation-owned document, ownership **must** be transferred to the respective department's Google Drive before the document may be used.
 - The Internal Security Department reserves the right to issue punishments for individuals who fail to abide by this regulation.
5. Before a document is issued for public release, all respective signatories below must be filled.
6. Page breaks may be used, however must fit the general style of the document format and may not be excessively distracting or out of place.
7. A table of contents is required, however the traditional table may be omitted for a separate "document outline" provided by Google Docs.
8. Documents that have a classification above "Internal" must meet the respective criteria for their requested classification as laid out by the Internal Security Department.
 - Auditors reserve the right to approve or deny the classification of any specific document for not meeting the aforementioned criteria.
9. All classified documents must have their respective classification highlighted on the above classification table and must have the proper stamp attached on the front page with the corresponding disclaimer boxes/fields below.
10. Documents may only be decommissioned by department command, the Internal Security Department, or the O5 Council.
11. Document Tabs may be used to separate information by different chapters for reading convenience.
12. Documentation subordinate to executive documentation must never contradict, refute, or defy executive documentation.

SECTION 3 – WRITING REGULATIONS

The Writing Regulations section outlines how writing in official documentation must be in consideration for grammar and formality rules.

1. The repetition of what is already stated or listed in executive documentation is to be avoided. Reiteration may occur, although only to stress a particular point.
2. The only allowed fonts are Courier, Courier Prime, and Courier New.
3. The following font sizes are to be used:
 - **Title:** 21
 - **Heading 1:** 18
 - **Heading 2:** 15
 - **Heading 3:** 12
 - **Normal text:** 11
4. All writing is to be carried out in standard American.
5. The language and style used is to be of a formal level; this should be kept at a medium where a native English speaker would understand the contents and the majority of the words.
6. Contractions of words, group words, or syllables, are not to be used.
7. Idiomatic expressions are not to be used.
8. Writing must be impersonal and must not necessitate the usage of personal pronouns for a document addressed to a wide audience.
9. Terminology is to remain consistent across and between documents.

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SECTION 4 – DOCUMENT CREATION GUIDE

The purpose of this section is to provide personnel with a step-by-step guide of creating a new document utilizing the new format.

1. A copy of the **SCP-F | Universal Document Format [NEW]** must be made.
2. The title of the document is to be changed in accordance with the universal format.
 - a. "SCP-F | [TITLE]"
3. The classification of the document must be determined.
 - a. The corresponding classification box must be highlighted with a color that matches its classification stamp;
 - b. The corresponding stamp must be added and remain **on the first page** from **SCP-F | Universal Classification Stamps [NEW]** ;
 - c. The corresponding disclaimer boxes must be added from the **SCP-F | Universal Classification Stamps [NEW]** .
 - d. The corresponding Header classification stamp must be added from the **SCP-F | Universal Classification Stamps [NEW]** .
4. The department logo must be added on the first page, taken from the **DocumentLogos** Drive Folder.
5. After the contents of the document are filled out, the headings are to be renamed or renumbered accordingly.
6. The Table of Contents is to be added or updated.
 - a. Optionally, the Table of Contents may link to each header section of the document.
7. The document is to be signed by all required parties.
8. If the document is "Confidential" or higher, approval from the Internal Security Department is necessary.
9. The pertinent document groups are to be added; ownership is to be transferred for the asset to be stored in the respective Google Drive.

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SECTION 5 – SIGNATURES

The content within this document has been approved for dispersal by the following individuals within the **Overseer Council**. Any questions or comments surrounding the aforementioned information contained within this document should be directed to one of the signatories below.

Dill Restoria

05-6

Chairman of the Council

01/06/2025

