

National Assembly for Wales
Style guide



The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account.

Introduction

This style guide provides all National Assembly staff with mandatory guidelines on style and format for writing reports, publications, copy for the website and general correspondence. It has been developed in conjunction with the Assembly's Equality and Access team, and provides information on ensuring all communications adhere to best practice guidelines.

This is the third iteration of the guide, and has taken on board many of the comments, from Commissioners, other Assembly Members and staff, received after the first version was distributed in early May 2009. We aim to review this regularly as the Assembly evolves. This will be done through meetings between Communications and representatives of service areas.

This online style guide will be accompanied by three other sections:

- the **Accessible information toolkit** (information to help with the production of accessible information)
- information on **Assembly Members** (authorised images and biographies)
- Brand guidelines** (how to use our logo, etc)

If you have any comments or suggestions, please contact Iwan Williams or Geraint Griffiths.

Iwan Williams

June 2012

National Assembly font and spacing

Text

All documents, including emails, should be in **Lucida Sans 12-point**.

Please ensure that you amend default settings for emails (including signatures and out of office replies) and your Word templates so that they conform to these instructions.

Text must not appear over an image, unless the contrast between text and background is significant.

English and Welsh copy should be clearly divided on a page, or publications should be produced in “tilt and turn” format.

Publications should be available in PDF and Word format on the Assembly website.

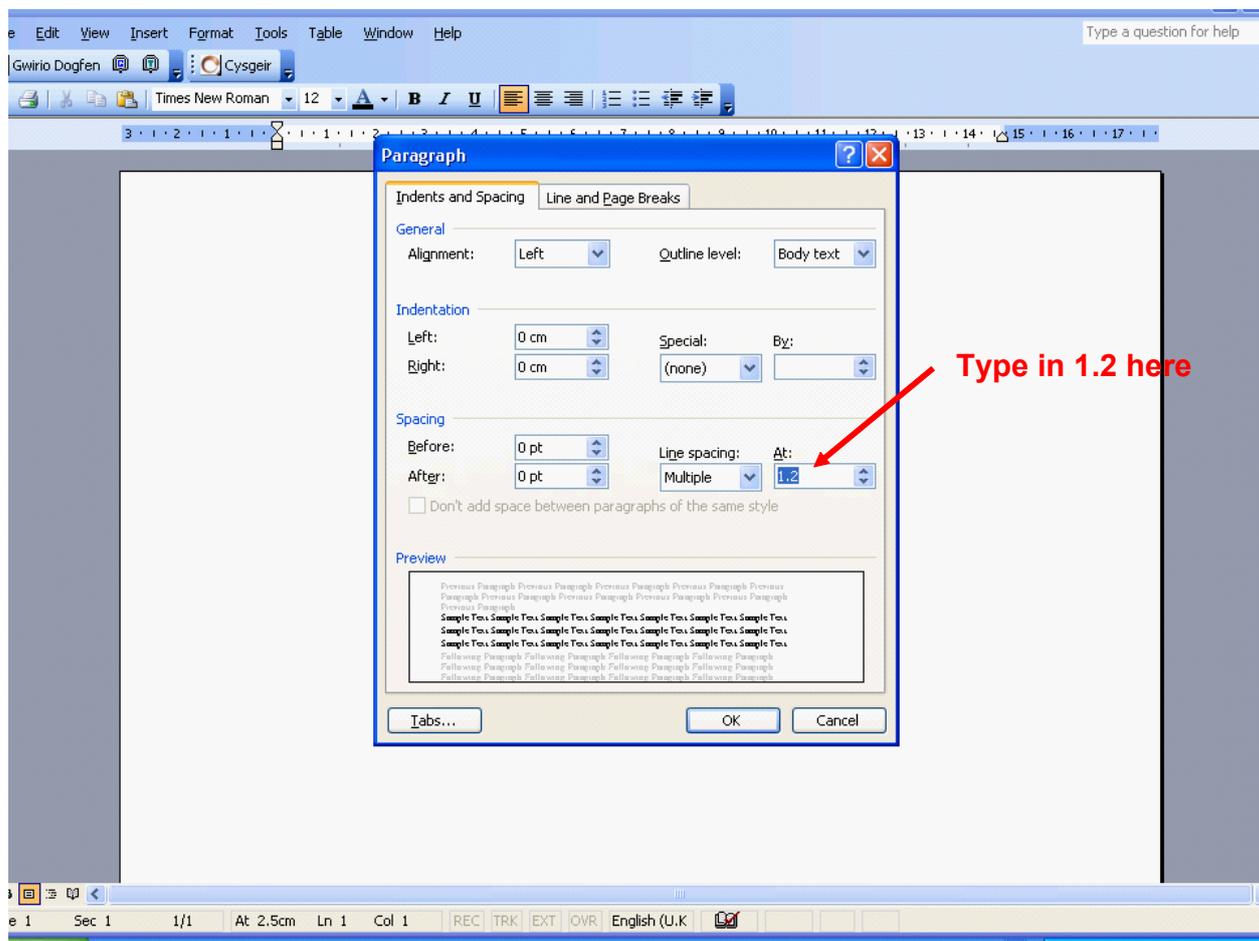
Spacing

In body copy, house style is to use **one** space after a full stop, **not two**.

All documents (**except email**) should have line spacing of 1.2.

Go to **Format**, then **Paragraph**. Under **Spacing** (see below) manually type in 1.2 in the **At** column. Click **OK**.

Please ensure that you amend default settings for Word templates so that they conform to these instructions.



Email signature

External email signatures must adhere to the following format (you can cut and paste the information in the box below). Note that for internal emails, you may use your name and extension number only.

Please note changes have been made (the font, Welsh Government - note the upper case 'G' - and the disclaimer), so you will need to redo your signature if you have already changed it.

Also note that in certain emails where you ARE representing the views of the National Assembly, you may remove the legal disclaimer.

Your name / Eich enw

(font size 12 and bold – you can choose the following colours for your name only: **black**, **brown**, **dark blue**, **dark green** or **dark red**)

Job title (in Welsh) (font size 12 and bold)

Job title (in English) (font size 12 and bold)

Your service area (in Welsh) (font size 12 and bold)

Your service area (in English) (font size 12 and bold)

Cynulliad Cenedlaethol Cymru (font size 12 and bold)

National Assembly for Wales (font size 12 and bold)

T: Your landline number (font size 12 and bold; format: **029 20xx xxxx**)

T: Your mobile number (if applicable) (font size 12 and bold; format: **xxxxx xxx xxx**)

www.cynulliadcymru.org

www.assemblywales.org

Cynulliad Cenedlaethol Cymru yw'r corff sy'n cael ei ethol yn ddemocrataidd i gynrychioli buddiannau Cymru a'i phobl, i ddeddfu ar gyfer Cymru ac i ddwyn Llywodraeth Cymru i gyfrif.

The National Assembly for Wales is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales and holds the Welsh Government to account.

**Croesewir gohebiaeth yn Gymraeg neu Saesneg.
We welcome correspondence in Welsh or English.**

Dylid ystyried unrhyw ddatganiad neu sylw a geir yn y neges hon fel un personol ac nid o reidrwydd yn fynegiant o safbwynt Cynulliad Cenedlaethol Cymru, unrhyw ran ohono neu unrhyw gorff cysylltiedig.

Any of the statements or comments made above should be regarded as personal and not necessarily those of the National Assembly for Wales, any constituent part or connected body.

National Assembly house style

Act

Always upper case. A proposed Act of the Assembly is known as a Bill.

AM

AM should be used as part of a title: **David Melding AM** (note the correct format is **AM** not A.M.).

When referring to an **Assembly Member**, write in full (upper case) in the first instance, thereafter use **Member**; use your discretion and judgement, but try to avoid AM where possible.

Anglesey

See 'Ynys Môn'

APS (Assembly Parliamentary Service)

Do not use. We are the staff of the National Assembly or less formally (primarily for internal audiences) Assembly staff.

Assembly

We are the National Assembly **for** Wales in the first instance, thereafter the **National Assembly** or **the Assembly**.

Assembly committees – upper or lower case?

Use upper case when referring to a specific committee by name or by implication: **The Environment and Sustainability Committee met yesterday afternoon** or: **The Committee agreed to meet in public**.

Use lower case when not referring to a specific committee: **The Assembly has a number of committees**, or, **a piece of legislation is usually scrutinised by a committee**.

All National Assembly committees have a **Chair** – in upper case. (They do not have a chairman or a chairwoman and especially not a chairperson).

The word **member(s)** should be in lower case when referring to the membership of a committee: **the Committee has nine members** or, **he is a member of a committee**.

Assembly Member

When referring to Assembly Members, the word **Member(s)** should be in upper case: **there were noticeably fewer Members in the Siambr** or, **two Members from north Wales sat on the Committee**.

When used in conjunction with a name, use upper case: **Assembly Member Angela Burns**. Use **Member** when it is clear that you are referring to an Assembly Member. Use **AM** only in a title.

Bill

A Bill is a proposed law. Once a Bill has been passed by the Assembly and given Royal Assent, it becomes an Act of the Assembly.

bullet points

When using bullet points, you should:

- use dashes rather than circular bullet points;
- always start bullet points with lower case letters;
- use a semi-colon at the end of each bullet point; and
- place a full stop at the end of the final bullet point.

Chief Executive and Clerk of the Assembly

Not “to” and always upper case.

Commission

Use the term Assembly Commission, or Commission, when referring to the body of five Members itself: **at a meeting of the Assembly Commission**, or where there is a legal requirement – for example to assert copyright - but use your discretion and try to use **National Assembly** if appropriate: **I work for the National Assembly**.

Commission should always be upper case.

Copyright

The following statement must appear on all publications produced by the National Assembly for Wales:

© National Assembly for Wales Commission Copyright 2011

The text of this document may be reproduced free of charge in any format or medium providing that it is reproduced accurately and not used in a misleading or derogatory context. The material must be acknowledged as copyright of the National Assembly for Wales Commission and the title of the document specified.

Cross-Party Groups

The National Assembly’s style is **Cross-Party Groups** not All-Party Groups. Always use upper case and include a dash.

dates

The National Assembly’s style on dates is: **23 April 2009** (day month year; no commas). Do not use th, st in superscript.

European Union institutions

In the first instance, the **European Council**, **European Parliament**, and **European Commission** are to be referred to in full in upper case. Thereafter, the institutions may be referred to as **the Council**, **the Parliament** or **the Commission** (upper case).

National Assembly for Wales

The first reference should always be the **National Assembly for Wales**; thereafter **the National Assembly** or **the Assembly**.

numbers

In narrative documents (not including tables or formatted numerical documents) spell out from one to nine; numerals from 10 to 999,999, EXCEPT for distances, weights and measures.

Therefore: three years old, four elephants; under-fives; two dumplings **BUT** 3 miles, 1km, 8kg, 9sq m.

However, write 8 to 16 **not** eight to 16.

Ordinal numbers follow the same pattern, so first to ninth, secondly, then 10th etc. Note that this does **not** apply to dates.

Any numeral that begins a sentence should be written in full: **Seventy-six** trombones in the big parade.

Million and billion are rendered as words: **four million** unemployed people; **8.7 million** units; **£1.5 billion**.

Hundreds of thousands, tens of millions.

In documents created by the Finance team, 'm' should be used rather than 'million' (as in **£6m** not £6 million).

More detailed guidance on the use and presentation of numbers and statistical information is available from the Research Service.

oblique

An oblique (/) should be preceded by and followed by a space.

petitions

Unless referring to the Petitions Committee, **petitions** should always be lower case

political parties

Political parties should be referred to as follows:

In English copy

Welsh Labour

Welsh Conservatives

Welsh Liberal Democrats

Plaid Cymru

In Welsh copy

Llafur Cymru

Ceidwadwyr Cymreig

Democratiaid Rhyddfrydol Cymru

Plaid Cymru

Pierhead, the

Use the definite article (**the** and **y**) at all times – **The Pierhead** or **Y Pierhead** in Welsh. Never use "the Pierhead building". The Welsh name **Y Lanfa** is incorrect.

Plenary

Upper case.

Presiding Officer

Always refer to **Rosemary Butler AM** as **the Presiding Officer** in English copy and **y Llywydd** in Welsh copy.

quotation marks

When using direct quotes, “use double quotation marks at the beginning and end of a quoted section, with ‘single quotation marks’ for quotes within that section.

“When a quotation spans two paragraphs, there are no quotation marks at the end of the first paragraph, but use at the beginning of subsequent paragraphs to indicate the continuation of the quote. The full stop falls within the quotation marks at the end.”

Senedd

The Senedd is always referred to as **the Senedd** and never as “the Senedd building”. The various spaces within the Senedd are **the Neuadd, the Oriel** and **the Cwrt**.

telephone numbers

Format landline numbers as follows: **029 2089 8039** and mobile numbers: **07825 056 426**.

times

When writing agendas, papers etc, always use the 24-hour clock. Thus: **09.00, 13.00, 17.45**. Use a full stop and not a colon. Do not use am or pm with the 24-hour clock.

titles

Generally speaking, only the first word and official terms should be capped up in document headings and titles.

Tŷ Hywel

Note the circumflex **ŷ** in **Tŷ**. For special Welsh characters, click on **Insert**, followed by **Symbol** and search for the necessary character, or use **Alt** and the relevant letter (for example, Alt+Y=ŷ).

Welsh Government

Note that the Welsh Government is no longer known as the Welsh Assembly Government.

Always use **Welsh Government** or one of the following:

- the Welsh Ministers;
- the Minister;
- the Government.

Ynys Môn

Ieuan Wyn Jones’s constituency should be referred to as **Ynys Môn** not Anglesey.