

Annex B – Guidance for witnesses providing written evidence for committees

The Assembly is committed to providing accessible information to the widest audience possible. This short guide is to assist witnesses who produce written information for committees. This will enable the Assembly to provide information submitted by third parties in an accessible manner.

- Use plain English and plain Welsh – avoid unnecessary jargon
- Use a minimum of font size 12.
- A clear sans serif typeface, such as Lucida Sans
- Do not have writing over graphics, pictures or watermarks
- Colours and contrast – writing should have maximum contrast to the background: dark on light, light on dark
- Do not use block capitals, and minimise use of bold, underlining and italics

Where possible, information should be provided in Microsoft Word to ensure accessibility. Where a scan or pdf is provided, particularly in the case of signed letters or tables of information, the original Word document should be provided along with it.