



# Investigation of Waste

for

# APC ENVIRONMENTAL MANAGEMENT

**2/3/2012**

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## 1 GENERAL STYLE AND FORMATTING ISSUES

### 1.1 Template docs

APC has template documents saved under Z:Office and Admin/Templates. A document with a yellow top (.dot) is a template. You should open it like a normal document and save it to the appropriate location. This means you can type over it without effecting the template. All new documents should be based on a template doc as it should have the most up to date company profile, staff profiles etc If the proposal you are working on is based on another similar proposal you can cut and paste parts of that text into the new document. It is preferable not to cut & paste the headings, just the text. Be careful not to carry over incorrect formatting.

### 1.2 General formatting issues

- Front page and intro page should be exactly as laid out above.
- All documents in Times New Roman.

## 2 HEADER STYLES

The first level of headings in a document is Heading 1. These should be used to identify the major sections of a document such as the Introduction, Methodology and Results. Heading 1 headings should be:

Times New Roman

12 point

All capitals (but type as upper and lower case as it will appear as capitals itself)

Bold

### 2.1 Heading 2

The next level of headings is Heading 2. These are sub-headings under Heading 1 headings and are used to identify the component parts of major sections of a document such as under Methodology; Sample Selection and Collection Procedures.

Heading 2 headings should be:

Times new roman

12 point

First letter only capitalised, except for names of sites

Bold

#### 2.1.1 Heading 3

Beneath Headings 1 and 2 are Headings 3 and 4. These are used to divide sections of different subject matter under Heading 2. Heading 4 can only be used under Heading 3.

Heading 3 headings should be:

Times New Roman

11 point

First letter only capitalised, except for names of sites

Bold

Italicised

#### 2.1.1.1 *Heading 4*

Heading 4 headings should be:

Times New Roman

11pt

First letter only capitalised, except for names of sites

Italics

### **APPENDIX C - OVERALL DETAILED WASTE COMPOSITION**

Note: Appendix header is a header 1 and not centred. To delete the number put the cursor next to the A and press backspace. Ensure that Header 1 in the formatting toolbar still has a number next to it – otherwise it will muck up the formatting in the entire document.

#### **Chart 1 Example chart heading**

### **3 FORMATTING**

#### **3.1 Tables**

Example:

**Table 1 Council's collection systems**

<b>Stream</b>	<b>General waste</b>		<b>Recycling</b>		<b>Green waste</b>	
<b>Dwelling</b>	<b>Bin size</b>	<b>Frequency</b>	<b>Bin size</b>	<b>Frequency</b>	<b>Bin size</b>	<b>Frequency</b>
SDs	120L	Weekly	240L	Fortnightly	240L	Fortnightly
MUDs	240L	Weekly	240L	Weekly	240L	Fortnightly

Note: Quantities less than 0.1kg/hhld are not labelled.

#### **3.2 Charts**

Eg Title generated using 'References/Insert Caption/Chart' all should be centred, size 11, bolded and only capitals for first word & nouns.

#### **Chart 2 Example chart**

