

**Guidelines for Documentation (NST)**

**Version History:**

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| **Ver. No.** | **Date** | **Comments** | **Prepared By** | **Reviewed By** | **Approved By** |
| Ver. 1.0 | 28th April,2009 | Initial Release | Jyotsna Bareja | Abhishek Rautela | Mr. Sudhir Saxena |
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1. **Purpose**

The documentation standard document should be referred while writing a either a new document or editing the existing one. This is to ensure that all the documents have a standard format.

1. **Scope**

This document shall be used for preparation of all the document templates.

**3. NST’S Documenting Standards:**

**3.1 Format**

All the documents should have the logo of NST at the top of the first page. The footer should contain the name of the document followed by ~ NST in the left hand corner whereas at the right hand corner the page no and total number of pages in the document should be mentioned separated by “/” as used in this document.

**3.2 Spacing**

The spacing of two rows shall be given before the start of a new heading/subheading.

**3.3 Font and Size**

The font used should be ‘Times New Roman’ and the size should be set to 12pts.In the

footer the Font shall be ‘Times New Roman’ and the size should be made as 10 pts. All the headings, information in the footer area and the subheading should be made bold.

**3.4 Bullet & Numbering**

The bullet style used should be **“.”.**