

CYBER SECURITY LESSON MODULES WRITING GUIDELINE

GENERAL FORMAT RULES

1. Paper Type and Printing

Works must be printed/reproduced on A4 (21x29.7 cm) size.

2. Page Format

2.1. Margins Page margins must be set as specified in Figures 2.1a and 2.1b.

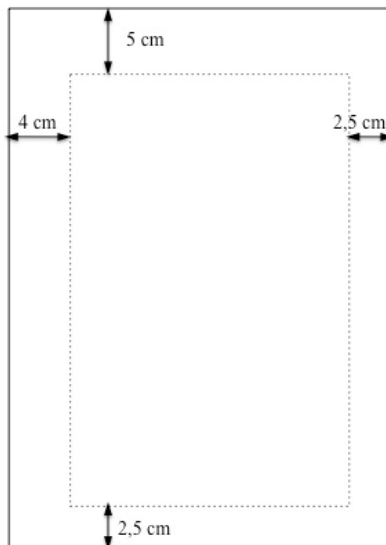


Figure 2.1a: Odd first page margins.

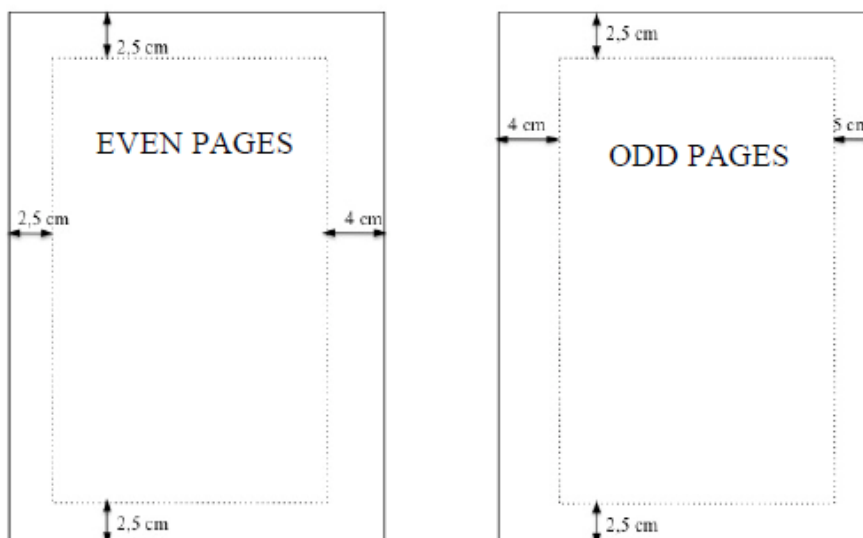


Figure 2.1b: Odd and even inner page margins.

As shown in Figure 2.1c, landscape-oriented pages must be organized such that they are readable when rotated right.

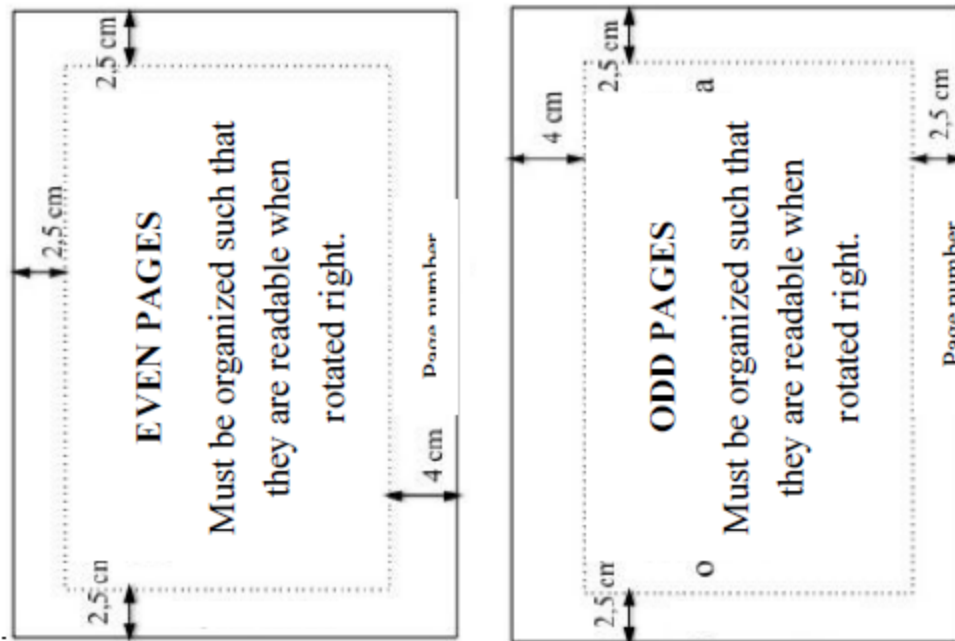


Figure 2.1c: Landscape-oriented page format.

2.2. Fonts

- Throughout a modules, Times New Roman 12 pt or Arial 11 pt font type/size must be used. However, the font chosen must be applied to the whole modules. If required, the font size could be reduced by 1 pt.
- In tables and figures, font size could be reduced to 8 pt, if necessary.
- The main text body must be written with regular (non-italics and non-bold) characters. Bold fonts must be used for titles. *Italic* characters must be used only when necessary (Nouns in Latin, abbreviations, theories/definitions, etc.). One space distance must be placed after the commas and full stops.

2.3. Line Spacing and Paragraph Format

- The term “line spacing” refers to the distance between the lower baselines of two consecutive lines. Point is a font size unit which corresponds to 1/72” (0.376 mm).
- The main text body must be written with 1.5 line spacing. Paragraphs must be justified aligned. Before and after each paragraph, 6 pt distance must be set. Additional blank lines must not be placed between paragraphs.
- Before and after first level titles, 72 pt and 18 pt paragraph spacing must be set, respectively. Before and after second level titles, 18 pt and 12 pt paragraph spacing must be set, respectively.
- Before and after third and fourth level titles, 12 pt and 6 pt paragraph spacing must be set, respectively.
- Titles must not be the last line of a page, a title must be placed on the following page unless two more lines could be written after it. The first line of a paragraph cannot be

the last line of a page, as the last line of a paragraph cannot be the first line of a page (termed as widows and orphans).

2.4. Page Numbering

- All of the pages within the modules, except for outer and inner cover pages and their backsides, must be numbered.
- Page numbers must be placed at the bottom center and 1.5 cm above the bottom of the page, in the direction of reading.
- The font style used throughout the modules must be used for page numbers, and the font size must be 11 pt for Times New Roman and 10 pt for Arial.

2.5. Tables and Figures

- Tables and figures must be placed after they are first cited in the main text body, but must be as close as possible, in accordance with the rules in this guideline. All tables and figures must be cited before they are used in the main text body.
- All tables and figures must be horizontally centered on the page.
- The numbering of the tables and the figures must be such that the first number is the number of the chapter the table/figure is placed under (for appendices, the letter of the appendix), and the second number is the number of order (i.e. **Table 1.2**, **Figure 3.5**, **Table A.1**, **Figure B.5**). The words “Table” and “Figure” and numbers must be bold.
- Numbers and captions must be written below for figures and above for tables, and horizontally centered on the line.