NOPSEMA's Simple Style Guide

Logo

The NOPSEMA logo is the visual embodiment of the NOPSEMA brand.

There are two acceptable ways our logo can be presented - horizontally and vertically.

When deciding if you have applied the NOPSEMA logo correctly, ensure the dimensions of the logo have not changed or become distorted. Also check the logo is clearly visible, and not clashing with any background colours.

If there are issues with clashing background colours, please contact communications@nopsema.gov.au for assistance.

Logos are available in the Logos Fonts and Corporate Stationary Objective folder (qA43381)







Australia's offshore energy regulator

NOPSEMA's Horizontal Logo

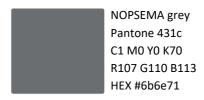
NOPSEMA's Vertical Logo

Brand colours

NOPSEMA has four primary brand colours. When using colours for anything that will be viewed externally, only use the colours listed below.









Fonts

NOPSEMA's preferred font is Calibri, with Arial as a secondary option. Staff are encouraged to use Microsoft Word's included styles for headings. Recommended styles are:

AaBbCo

AaBbCcE Heading 2

For major headings

For sub-headings

If those styles are unavailable, staff are asked to use Calibri bolded for headings and sub-headings. When writing the body, staff should be using the Normal style, which is Calibri size 11.

Editorial guidelines

Percentages - Should be expressed as the numerical digits followed by per cent.

Capitalisation - NOPSEMA follows the government convention of minimal capitalisation i.e. only capitalise the first word of the sentence, to begin a title of a book or document, for country name and nationalities, in full official titles, and in organisation names.

Hyphens - Used to join words or parts of words to form a single entity, e.g. five-page document, state? of-the-art, high-tech. Hyphens are also used with prefixes, e.g. non-compliant, or double-up vowels, e.g. de-emphasise and pre-eminent. If a word is well known, a hyphen is less crucial, such as cooperate and coordinate.

Shortened forms/acronyms - Names of countries, states and territories, organisations and technical terms should be spelt out in full on first use with the acronym included in brackets after.

Numbers - Single digit numbers should be expressed as words when nine or below. Double digit numbers should be expressed as numerical digits. This does not apply to dates.

Dates - Dates should be expressed as a numerical digit without the contraction. i.e. on 1 January 2022.

For other queries, please contact communications@nopsema.gov.au or visit the Federal Government's style guide at www.stylemanual.gov.au. You can also view NOPSEMA's complete style guide here (qA61449).

The Communications and Corporate Affairs Team have also prepared a range of templates that are available on Objective within the N-16100 series.

