

# Editorial Guidelines

## Fonts, sizes & colours

- HEADING: 48pt Trebuchet MS Regular (DOT purple)
- SUB-HEADING: 24pt Trebuchet MS Bold
- BODY TEXT: 11pt or 12pt Trebuchet MS Regular
- **Optional standout text 18pt Trebuchet MS Bold**

## The diocesan name

- Diocese of Truro
- Truro diocese
- Lower-case d when talking about ‘the diocese’.
- Lower-case d when talking about diocesan work etc.

The diocese refers to everyone in the Church of England in Cornwall, the Isles of Scilly and two parishes in Devon. If you mean The Truro Diocesan Board of Finance Ltd, please use that. If you mean Church House/ diocesan office, please use that.

## Job titles/titles

These are capped. I.E: Diocesan Secretary or Bishop of Truro (but lower-case b when talking about ‘the bishop’).

Revd unless specifically asked to use Rev.

Teams are lower case - I.E. the ministry team, the communications team.

## Numbers

Numbers 1-9 are spelt out I.E. One, two. Ten can be spelt or a number. Numbers 11 + are numbers unless at the start of a sentence.

## Main Diocesan Colours

- Diocese Pink - #be5691
- Diocese Purple - #4B004A

## Abbreviations

Always use the full version of something before abbreviating. Avoid using internal acronyms. If using an acronym, put the full version explanation first.

## Logos

