

Knowledge Bank Submission & Style Guide

Information Required for Signs of Safety Knowledge Bank (KB) Resources:

- **Format** - of each resource. All documents submitted to the KB should be in an editable format e.g. Word doc, Pages, Keynote, Powerpoint, JPEG etc. and should not be in PDF format. This is to allow final editing and touching up of the document before posting onto the KB.
- **Knowledge Bank** - Category & Sub-category (if applicable) e.g. Trainer and Consultant Business Items/Signs of Safety Branding.
- **Document Title**
- **Author**
- **Copyright Information** - If the resource is the Trainer and Consultant's yearly KB contribution, copyright sits with Resolutions Consultancy. Outside of that copyright sits with the Trainer and Consultant or the agency they represent.
- **Resource Creation Date**
- **Description** – A detailed summary of your resource and its intended purpose. Consider your target audience when writing your description.
- **Excerpt** - Visible to public. A shorter summary of the description.
- **Keywords** - Provide a list of keywords that can be used to tag the resource and assist in searching. A list of the keywords used to tag resources can be found in the KB (insert location).
- **Related Resource contributed by same author** - It is also useful to advise of other resources the item may be related to. For example: This Workshop Handout can be used in conjunction with the video titled 'Appreciative Inquiry with Andrew' or These Trainer's Notes have been developed to be used with 'Appreciative Inquiry' the slideshow.
- **Branding** - Resources to be submitted in Signs of Safety branding where applicable. Templates are available on the Knowledge Bank.
- **Acronyms** - Please define all acronyms used in your resource.

Style Guide

Please use the provided styles for consistency.

Word Document

- **Title - Calibri 24 Bold**
- **Heading 1 – Calibri 15 Bold**
- **Heading 2 – Calibri 13 Bold**
- **Heading 3 – Calibri 11 Bold**
- *Heading 4 – Calibri 11 Italic*
- The templates have the font type and size embedded within.
- ENSURE that you fill in the footer of the word doc with the title and author of the resource.
 - Do this by double clicking into the footer, making sure to double click over the text box. See picture below.



Slideshows

- When submitting slideshows ensure they are 16:9 width.
- Font should be Calibri
- As a general rule, do not go lower than size 20 font (Calibri) on any given slide.
- Keep a 1.5cm margin on either side of the text body. This is embedded in the template slides.
- Titles and text can be of the following colours respectively: **midnight blue** and **orange**, and **black** (fig. 1). If using **grey**, we recommend only use for the content of subheadings (fig.2).
- Make sure text is justified and bolded
- Keep the slides clear i.e. avoid cramming in too much into one slide. Contributors may find it helpful to search the internet for tips and tricks on putting together a great slideshow presentation such as: 10 Tips for More Effective PowerPoint Presentations <http://www.lifhack.org/articles/featured/10-tips-for-more-effective-powerpoint-presentations.html>

Figure 1.

Best Hopes/Objectives

- Provide a comprehensive introduction to the thinking and practice skills of the Signs of Safety approach to child protection work.
- Present the thinking and practice skills of the SofS approach, so that you can immediately begin to use it in your own practice.



Signs of Safety
Your Experience



Figure 2.

Genograms

When including a genogram in your resource, they should be simple, easy to understand and editable. We recommend constructing your genogram using shapes and lines in programs such as word or PowerPoint. See figures 3 & 4 for examples below.

Figure 3.

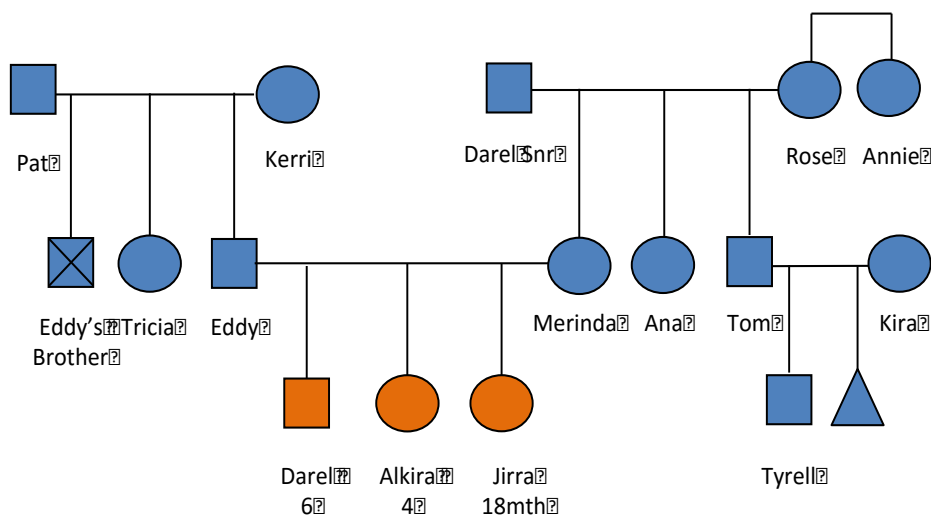
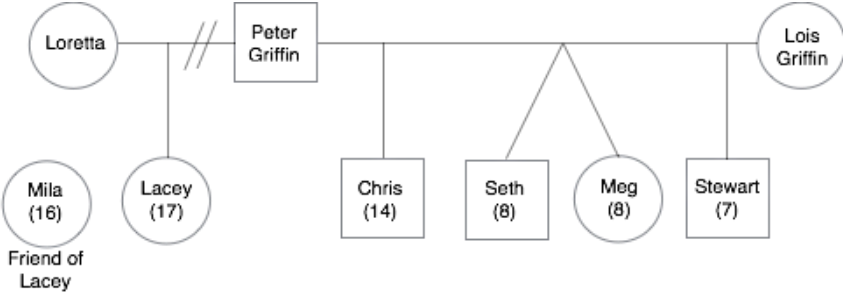


Figure 4.



Please note: when completing a genogram, a minimum of three generations is typically expected.

Should you have any questions about any of the information in this document please contact Christy.letich@resolutionsconsultancy.com and Jamilla.Giles@resolutionsconsultancy.com

