

Style Names for Legal Agreements

Place in document	Proposed style name	Style description/purpose/comments
Cover page	Cover Document Title	Agreement name – used for the name of the agreement
	Cover Date	Used for the word Dated... on the front cover – on engrossment , date written by hand
	Cover Party Name	Name of parties on cover page used for each party name on the front cover of the document. May be numbered or unnumbered
	Cover Party Role	Party Role – if on separate line (e.g. the Lender) (optional)
	Cover Text	Designed for words such as "between" and "and" used on cover sheet
	Cover Document Description	Used for a more detailed document description
Contents page	ToC Heading	Style for the heading at the top of the Table of contents page
	ToC Sub Heading	Style for any sub headings on the Table of contents page (such as "Clause ", "Page", "Schedule" etc
	ToC1 - 9	Word built-in styles for Tables of contents
1 st page Above operative part	Intro Heading	For unnumbered headings such as "Parties", "Recitals" "Background" "Operative Part". Usually at the margin
	Parties 1	Used for (numbering) the parties on the first page of the document. Different style used because they may have a different format from cover page
	Parties 2	Designed for sub-numbering of parties (e.g. a list of parties, together the Purchasers)
	Background 1	Used for (numbered) recitals (or background or introduction) paragraphs
	Background 2	For sub-paragraphs of recitals
Operative Part– main numbering	Level 1 Heading	Outline numbered paragraph used as a heading (and usually included in table of contents). Often numbered 1
	Level 1 Number	Numbered paragraph at level 1
	Level 2 Heading	Next level of numbering – used for heading. Often numbered 1.1
	Level 2 Number	A numbered paragraph at second level (e.g. 1.1)
	Level 3 Heading	Next level of numbering – used for headings. Often 1.1.1 or (a)
	Level 3 Number	Numbered paragraph at level 3
	Level 4 Heading	Next numbering level as a heading
	Level 4 Number	Numbered paragraph at level 4
Operative part Other styles	Level 5 Number to Level 9 Number	Numbered paragraphs at level 5- 9
	Body Text	Body Text – used for paragraphs typed at the margin. In standard font and standard size
	Body Text 1	Indented unnumbered paragraph – level of indent to be consistent with unnumbered paragraph following Level 1
	Body Text 2 - 9	Same as Body Text 1, with indent consistent with the numbering level that the style follows
	Definition	For defined terms. This is often unnumbered but may have numbered sub-paragraphs so should be set up as a set of styles
	Definition Term	Can be used as a character style to embolden defined words or for defined terms if a table format is used.
	Definition 1	First level of definition sub-numbering. Often (a)
	Definition 2	Second level of definition sub-numbering. Often (i)
	Definition 3	Third level of definition sub-numbering. Often (A) but rarely used.
	Definition 4	Fourth level of definition sub-numbering. Often (1) but rarely used.
	Section	Numbered heading which works independently of other numbering in operative part (common in Loan Market Association documents.)
	Notes	For putting notes to users/clients in the body of the agreement

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Schedules	Schedule	For the main heading to a schedule
	Part	For sub parts to a schedule (Part A, Part B etc.)
	Sch 1 Heading Sch 2 Heading, etc.	Should be similar to Operative part – i.e. Numbered headings at several levels
	Sch 1 Number Sch 2 Number Sch 3 Number Sch 4 Number, etc.	Used for numbered paragraphs in schedules.
	Sub Schedule	For the documents where a Schedule is the form of a document in its own right with its own schedules (e.g. agreement for lease with lease as a schedule; banking loan agreement with form of guarantee agreement as a schedule)
	Other Styles	Appendix
Execution		To be used for formatting the execution clauses

Organisations adopting the DEG Standard Styles can create other styles in addition to those listed for any parts of the document not described above (e.g., table styles or formatting in precedent guidance notes). However, any styles used in to replace those listed above would mean the document was not adhering to standard styles (e.g. using Heading 1 in place of Level 1 Heading). Organisations not using all the suggested levels of body text or numbering should define these styles, but may hide them from available list of styles.

Please send suggestions for improvement or any comments to info@docexcellence.com