

# Galway City Council Style Guide Summary

This short guide explains the formatting, spelling and other styles we use in Galway City Council to **create more accessible content**.

The main reason to create accessible content is to ensure that people with visual, auditory, cognitive, physical or learning disabilities are able to access our content, and that their experience is equal to that of someone without these disabilities.

Please refer to the GCC Branding Guidelines for logos and colour palettes

For any queries, please contact [Communications@GalwayCity.ie](mailto:Communications@GalwayCity.ie)

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- Comhairle Cathrach na Gaillimhe/ Galway City Council is spelt with capitals on each word
- References to Galway City have capital letters on both words; References to ‘the city’ use sentence case
- Galway City is a body corporate, and is referred to in the singular (Galway City Council is delighted to work with...)
- Minimum font size in print is 12; minimum font size in presentations is 20
- All font should be aligned left ‘ragged left’ - never centred or fully justified
- Single column format – unless you are comparing two things side by side
- Spacing should be 1.5 throughout
- Fonts for headings is **Gaillimh bold**, or Arial/ Gotham if Gaillimh fonts are not installed
- Sentence case font is Arial or Gotham – never Gaillimh.
- Emphasis on text should be formatted as **bold** - never underlined, *italics*, or CAPS.
- Headings are always in Title Case
- Jargon and technical language should be avoided, or explained if they have to be used
- Acronyms should be explained the first time they are used
- Use Hiberno English. Avoid using foreign words - Replace Latin or French terms with their English equivalent
- URLs should be written in Title Case/ Camel Hump style e.g. [www.GalwayCity.ie](http://www.GalwayCity.ie)
- Use Plain English - use short, clear sentences and everyday words.
- Use in-built Accessibility Checkers in Word and PowerPoint to check documents
- For Gaeilge – see the Gaeilge Style Guide
- Third party materials produced for Galway City Council should be consistent with the GCC Style Guide and Branding Guidelines.