



International Plant Protection Convention
Protecting the world's plant resources from pests



Feb.
2016

ENG

IPPC FORMATTING GUIDE FOR STANDARDS AND MEETING DOCUMENTS

*Produced by the Secretariat of the
International Plant Protection Convention*

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Introduction

This guide intends to set parameters for formatting of IPPC standards and documents to ensure a consistent look and to provide answers to general formatting queries. It is intended for persons who have some knowledge of Word and is primarily to be used by IPPC Secretariat staff. An IPPC document template (.dot file) has been developed, which contains all the styles described in this guide, and should be used to facilitate formatting.

1. Formatting for the online comment system (draft ISPMs and draft specifications)

The Online comment system (OCS) does not support all formatting. For this reason, only basic formatting is carried out to drafts that are uploaded to OCS.

ISPMs are formatted fully only after adoption.

The OCS supports the following items:

- tables, including the publication history
- footnotes
- images (see below about shapes)
- bullet and numbered lists (treats the list as one paragraph).

The OCS does *NOT* support the following items:

- headers
- footers
- page numbering
- Word automatic table of contents
- shapes, such as text boxes and Microsoft Word “shapes”.

These items must be removed or inserted as an image (or other solution). They are currently being used as borders and boxes to hold images, but are not supported in the OCS.

Other items to note concerning the OCS:

- The document being uploaded should be limited in its use of IPPC Styles (i.e. try to use only IPP Normal, IPP Heading1, IPP Heading2, IPP HeadSection, IPP Bullet1, IPP Bullet1Last, etc.). Most formatting is not retained (or at least not as the IPPC Word Style) once the document is extracted from the OCS with the paragraph numbering included.

2. Document set-up

Portrait and landscape:

Paper size: A4, 297 mm × 210 mm

Margins: top, 27.5 mm; bottom, left, right, 25 mm

Headers, footers: 15 mm

Fonts: Times New Roman, Arial

Language: English (UK).

3. Paragraph, character and table styles

Paragraph styles are described below and illustrated in Figure 1.

3.1 Body text styles

Normal: set to 11 pt Times New Roman, justified, single line spacing, widow/orphan control.

IPP Normal: based on Normal with 9 pt ¶ spacing after. Style for following ¶: IPP Normal. To be used for most text. No line spaces should be added between paragraphs.

IPP NormalCloseSpace: based on Normal, 3 pt ¶ spacing after, ¶ keep with next (KWN) constraint. To be used for the sentence stem above bullet lists, displayed quotations and other such uses where the ¶ sits tightly with the text below and will not become separated from it.

3.2 Title pages

IPP Title16pt: based on Normal; style for following ¶ IPP Title16pt; font Arial, 16 pt bold; alignment centred; indent left 3 cm; indent right 3 cm; 36 pt ¶ spacing after. Used for “INTERNATIONAL STANDARDS FOR PHYTOSANITARY MEASURES” with 36 pt ¶ spacing above on draft ISPMs. Modified to 26 pt font size for “DRAFT ...” document type on cover page of draft ISPMs.

IPP Title18pt: based on Normal; style for following ¶ IPP Title18pt; font Arial, 18 pt bold; alignment centred; 18 pt ¶ spacing after. Used for document title on cover page of draft ISPMs.

A text box with grey text reading “draft document” is usually added to the cover page during the draft stages and needs to be removed from finalized documents.

3.3 Headings styles

IPP HEADSECTION: based on Normal, font 12 pt bold all caps; hanging by 1.5 cm; 18 pt ¶ spacing before, 6 pt ¶ spacing after, ¶ KWN; tab, left, at 1.5 cm. This is level 1 and appears in TOC 1 style in table of contents. Used for Introduction, Background, Requirements and similar headings in standards.

IPP Heading 1: based on IPP Normal, style for following ¶ IPP Normal; font 12 pt bold; left align (because some headings are more than one line but justify poorly); hanging by 1 cm; 12 pt ¶ spacing before, 6 pt ¶ spacing after, ¶ KWN; tab, left, at 1 cm. This is level 2 (TOC 2 style in table of contents). Used for single-numbered headings in standards. Note the numbers are entered manually and that title case is used.

A variant style, *IPP AnnexHead*, is level 2 and very similar to IPP Heading but has no hanging indent. It may be applied to annex headings.

IPP Heading 2: based on IPP Normal, style for following ¶ IPP Heading 2; font 12 pt bold; left align; hanging by 1 cm; 6 pt ¶ spacing before, 6 pt ¶ spacing after, ¶ KWN; tab, left, at 1 cm. This is level 3 (TOC 3 in table of contents). Used for subsidiary headings (2.1.) in standards. Note the numbers are entered manually if relevant and that sentence case is used.

IPP Heading 3: based on IPP Normal, style for following ¶ IPP Heading 3; font 11 pt bold and italics; left align; hanging by 1 cm; 6 pt ¶ spacing before, 6 pt ¶ spacing after, ¶ KWN; tab, left, at 1 cm. This is level 4 (TOC 4 in table of contents). Used for subsidiary headings (2.1.2, 2.2.2.1 etc.) in standards. Sentence case is used.

3.4 Styles for bullets, indents and displayed quotes

IPP Bullet1: based on Normal; style for following ¶ IPP Bullet1; 3 pt ¶ spacing after; hanging 1 cm; tab 1 cm, list tab, bulleted at level 1, aligned at 0 cm, tab after 1 cm, indent 1 cm. The bullet is a simple hyphen. To be used for bulleted lists except for the last line or any secondary bullet items.

IPP Bullet1Last: based on IPP Normal; style for following ¶ IPP Normal; bulleted at level 1, aligned at 0 cm, tab after 1 cm, indent 1 cm. A level 1 bullet to be used for the last line of bulleted lists to add usual ¶ spacing.

IPP Bullet2: based on IPP Normal; style for following ¶ IPP Bullet1; 3 pt ¶ spacing after; hanging 1 cm; tab 2 cm, list tab, bulleted at level 1, aligned at 1 cm, tab after 2 cm, indent 2 cm. The bullet now used in the May 2010 version of the template is a small bullet (Times New Roman 6 pt). To be used for secondary bullet items. If a secondary bullet ends the bullet list, the 9 pt ¶ spacing must be added manually.

IPP Indent Close: based on IPP Normal; style for following ¶ IPP Indent Close; indent left 1 cm; 3pt ¶ spacing after; tab, left, at 5 cm. To be used for a group of simple indented ¶ in the nature of a bullet list but without bullets.

IPP Indent: based on IPP Indent Close; style for following ¶ IPP Indent; 9 pt ¶ spacing after. To be used for indented ¶ whose complexity deserves usual ¶ spacing and for the last entry in a group of IPP Indent Close paragraphs.

IPP References: based on IPP Normal; style for following ¶ IPP References; hanging indent 1 cm; 3pt ¶ spacing after. To be used for bibliographies. The last entry can have the usual 9 pt ¶ spacing added manually. Sentence case is used for references to articles in journals irrespective of whether the journal uses title case).

IPP Footnote: based on IPP Arial Footnote; style for following ¶ IPP Footnote; Font Times New Roman, 8 pt. hanging 0.5 cm; tab, left, 0.5 cm. Used for footnotes. The number should be superscript.

IPP Quote: based on IPP Normal; style for following ¶ IPP Quote; font 9 pt; indent left 1.5 cm; indent right 1.5 cm. To be used for displayed (long) quotations, usually where the quoted text is more than 30 words or 3 lines. The smaller size and indentation readily differentiates quoted material. Quotation marks are therefore not needed.

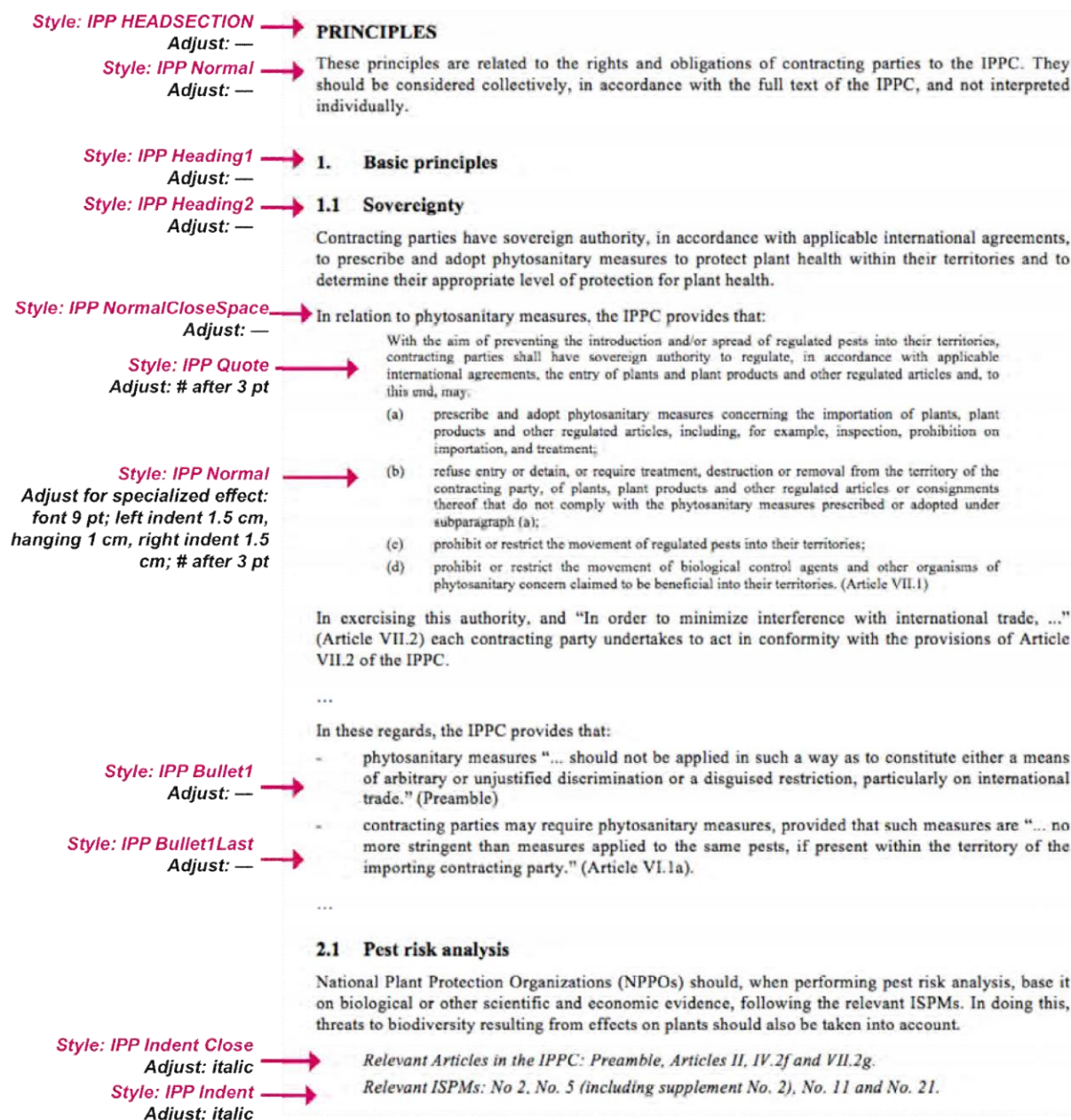


Figure 1. Examples of the template styles in use in an ISPM.

The paragraph styles are identified at the left and whether or not an adjustment has been made is recorded. The aim is to keep paragraphs in their default defined style wherever possible. Hence the two lines of indented italic text at the bottom of the figure has added italics but used the two forms of indented paragraph to achieve the desired spacing. In contrast, extensive modification has been made to IPP Normal style to achieve numbered indented paragraphs in the displayed quote.

4. Styles for particular document components

4.1 Tables and figures

IPP Arial: based on IPP Normal; style for following ¶ IPP Arial; font Arial, 9 pt; 0 pt ¶ spacing after. Used for figure and table captions and other text where Arial is required. The text may be left aligned manually if this is visually better than justified text (e.g. for narrow column widths with figures).

IPP Arial Table: based on IPP Arial; style for following ¶ IPP Arial Table; Arial 9pt. 3 pt ¶ spacing before, 3 pt ¶ spacing after. Right justified. Used for text in tables.

IPP Arial Table header: based on IPP Arial Table; style for following ¶ IPP Arial Table header; Arial 9pt, bold. 3 pt ¶ spacing before, 3 pt ¶ spacing after. Right justified. Used for heading of tables.

IPP Arial Footnote: based on IPP Arial Table; style for following ¶ IPP Arial Footnote; hanging 0.5 cm; tab, left, 0.5 cm. Used for table footnotes. The number should be superscript.

Table format: Cell margins: top, bottom 0cm; left, right 0,19 cm. Wrap text; allow to break; repeat header. See Table 1 for an example of a table.

Table 1. Example of table formatting. Table caption goes above the table using IPP Arial with added 6pt ¶ spacing below and a KWN to keep it with the table. A 6 pt space may also be added above. (Figure captions are usually placed below the figure or to the side.)

Column heading 1	Column heading 2 [*]	Column heading 3 straddling four other columns [†]			
		Column heading	Column heading	Column heading	Column heading
Border for table and heading is 1/4 pt line width	data	Text entries should be aligned left	21	3.121	4
Internal borders have no line if possible	data	1.2	22	13.234	42
Column headings other than column 1 are usually centred	data	1.3	23	113.367	4.3678
Left column is left aligned	data	1.4	0.9	1113.456	440
Data is centred or right aligned depending on numerals involved	data	1.5	0.8	3.523	4.5

^{*} Table footnotes use IPP Arial Footnote. Avoid using numbers because they may create confusion because footnote cues are numbered. Table footnotes restart for every table.

[†] Using different types of cues from numbers also help to distinguish other superscript information (e.g. km²). The last footnote needs 9 pt space after.

Preferably, keep all rows together rather than break across a page. If the table does break across a page, repeat the header row. It may be appropriate to assign the paragraph constraint of “page break before” to the table caption and make the final determination of the table’s position after the text is finalized.

Images: It may be appropriate to assign the paragraph constraint of “page break before” to the table caption and make the final determination of the figure’s position after the text is finalized.

Illustration credits (for examples see “General publication details” on page **Error! Bookmark not defined.**). The text may be small type size and oriented vertically at the side of an illustration or it may be included in the caption.

4.2 Paragraph numbering

IPP Paragraph numbering: based on default paragraph font; font Arial, 8 pt; blue 255; square brackets. Used for numbering paragraphs automatically. (If the style is used outside a table, indent before is –1 cm; hanging 1 cm.) See further on paragraph numbering in Section 6.

4.3 Headers and footers

IPP Header: based on Normal; font Arial, 9 pt; 0 pt ¶ spacing after on 1st line; 6 pt ¶ spacing after on 2nd line; bottom border single solid line 0.5 pt width, distance from text 4 pt; tab, right, at 16 cm. Landscape: tab, right, at 24.75 cm. Style for following ¶ Header. Used for document headers.

The following is applicable to documents for meetings where the first page indicates the document number, title, etc., but not to documents with a cover page.

First page header: Left: Logo and “International Plant Protection Convention”.

If only the name of IPPC, this is aligned with bottom of logo.

If two lines (IPPC and title of document), the two lines are aligned with logo (tab 2 cm, logo layout square). The second line (title of document): italics.

Example of a first page header:



International Plant Protection Convention
[Document title]

[Document number]
[Agenda item]

Even page header: [Document number to the left], [Title of document] to the right (not italics).

Odd page header: [Title of document] to the left (not italics). [Document number] to the right.

Note drafts shall have a text box with grey text reading “draft document” in the header (left and right page headers after the first page) and needs to be deleted from finalized documents.

Appendixes, annexes, etc have different headers. These have the document title and e.g. Appendix 1. Example: *Glossary of phytosanitary terms - Supplement 1*

IPP Footer: based on Normal; style for following ¶ Footer; font Arial, 9 pt; 6 pt ¶ spacing after; top border single solid line 0.5 pt width, distance from text 4 pt; tab, right, at 16 cm. Style for following ¶ Footer. Used for document footers.

Page numbering (character style): Normal; font Arial 9 pt. Format: **[Page x of xx]**. Used for page numbers in footers on meeting documents, reports, draft ISPMs and specifications.

The page numbers format for standards (ISPMs incl. PTs and DPs) should be as follows:

ISPM 15-1; ISPM 15-2; DP 15-3.

The page numbers for individual ISPMs should not be 1:15 etc. because then the ToC for ISPM 15 would show 1:15, 2:15, 3:15, which is confusing for finding a particular page.

This style is also applicable to draft ISPMs going to the CPM.

For both styles: Odd - right; even - left.

Contents (table of contents)

IPP ContentsHead: based on IPP Heading 1; font 12 pt bold; left align (because some headings are more than one line but justify poorly); hanging by 1 cm; 12 pt ¶ spacing before, 6 pt ¶ spacing after, ¶ KWN; tab, left, at 1 cm.

TOC 1: based on IPP NormalCloseSpace; style for following ¶ Normal; hanging 1 cm; 12 pt ¶ spacing before; tab, right, at 16 cm, leader Linked to section headings such as “REQUIREMENTS”.

TOC 2: based on TOC 1; style for following ¶ Normal; hanging 0.75 cm; indent right 0.5 cm; 6 pt ¶ spacing before; 0 pt ¶ spacing after; no KWN; tab, left, at 0.75 cm. Linked to level 1 headings (numbered 1, 2, 3 in draft standards).

TOC 3: based on TOC 2; style for following ¶ Normal; indent left 0.75 cm, hanging 1.5 cm; 3 pt ¶ spacing before; tab, left, at 2.25 cm. Linked to level 2 headings (numbered 1.1, 2.1.1, 3.1.1 in draft standards).

Some tweaking of the automatically generated contents may be needed. The entries of the Introduction section of draft standards (e.g. Scope, References, Outline of Requirements) should be selected in the table of contents and indented to match TOC 3 entries.

4.4 Publication histories

The publication histories should follow the example:

Publication history (without the title of the standard)

This is not an official part of the standard

[History...]

[Official reference of the standard]

[LRG modifications]

Publication history: Last modified [month year]

Formatting: Font IPP Arial; hanging -0.5cm; right indent at 5.75cm.

It is desirable to have the publication history on the second page and it can be divided into two columns to save space. If too long for the second page, move all of the publication history to page three and have the table of contents start on page five.

4.5 Character styles

Character styles should be applied instead of local formatting as the latter will disappear if a paragraph style is applied or updated. The following character styles have been created in the IPPCStyles.dot file to be used when emphasis is needed:

- IPP Normal *italics* (IPP Italics character)
- IPP Normal **bold** (IPP bold character)
- IPP Normal underlined (IPP underlined character)
- IPP Normal ~~strikethrough~~ (IPP strikethrough character)

Underlined and strikethrough must be used with attention as these indicate track changes: “addition” (underlined) or “deletion” (strikethrough) both in the OCS or when draft ISPMs and specifications are commented on in other situations.

Note that by placing the cursor in the emphasised word and selecting a paragraph style, the character style will be annulled. There are also “ResetChar”, “ResetPara” and “ClearFormat” commands available on the customized toolbar (see Figure 2).

5. Applying styles with the custom toolbar

The template (IPPCStyles.dot) includes a customized toolbar. It may be saved into a specific document (.doc file format) for circulating to working groups during drafting. This is done by opening the template in Word and saving it with a .doc name. The template can also be attached to a .doc through wither Tools | Templates and Add-Ins | Attach [IPPCStyles.dot]+Automatically update document styles; or by clicking on Developer tab | Document Template | Attach IPPCStyles.dot. If you do not have the Developer tab, go to the Word menu (four coloured button) | Word options | tick off “Show developer tab in the ribbon”

With the customized toolbar (see Figure 2), paragraph styles may be applied very simply by having the cursor in a paragraph and then clicking on the desired style button in the toolbar.

The lower buttons on the toolbar are also very useful for adding KWN constraints and page breaks and for resetting characters or paragraphs to their default characteristics.

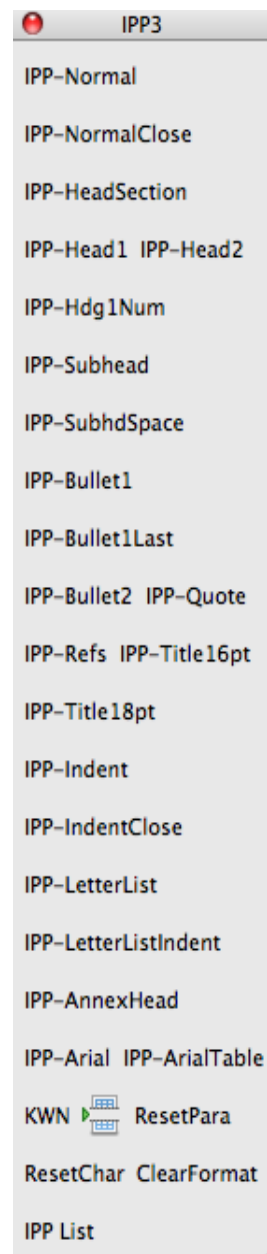


Figure 2. The customized toolbar for applying paragraph styles and other commands in the IPPC template,

Note that the aim in documents based on the template is to use the available styles in their default format, keeping the number of manually adjusted paragraphs to a minimum. This allows rapid resetting of paragraphs when numbers are applied and removed (see subsection below).

6. Numbering and unnumbering paragraphs

This subsection applies to situations where marginal paragraph numbering must be temporarily applied, as occurred with draft consultative IPPC documents (e.g. specifications, draft ISPMs, draft annexes) before the OCS system was developed. Many of these documents are still in the standard setting process.

If the OCS is used, no paragraph numbering should be inserted in the document which is being fed into the system, as this will be generated automatically by the OCS.

Considering that the OCS strips all formatting of documents, it may prove more efficient transforming the draft document into a table, adding a first column to the left and inserting paragraph numbering here. The document can then be formatted using IPPC styles. This draft document can be used during the consultative process up to the moment of member consultation where it must be re-transformed into text and uploaded into OCS.

6.1 Numbering paragraphs

The toolbar button IPP Paragraph numbering applies an 8-point, blue, Arial, italic, bracketed, marginal number for the consultative process:

[1] This is an example of IPP List numbering.

Problems arise when the numbers are automatically added to indented text (bullets, indents, quotes, references) and sometimes to the first entries of the manually numbered IPP Heading 1, IPP Heading 2 styles.

In order to use the IPP paragraph numbering style, but not having the problems that arise from automatic numbering, transform the text into a table. Then add a column before the text column, highlight this column and insert automatic numbering with the IPP paragraph numbering format. Copy and paste the numbering to e.g. wordpad and re-copy and paste it into the column. Hereby the formatting is lost. Re-apply IPP paragraph numbering format. The numbers are no longer up-dated automatically. Note that the manually inserted paragraph numbering must correspond to that generated by the OCS as the text will, at some point, be fed into OCS and differences in the numbering would create confusion. The OCS separates the text by paragraph signs and [1] is linked to the general comment, which does not, however, show when a report is made. Therefore, when inserting the numbering manually, note that it must start from [2].

If the table solution is not applied, note that:

Bullet styles. These lose their bullets when IPP List is applied. Bulleted lists should be selected and reset (reset para command in the toolbar) so their original appearance is restored. This means the bullet items are unnumbered but the sentence stem above the bullet items will have a number for identification.

Indent styles (indent, quotes, references). These lose their indentation when IPP List is applied. In many cases the change in alignment can simply be ignored during consultation and the paragraphs allowed to remain aligned at the margin like IPP Normal style. Otherwise manual indentation can be applied.

For indented paragraphs, if the original appearance is important in the numbered consultation documents, go to Format | Tabs | delete tab at 0cm, add tab at 1 cm, then go to Format | Paragraph | left indent -0.85 cm, hanging by 1.85 cm (cf. the default unnumbered format with left indent 0 cm, none).

For references, go to Format | Paragraph | left indent -0.85 cm, hanging by 1.85 cm (cf. the default unnumbered format with left indent 0 cm, hanging by 1 cm).

In the case of displayed quotes, these can simply be reset (use reset para command) to the original format without numbering.

Heading styles. Microsoft Word does not like adding a number and tab for marginal numbering of a heading that already has a number and a tab. When the text is selected and IPP List applied, the original heading numbers may be wiped even though they have been entered manually. The numbers may then have to be re-entered in headings.

Sometimes the first of the secondary headings (e.g. 1.2) does not show a marginal number but other secondary headings below are correctly formatted. In such circumstances, the easiest solution is to use Word's format painter (see *Format painter* below).

6.2 Unnumbering paragraphs

If a table has been used, delete the first column which contains the paragraph numbering, highlight the table and transform it into text.

If automatic numbering has been used, use the reset para command. Care must be taken to revisit specially formatted paragraphs and reapply the desired modifications to the underlying paragraph style.

The best option is to have a reference document retaining the original format from before numbering was applied, and to gradually unnumber sections of the text in the more recent file (rather than select the entire document). If the reference document is open as well as the document being unnumbered, then any original specialized formatting may be transferred to unnumbered paragraphs using Word's format painter (see below).

7. Page breaks and section breaks

Manual page breaks and section breaks should be kept to a minimum in Word documents. They present dangers in terms of pagination or print problems for users whose paper size, font characteristics or printer capabilities differ from that expected.

However, section breaks are necessary when different headers and footers are needed as is the case for Annexes, Appendixes, etc.

7.1 Manual page breaks

Manual page breaks are preferable to section breaks. (The latter may create problems with headers and footers when a document is altered.) However, manual page breaks are not desirable in an evolving document because the addition and deletion of text may shift the break to an unwanted place. Manual page breaks should rarely be needed in simple documents based on the IPPCStyles template because headings styles and other paragraph styles having KWN constraints prevent bad automatic page breaks.

Rather than add a manual page break to ensure a figure or table appears on a particular page, it is preferable to link the page break to the particular paragraph (e.g. a table caption above the table or an image insertion point). You do this by going to Format | Paragraph | Line and page breaks | Page break before. If subsequent changes rule this form of manual pagination unnecessary, you can click the ResetPara command in the customized toolbar to remove the paragraph's page break.

7.2 Section breaks

Section breaks should be used sparingly. They are necessary for specifying a right hand page (a new leaf) at major divisions of the document allowing a change in the text of headers and footers. Should space be at a premium, annexes or appendixes may be run on with the body of a document using page

breaks as is done with ISPMs; in other documents often the first (and sometimes each) such component is assigned a right-hand page as befits an attachment.

All new chapters should start on an odd page, but to save paper Appendixes, Annexes, etc. may start on an even page.

One reason for strictly controlling the number of section breaks is the annoyance of managing headers and footers if section breaks are subsequently deleted. When you insert a new section, you have the option of a first page differing in its header and footer from the surrounding pages.

7.3 First-page headers

Should one want a plain header for a new section in a document based on IPPCStyles.dot where the normal logo-bearing first-page header is in section 1 (the title page), it is necessary to uncheck the “same as previous” condition. The logo header can then be deleted. This will still leave the rule across the page (the Header style). If the paragraph is changed from Header to IPP Normal style, the rule disappears to leave a plain start to the page. This can then be repeated by using the “same as previous” condition for the first pages of subsequent sections.

8. Copying text between documents

Copying and pasting text from a source document based on other templates into a newer destination document based on the IPPCStyles template may introduce unnecessary paragraph and character styles that clutter up the format options and may cause style conflicts or lead to problems with the Word document or even corruption of the file.

One possibility is to copy text from the source document into a blank document and make it all Normal style or copy and paste it into Wordpad. Recopy this text and paste into the destination document based on the IPPCStyles template. Then assign the IPP paragraph styles as required. Another option is to have the intermediate blank document based on IPPCStyles and use “paste special” (Ctrl+Alt+V) specifying “unformatted text” to paste the copied text from the source document. This gives the opportunity to experiment with applying IPP paragraph styles to an unformatted passage to see if it is practicable to carry out reformatting before altering the destination document; such an experiment may lead to a decision to copy text directly from source to destination document.

Although this two-stage copy and paste process may take a little more trouble, it will lead to a “cleaner”, more professional appearance and fewer problems.

9. Formatting of supplements, annexes, appendixes and attachments

The formatting should follow the general rules for the application of IPP styles. Note that attachments are usually different kinds of documents and are only named attachments in the header to identify the document in meetings (i.e. the title of the document need not include the word “Attachment”).

Component status note (prescriptive or non-prescriptive status) and adoption note (for added or revised annexes etc.): IPP Normal + 10 pt font size (there is no style for this). The note is placed above the document title.

Title: *IPP AnnexHead*, level 2 and very similar to IPP Heading1 but has no hanging indent. It may be applied to annex, appendix, supplement and attachment titles. “ANNEX”, “APPENDIX”, etc. in capitals.

For criteria for the formation, content and change of supplements, annexes and appendixes in ISPMs see page **Error! Bookmark not defined.** on content of ISPMs.

(Make sure that both the Word document and the PDF document are in the same folder when creating a hyperlink. In that way, you can transfer your document to any other computer and as long as the two documents are in the same folder together, the link will still work.)

10. General formatting details

Table of contents

A table of contents should be generated for documents of 10 pages or more, but can also be added for shorter documents if it is deemed that it will help the reader to navigate the document. For long appendixes, annexes or similar a separate table of contents can be generated by using either lower-level TOC styles (e.g. TOC 6 to TOC 9) or by delimiting the text using Bookmarks.

References

Use the style “IPP References” and refer to the Style Guide, section “References to documents, ISPMs, IPPC and FAO” for examples.

File size

If needed, a PDF can be created to reduce the overall file size. Circulate Word documents without pictures but with picture frames instead where the pictures will go. This allows captions to be present in an image-free Word document and editable.

Tables

All tables should have a reference in the main text of the document and be numbered sequentially according to the order they are referred to in the text.

The position of the table should be close to the text mentioning.

A table’s caption is positioned above the table.

Illustrations, images and figures

All illustrations, images and figures should have a reference in the main text of the document and be numbered in the order in which they are referred to in the text. The position should be close to the text mention and preferably be placed at the top of a page. The caption is usually positioned below or to the side of the figure.

Illustrations, images and figures should not include any text because the text needs to be modifiable (e.g. for translations).

Images should be compressed while maintaining the quality. The images are best at 300 dpi for sharp printing. Aim for 5–8 cm width. Maximum column width is 16 cm. Crop all unnecessary parts of the image. Ensure all text concerning the image (explanatory detail with arrows or call-outs etc.) is separate from the image. Group images and objects (e.g. picture+arrows+text) to ensure some parts do not shift independently when the layout is modified.

The illustrations and their associated text must allow translators to easily work on them; that is to translate the text, and modify the size of text boxes (as at least French and Spanish take more space than English).

11. Formatting Tips

Format painter

Because of the trickiness of numbering and unnumbering (with Word having its own way of doing things and a worrying balkiness about obeying the user’s wishes), the use of the format painter tool can be a great help. If one numbered heading has been sorted out automatically so that it carries two numbers (blue marginal and its own hierarchical identity) but other headings are wrong, click in the correctly formatted paragraph, click on the format painter tool (the paintbrush in the main toolbar), and then click in the paragraph to be corrected.

The format painter can also be extremely useful at any time when formatting a document.

Format painter can be applied between two open documents, clicking first in the source paragraph with the desired format, then clicking the paintbrush in the toolbar, and then crossing to the second document and clicking in the destination paragraph to apply the same style.

Soft return: shift+return

Non breaking space: shift+ctrl+space

Copy and paste track changes: turn off “track changes” in both documents as they will otherwise not be kept when pasted.

Degree sign: Insert | Symbol for TimesNewRoman or by using typing alt+numberpad 0176 on a PC or shift+option+8 on a Mac.

Adding Developer tab: 1. Click the File tab; 2. Click Options; 3. Click Customize Ribbon; 4. Under Customize the Ribbon and under Main Tabs, select the Developer check box.

Dot template: Use the Word template IPPCStyles.dot in order to have the full style set available (found under Templates, e.g. C:\Users\Moller\AppData\Roaming\Microsoft\Templates and in the Style guide folder).

The easiest way to use the IPPCStyles.dot template if the styles are not in the document on which you are working is to do the following: Click on Developer tab | Document Template | Attach IPPCStyles.dot. If you do not have the Developer tab, go to the Word menu (four coloured button) | Word options | tick off “Show developer tab in the ribbon”. (As noted previously, the template can also be attached to a .doc through the main menu: Tools | Templates and Add-Ins | Attach [IPPCStyles.dot]+Automatically update document styles.)

Bookmarks

Using bookmarks is an easy way to both mark and find specific places in a publication in order to quickly return to the section or paragraph.

Bookmarks are also very useful if an additional table of contents is needed for a part of a publication, e.g. where the Annex, Appendix, etc are long. They can be created in the following manner:

- (1) Select all the text for the entire area and then click Insert tab | Links group | Bookmark.
- (2) Type a name for the bookmark and click Add.
- (3) Create a TOC using References | TOC | Insert TOC.
- (4) To modify the field code syntax for the TOC
 - Select the TOC, right-click it and choose Edit field.
 - Click the Field code button and add the following string to the current codes: \b bookmark (the result should look something like {TOC\b “bookmark”}).

OR

- (1) Click where you want to add a section table of contents.
- (2) On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.
- (3) Under **Field names**, click **TOC**.
- (4) Click **Field Codes**, and then click **Options**.
- (5) In the **Switches** list, click \b, click **Add to Field**, and then click **OK**.
- (6) In the **Field codes** box, type the name of the bookmark for that section.
- (7) IMPORTANT Be sure that a space separates the \b switch and the bookmark name.
- (8) Click OK (the result should look something like {TOC\b bookmark*MERGEFORMAT}).