



# STYLE GUIDE

## Edition 1.0

January 2021



# DOCUMENT REVISION

---

Revisions to this document are to be noted in the table prior to the issue of a revised document.

Date	Details	Approval



# CONTENTS

---

<b>1. INTRODUCTION .....</b>	<b>5</b>
1.1. Purpose and content .....	6
1.2. Document names and references.....	6
1.2.1. Document file types.....	6
1.2.2. Naming principles .....	6
<b>2. STYLE - CONTENT .....</b>	<b>8</b>
2.1. Language.....	8
2.2. Grammar .....	8
2.2.1. Gender neutral references .....	8
2.2.2. Person pronouns .....	8
2.3. Spelling.....	8
2.3.1. Reference language .....	8
2.3.2. Abbreviations, initialisms and acronyms .....	8
2.3.3. Capitalisation .....	9
2.3.4. Numbers, times and dates.....	9
2.4. Punctuation.....	10
2.4.1. Full stops and spacing.....	10
2.4.2. Bullets and Lists .....	10
2.4.3. Quotations .....	11
2.5. Font.....	12
2.5.1. Italics.....	12
2.5.2. Bold.....	12
2.5.3. Underline .....	12
2.6. Equations .....	12
2.6.1. Referencing equations.....	12
2.6.2. How to include equations.....	12
2.6.3. Font size.....	13
2.6.4. Units .....	13
2.7. Common sectional content and order.....	13
2.7.1. Order .....	13
2.7.2. Cover page.....	14
2.7.3. Document revision table and watermarks .....	15
2.7.4. Template specific sections.....	15
2.7.5. Contents page.....	16
2.7.6. Main body of text .....	16
2.7.7. Hyperlinks.....	16
2.7.8. Abbreviations.....	16
2.7.9. Definitions .....	17
2.7.10. References .....	17



# CONTENTS

---

2.7.11.	Further reading.....	18
2.7.12.	Annexes and Appendices.....	18
<b>3.</b>	<b>STYLE – STRUCTURE AND FORMATTING .....</b>	<b>18</b>
3.1.	Microsoft Word styles .....	18
3.1.1.	Applying styles.....	19
3.1.2.	Copying from other documents.....	19
3.1.3.	Using styles not immediately visible in the style gallery.....	19
3.2.	Document layout .....	19
3.2.1.	Cover page and document revision pages.....	19
3.2.2.	Contents page.....	19
3.2.3.	Main text and section headings.....	19
3.2.4.	Definitions .....	20
3.2.5.	Abbreviations.....	20
3.2.6.	References .....	20
3.2.7.	Further reading.....	20
3.2.8.	Index.....	21
3.2.9.	Section and page breaks.....	21
3.2.10.	Figures, tables and equations.....	21
3.2.11.	Appendices and annexes .....	22
3.3.	Brand.....	23
<b>4.</b>	<b>DEFINITIONS.....</b>	<b>24</b>
<b>5.</b>	<b>ABBREVIATIONS .....</b>	<b>24</b>
<b>6.</b>	<b>REFERENCES .....</b>	<b>24</b>
<b>7.</b>	<b>FURTHER READING .....</b>	<b>24</b>
<b>8.</b>	<b>INDEX.....</b>	<b>25</b>
<b>APPENDIX 1 .....</b>		<b>26</b>

## List of Tables

Table 1	Technical documents types and reference prefixes.....	6
Table 2	Example table with row headers.....	21
Table 3	Example table with column headers .....	21
Table 4	Preferred spellings for commonly used words.....	26
Table 5	Preferred spellings for verbs ending in -ise, -ize, and -yse.....	27

## List of Figures



# CONTENTS

---

Figure 1	Example of how to achieve right justified equation number.....	12
Figure 2	The Styles Gallery.....	18
Figure 3	Example of centred figure .....	22
Figure 4	Example of offset placed figure .....	22

## 1. INTRODUCTION

---

## 1.1. PURPOSE AND CONTENT

This document is designed to assist those preparing and reviewing documentation. It is important that these documents have common language, structure and appearance and this guide is designed to assist authors and reviewers achieve the production of consistent and professional documents.

This document is divided into three main parts:

- Style - Content (section 2) - this includes the preferred standards for grammar, language, punctuation, and spelling.
- Structure – Structure and formatting (section 3) - this includes how documents should be structured and ordered and includes the use of customised styles and fields in Microsoft Word.
- Appendices – including a supplementary table of spelling, a summary of the styles applied within the document templates and an extract from the *Brand Guidelines* [1] to illustrate the corporate colours.

This document also summarises the layout and content of the templates for the following documents:

- Standards
- Recommendations
- Guidelines

It is recommended that authors and reviewers study this guide before creating or editing any of those types of documents. The introduction of this guide will also be accompanied by a series of training events for committee participants to help them apply the *Style Guide*. If you have any queries regarding the content of this Guide, please contact the Secretariat for assistance. The *Style Guide* will periodically be updated to reflect significant changes in document formats and English language usage, grammar, and spelling.

## 1.2. DOCUMENT NAMES AND REFERENCES

### 1.2.1. DOCUMENT FILE TYPES

Microsoft Word is used to write both technical and non-technical publications. Other than working documents, these are generally published digitally as PDF files. The publication of this *Style Guide* has been accompanied by a review and edit of the current templates.

### 1.2.2. NAMING PRINCIPLES

IALA technical documents include those as shown in Table 1:

*Table 1 Technical documents types and reference prefixes*

Type of publication	Prefix
Standard	S
Recommendation	R
Guideline	G
Model course	C

There are naming principles for the technical documents in Table 1 and they should be saved with a filename using the following syntax:

[p][nnnn]<space> [title] <space> [(legacy)] <space> [Edx.x] <space> [date]

where

- p is the single capital prefix letter (S, R, G or C);
- nnnn is a four-digit identifier;
- title is the exact title of the publication;
- (legacy) is a former identifier, if applicable e.g. E-141;
- Edx.x is the edition of the document, e.g. Ed1.0, Ed1.1, Ed2.0 etc; and
- date is the month and year of issue e.g. December 2020.

Below are some examples of how the syntax is applied to file names of IALA standards, recommendations, and guidelines:

- S1010 Marine AtoN Navigation Planning and Service Requirements Ed1.0 May 2018
- R0141 Training and Certification of AtoN Personnel (E-141) Ed4.0 December 2017
- G1008 Remote Control and Monitoring Ed2.0 June 2009

If sub-guidelines are created e.g. G1111 is split into three parts, the guidelines should be numbered and referred to as G1111, G1111-1 and G1111-2.

Model courses should be numbered in accordance with the Model Course Master List VTS model courses should start at C01xx (in order to retain the familiarity of the original V-103 identifier) and be named as shown in the following examples:

- C0103-1 VTS Operator Training (VTS-103/1) Ed2.0 June 2011
- C0103-2 VTS Supervisor Training (VTS-103/2) Ed2.0 December 2011

Level 1 AtoN related model courses should start at C1001 and Level 2 at C2001 and be named as shown in the following examples:

- C1001 Marine Aids to Navigation Manager Training (L1.1) Ed1.1 December 2019
- C1002 Master of Marine Aids to Navigation (L1.2) Ed2.1 December 2019
- C2001-1 Introduction to Aids to Navigation (L2.1.1-1.2) Ed3.2 December 2018
- C2002-1 Lights and Marine Lanterns (L2.1.3.1-3) Ed2.3 December 2018

Document files should not be titled with a forward slash (/) in the title as the file saving protocol will not permit it. If it is included in the document title, the filename should be created with a space, e.g. "Human/Machine Interface" in the document name should be included in the file name as "Human Machine Interface".

## 2. STYLE - CONTENT

### 2.1. LANGUAGE

Documents are produced in English (defined in Microsoft Word as English (United Kingdom)) and may also be replicated in other languages.

### 2.2. GRAMMAR

#### 2.2.1. GENDER NEUTRAL REFERENCES

Gender neutral means terms that cannot be interpreted as referring to a single gender. Gender neutral nouns should be used wherever possible e.g. Chair.

In general, content should be worded to avoid masculine and feminine pronouns (he or she and where appropriate they or them should be used.

If using pronouns use he or she rather than he or she in the singular and also avoid the use of a forward slash to separate pronouns i.e., not he/she. Avoid using titles such as Mr, Miss, Mrs, or Ms.

#### 2.2.2. PERSON PRONOUNS

The use of person pronouns (e.g. I, me, we, us) and possessive pronouns (e.g. my, our) should be avoided. The relevant noun or a different sentence construction should be used instead e.g. "Given the likely extended timescale to complete this work, we anticipate interim measures" could be changed to "Given the likely extended timescale to complete this work it is anticipated that interim measures...".

### 2.3. SPELLING

#### 2.3.1. REFERENCE LANGUAGE

IALA uses the *Oxford English Dictionary* (OED) [2] as the main reference publication, supplemented by the spelling list provided in appendix 1. Where the OED provides alternatives, authors should use the main spelling of the word. The spelling list includes words that do not appear in the OED but that are relevant to the work of IALA. It also includes words that appear in the OED but for which a different spelling is provided, usually on account of customary IALA usage.

When checking spellings, first check the list in appendix 1 and then, if necessary, consult the OED. Appendix 1 contains lists of verbs ending in -ise, -ize and -yse and plurals of nouns.

#### 2.3.2. ABBREVIATIONS, INITIALISMS AND ACRONYMS

These terms are defined as follows:

- Abbreviations – typically a shortened form of words used to represent the whole e.g., Dr Prof. The term abbreviation may also be used as a generic term to describe abbreviations, initialisms and acronyms.
- Initialisms – a set of initial letters where each letter is pronounced e.g., VTS.
- Acronyms – a set of initial letters that usually form another word in part or whole e.g., ENAV, AtoN or Radar.

These should be used sparingly as their overuse can result in a document sounding jargonistic and may hinder communication.

As a general rule, each letter of an initialism should be written in capitals and without full stops. Capitalisation of acronyms vary and may be all upper case, all lower case or a mixture of the two as in the examples above.

The name or title should be written in full the first time it occurs followed by the abbreviation in brackets, e.g:



“The purpose of a vessel traffic service (VTS) is to contribute to safety of life at sea, safety and efficiency of navigation and the protection of the environment within the VTS area by mitigating the development of unsafe situations...”

Or “London Vessel Traffic Service (VTS) is situated at Gravesend with another VTS centre at the Thames Barrier”.

The existence of an acronym or initialism does not in itself require that the full version of the term should be written with initial capitals e.g., VLBC is written as very large bulk carrier and NGO as non-governmental organization.

Initialisms and acronyms are not normally included for names or titles that occur only once or twice in a text. If an entity referred to is better known by its abbreviation, it may be preferable to include it even if the name occurs only once. If, however, an entity referred to is better known by its initialism or acronym, it may be preferable to include the initialism or acronym even if the name only occurs once.

The plural form of an initialisation or acronym is with an “s” added at the end. An apostrophe should not be inserted before the “s”, e.g. VTSS.

### 2.3.3. CAPITALISATION

Use initial capitals sparingly. If they are used too liberally, they can detract from the importance of key words.

Initial capitals are normally used for:

- All words in the titles of documents, except articles (e.g. the, an), conjunctions (e.g. and, but) and prepositions (e.g. on, under).
- The first word in a title is always capitalized, even if it is an article, conjunction or prepositions e.g. *On Golden Pond*.
- The first word of:
  - chapter headings, sections, subsections, annexes, appendices, tables, figures and articles (legal provisions);
  - legends on figures and maps; and
  - titles of publication articles.
- References to Figures, Tables and Equations in running text.
- The official titles of individual persons and organizations e.g. Secretary-General, Chair, Vice-Chair, Communications Officer, International Maritime Pilots Association.
- The titles of specific groups e.g. the IALA Council and the ENG Committee.
- The word States e.g. coastal States (but not competent authorities).

Initial capitals should not be used, however, in general references to official titles or when referring to the plural e.g. “The meeting was attended by the chairs of the committees”.

Terms referring to types of IALA membership should be written as National member, Associate member, Industrial member and Honorary member respectively.

The words appendix, chapter, paragraph, section, annex, and other terms for divisions of a text should not be capitalized in running text.

### 2.3.4. NUMBERS, TIMES AND DATES

#### 2.3.4.1. Numbers expressed in words or figures

Numbers under 10 are normally expressed in words e.g. eight, not 8. In the following cases, numbers are always expressed in words (with a hyphen inserted between words for numbers greater than 20):

- At the beginning of a sentence e.g. “Seventeen delegates participated in the debate”; and

- In isolated references to approximate measures and periods of time e.g. “The ENAV committee was established twenty-four years ago”

An exception is when referring to numbers in relation to a section of a document e.g. appendix 1 or section 2.

Numbers over 10 are normally expressed in figures.

#### **2.3.4.2. Numbers occurring together or in a series**

When two numbers are written together, they should be expressed in different ways according to the nature of the elements and the context e.g. “The company provided three 8-year old freighters” or “There was a choice of two 5-door hatchback vehicles”.

#### **2.3.4.3. Ordinal numbers**

Ordinal numbers less than 10 should be expressed in words e.g. the third in a series of lectures. Ordinal numbers greater than 10 are normally expressed in figures e.g. the 61<sup>st</sup> session of the Council.

#### **2.3.4.4. Currency**

Sums of money should be written with no space between the symbol and the value (e.g. £2.40 and €900).

A comma should be included after every 1000 interval (e.g. \$9,001.57 and 4,800.00¥).

#### **2.3.4.5. Times**

References to the time of day should generally use the 24-hour system. The time should be expressed in four figures with a colon separating the hours and minutes, e.g. 09:00 or 14:30. If more than one time zone is involved, Coordinated Universal Time (UTC) should be quoted.

#### **2.3.4.6. Dates**

The day and year should normally be written using cardinal numbers with the month written in full e.g. 17 June 2020. The date order should always be day/month/year. In certain circumstances the day and month elements may be omitted and the month may be shortened to a three letter acronym e.g. Dec from December.

If the day of the week is also mentioned this should precede the date and be followed by a comma e.g. Wednesday, 17 June 2020. In the case of a date range, the dates should be written as cardinals e.g. 18 -21 June 2020.

#### **2.3.4.7. Collective years**

A single period covering two or more full years can be written either 1999-2003 or from 1999 to 2003.

#### **2.3.4.8. Seasons**

The designations of the seasons relate to different times of the year in the northern and southern hemispheres. Consider therefore, replacing references to seasons with a date, month or quarter related to the calendar year e.g. Q1 represents January to March, if this can be ascertained.

### **2.4. PUNCTUATION**

The use of punctuation described in this section applies to text either within the main body or within tables.

#### **2.4.1. FULL STOPS AND SPACING**

A full stop should be used to denote the end of a sentence in running text. Figure and table captions do not require a full stop.

There should be one space between sentences following a full stop.

#### **2.4.2. BULLETS AND LISTS**

Both bullets and numbered list styles are available in the templates but bullets are the preferred method of itemising. Numbered lists are useful if the order of the list matters or if it is necessary to refer to specific points within the list, but generally bullets should be used.

The lists and bullets should be punctuated depending on the content, see the following points:

- A numbered or bulleted list in which each point is a complete sentence should start with a capital letter and each line end in a full stop. For example:  
“The Managing Director made three comments about using information technology:
  - All IT equipment needs to be kept up to date.
  - Staff must be trained to use new IT equipment.
  - Don't think that technology will cure all our problems - it won't.”
- A list which is a continuous sentence should be written to imply continuation with lower case starting letters, semi colons at the end of each line, an appropriate conjunction (e.g. and or or) at the end of the penultimate line and a full stop at the end of the last line.

For example:

“If you want to keep your office tidy, please remember to:

- put your rubbish in the bin;
- clean up after you make the tea; and
- take your food out of the fridge.”
- A list of short points or items should be written with capital letters and no full stops. For example:  
“Any good office should have the following items:
  - Kettle
  - Teapot
  - Microwave
  - Fridge”

Three levels of bullets are available in the document templates as follows:

- this is **Bullet 1** style;
  - this is **Bullet 2** style;
    - this is **Bullet 3** Style

Three levels of lists (1, a & i) are available as follows:

- 1 The number and text are **List 1** style.
  - a The letter and text are **List a** style.
    - i The letter and text are **List i** style

There are specific list styles for use in the main page of the Recommendation template that indent inline with the default paragraphs.

It is useful to note that if a list appears to be continuing a numbering from a previous list by, for example, starting the list at 5, right click and select **Set numbering value** to reset it to 1.

### 2.4.3. QUOTATIONS

Quoted words, sentences and paragraphs should be enclosed within double quotations marks. Single quotation marks are used to enclose quotations, within quotations for example:

“They described their fourth Championship win within five years as ‘an amazing achievement’ during their interview”.

Quotations that consist of a complete paragraph are normally included as an indented block of text for example:

“All applications for membership and changes in the type of membership are subject to acceptance by the Council. The Council may require an application for Industrial or Associate membership to be reviewed by a National Authority of the area where the applicant carries out his activities or has his principal place of business”.

## 2.5. FONT

### 2.5.1. ITALICS

In running text italics are used for the titles of publications, e.g. *The Road to Wigan Pier* and the titles of IALA documents e.g. *IALA Complementary Lighthouse Use Manual*.

### 2.5.2. BOLD

The use of bold for emphasis should generally be avoided. As an exception, bold text can be useful for distinguishing software commands e.g. **Align Left**, **Insert Table**.

### 2.5.3. UNDERLINE

The use of underline for emphasis or title should be avoided.

## 2.6. EQUATIONS

### 2.6.1. REFERENCING EQUATIONS

If equations are included in the main body of the text, they should be explicitly referred to in the running text and centred on the page. Equations should be numbered consecutively with a right justified number in brackets e.g. (1) on the same line as the equation.

Any explanatory terms should be indented immediately below the equation starting with the non-capitalised term “where” and each term punctuated with a semi-colon until the penultimate term which should also include a semi-colon and the non-capitalised word “and”. For example:

The modified impulse response function is expressed by Equation (1):

$$q(t) = \frac{w_1}{a_1} e^{-\frac{t}{a_1}} + \frac{w_2}{a_2} e^{-\frac{t}{a_2}} \quad (1)$$

where

$$\frac{w_1}{a_1} + \frac{w_2}{a_2} = \frac{1}{a};$$

$$w_1 + w_2 = 1;$$

$$a = 0.2s; \text{ and}$$

$$q(t) = 0, \text{ when } t < 0.$$

### 2.6.2. HOW TO INCLUDE EQUATIONS

#### 2.6.2.1. Microsoft Word Equation Editor method

The preferred method for including equations in the template documents is the **Microsoft Word Equation Editor** found in the **Insert** menu. This provides mathematical notation and default arrangements such as fractions and superscript. The preferred layout and number reference described above can be achieved by typing #(x) where x is the number required immediately after the equation.

$$A = \pi r^2 \#(2)$$

Figure 1 Example of how to achieve right justified equation number

For example, typing the formula followed by #(2) (as shown in Figure 1) and then pressing return will result in the following equation centred on the page and number being displayed on the same line to the right:

$$A = \pi r^2 \quad (2)$$

Note that equations do not automatically re-number using this method. If another equation is inserted between two existing equations the number must be adjusted manually.

#### 2.6.2.2. Manual method

Although the Microsoft Word Equation Editor is the preferred way of inserting equations, sometimes it is necessary to insert equations created elsewhere and copy those into the document as pictures. In the example below, the equation is included as a picture, wrapped **In Front of Text** :

“The area of a circle is shown in equation (3):

$$A = \pi r^2 \quad (3) \text{ “}$$

To insert the number manually select **Equation number** paragraph style. The author may need to manually adjust the picture position to ensure it is centred and level with the number, achieving consistency with the automatically generated Microsoft Word Equation Editor layout described above.

#### 2.6.2.3. Combining Microsoft Word Equation Editor and manual methods

If it is necessary to combine the two methods described in previous paragraphs, care should be taken that the equation numbering runs sequentially. The default numbering system can be restarted at a higher number (to accommodate a Microsoft Word Equation Editor equation, for example) by right clicking on the number and selecting **Set Numbering Value**.

#### 2.6.3. FONT SIZE

The equation font size should be the same as the template default body text i.e. 11 points. Microsoft Word Equation Editor should select the font size of the paragraph into which the equation is inserted. If the paragraph selected is **Body text** style, the equation font will be 11 points. Care should be taken when inserting equations as pictures, that the font size is as close to 11 points as possible.

#### 2.6.4. UNITS

There should be no space between a number and units e.g., 0.2s, 3mm and standard SI units should normally be used rather than writing out the word. If the sentence includes non-specific values however, e.g. a few metres, it is acceptable to write the word in full.

### 2.7. COMMON SECTIONAL CONTENT AND ORDER

#### 2.7.1. ORDER

Standards, recommendations and guideline documents follow specific layouts respectively but all have the following elements in common at the start of the document:

- Cover page
- Document revision table

The subsequent content is then as follows for the respective templates:

- Standard
  - Contents page
  - Page titled “The General Assembly” that records the approval of the standard by the General Assembly.
  - Main body with eight standard sectional headings.

- Recommendation
  - Standard page including a series of statements that form the Recommendation.
  - Optional annex with content laid out as for a guideline.
- Guideline
  - Contents page
  - Main body of text.

The Definitions section immediately follows the main body of text in the Recommendation and Guideline templates and contains an explanation with specific wording regarding the use of the IALA dictionary. Depending on the content, recommendation annexes and guidelines may warrant the inclusion of additional information and, if included, the sections should be written in the following order after the Definitions section.

- Abbreviations
- Definitions
- References
- Further reading
- Appendices

Guidelines may also include annexes subject to the definitions described in 2.7.11.

The following paragraphs briefly describe the content of these sections.

#### 2.7.2. COVER PAGE

The cover pages of the technical document templates are designed so that whatever is typed into certain entries, this will be replicated in the footer on subsequent pages. The document type, name, reference, edition, date, and uniform resource name (URN, see below) entries are laid out identically and are written in individual text styles that should not be altered to ensure replication in the footer. The **Styleref** field is used to link the document information to the footer.

The document footers and headers should not be edited if at all possible; the footer fields should update if the main body text changes by clicking on the footer to make it editable and then closing it again or by right-clicking on the individual field and selecting **Update Field**. Note that this action may be required in each of the document sections.

Note that when typing the guideline number and name, the cover text will automatically be rendered in upper case letters but within the footer the **StyleRef** field will replicate the keystrokes. The document number and name should be typed with upper case letters in the appropriate places to ensure correct display in the footer.

##### 2.7.2.1. Document type

The document type is written in the coloured box and corresponds to the type of document template used. The document type will also indicate the document reference prefix to be used in the document reference as shown in Table 1. The coloured box is an embedded item within the document template and the colour is in accordance with the *Brand Guidelines* for a particular document type.

##### 2.7.2.2. Document reference

The document reference is written in the format e.g. Gnnnn where the prefix indicates the document type as shown in Table 1 and the nnnn is the four digit document identifier.

##### 2.7.2.3. Document edition

The document edition is written in the format Edition x.x. Documents are given a primary revision number e.g. Edition 1.0, Edition 2.0 when the document requires Council approval and a secondary revision number e.g. Edition 1.1, Edition 1.2 when the changes are minor and/or editorial corrections and do not require Council approval.

#### 2.7.2.4. Document date

The document date should be written as either day, month year or month, year in accordance with section 2.3.4.6. For all IALA documents the edition date should always be in the form of month and year (both in full).

#### 2.7.2.5. Marine Resource Name (MRN) reference

IALA assigns each technical publication a uniform resource name (URN) to enable identification of documents as a unique resource. This is also referred to as a marine resource name (MRN) and is included below the date on the technical publication cover page using the **MRN** style. The MRN is also replicated within the document footer.

The MRN syntax is written in the following format with a common prefix indicating that the document is an IALA publication and ending with the same document reference prefix and number as the main file reference:

urn:mrn:iala:pub:[p][nnnn]

where:

urn:mrn:iala:pub: is the common part of the syntax indicating an IALA publication;

p is the single capital prefix letter (S, R, G or C); and

nnnn is the four-digit identifier.

The inclusion of the MRN is described in detail in Guideline 1143 *Unique Identifiers for Maritime Resources*.

#### 2.7.2.6. Logo and address

The logo and address are in accordance with the *Brand Guidelines*. They are embedded within the document template headers and footers and should not be edited.

### 2.7.3. DOCUMENT REVISION TABLE AND WATERMARKS

The document revision table records all updates to the document. Entries should be included as follows:

- For new documents, the document revision table should be left blank until submission to the Secretariat.
- New documents will be dated and given the Edition number 1.0 when approved by Council and include the Council number.
- Documents requiring significant amendments and resubmission to Council will be given a revision number as in accordance with section 2.7.2.3 and a note of the main changes made in the Details column.
- The Approval column for documents with a secondary revision number will be left blank by definition as described in 2.7.2.3.

Any documents being prepared or modified by the committees should include a “DRAFT” watermark.

### 2.7.4. TEMPLATE SPECIFIC SECTIONS

#### 2.7.4.1. Standard

Following the cover page in the Standard document template, there is a blank page and a following page that begins “THE GENERAL ASSEMBLY”. This page records that the General Assembly officially accept the Standard. The following page is a contents page describing eight standard sections that form the main body of the text, utilising the styles as described in 2.7.6.

#### 2.7.4.2. Recommendation

Following the cover page in the Recommendation document template, there is a page that begins “THE COUNCIL” and continues with a series of statements that are included in a default sequence with specific starting words.

Other than the starting words, the sentences should be edited accordingly (or removed completely where appropriate), apart from the first paragraph starting “**RECALLING**” which should always be included. If this first

paragraph is removed by mistake, it can be reinserted by selecting the **Insert** menu and selecting **Quick Parts** and the **AutoText** entry “Recalling”.

There is the option to include an annex to the Recommendation. If this is included, the first page is a table of contents that also includes a list of tables and figures. If there are no tables or figures in the annex, the tables of tables and figures should be deleted.

The Recommendation template includes the same **Annex Title (Head 1)** style as the Guideline template but applies the main section heading styles, as for the main body of text in the Guideline template for subsequent sections (rather than the Guideline annex headings). Further detail on the appropriate styles to use in the respective document templates is included in appendix 2.

#### 2.7.5. CONTENTS PAGE

The contents pages included in the document templates include, by default, a table of contents (TOC), figures and tables.

The TOC displays section headings according to the level of heading used; level 1 corresponds to **Heading 1** style, level 2 to **Heading 2** style etc.

Only levels 1 to 3 headings appear in the TOC and only level 1 headings appear capitalised. Although level 2 and 3 headings appear capitalised within the main body, if capitalisation is required for any letters to be displayed within the table of contents other than level 1, they must be capitalised when being written as the section heading.

Only level 1 headings (i.e. Annex title (Head 1) and Appendix title (Head 1)) are included for an annex or appendix in the TOC. Annex or appendix figures, tables and equations are not included within the relevant tables.

If the document does not include figures, tables, or equations these default table headings should be deleted. See section 3 for how to insert figure and table captions and equation numbers using the relevant styles.

It is important to right click and select **Update field, Update Entire table** on the TOC and other tables before the document is finalised to ensure:

- page numbers are correct;
- that the document layout does not require any fine adjustment; and
- that the document contents are displayed as anticipated.

#### 2.7.6. MAIN BODY OF TEXT

The main body of text will be specific to the template and document content but should be prepared only using the styles available within the **Style Gallery**. Section 3 provides more information about applying styles to the main body of the text.

#### 2.7.7. HYPERLINKS

The use of hyperlinks can be useful for further information but they should be used sparingly as they rely on external links that may not be maintained.

#### 2.7.8. ABBREVIATIONS

Abbreviations include all initialisms, initialisations and acronyms. It may not be necessary to include abbreviations in this section that are considered common knowledge such as IMO or IALA. Other abbreviations included in the main body of the text including within tables, figures, annexes and appendices should be included this section, immediately following the definitions. Abbreviations used in equations should be expanded immediately below the equations in which they occur.

Authorised abbreviations are listed in the *International Dictionary of Marine Aids to Navigation (IALA Dictionary)* [3].



Particular attention should be given to abbreviations that may differ in form when they appear in tables and figures that cannot be edited, e.g. graphics. Any potentially confusing terms should be clarified immediately below the graphic. See section 3.2.5 for the Abbreviations section layout.

#### 2.7.9. DEFINITIONS

The IALA Dictionary is the definitive source of definitions. As far as possible, additional definitions should not be included and the Definitions section should contain the text as follows:

“The definitions of terms used in this Guideline can be found in the *International Dictionary of Marine Aids to Navigation* (IALA Dictionary) at <http://www.iala-aism.org/wiki/dictionary> and were checked as correct at the time of going to print. Where conflict arises, the IALA Dictionary should be considered as the authoritative source of definitions used in IALA documents.”

If deleted for any reason, this text can also be inserted by selecting **Insert, QuickParts, Autotext** and selecting the paragraph included in the document template.

#### 2.7.10. REFERENCES

References are sources directly referred to in the running text and should be given a sequential number, starting at 1. The reference number should be included as close to the referenced text as possible and included as a number within square brackets.

The reference should be listed in the References section in the following syntax using the **Reference list** style:

[author surname,] <space> [initial.] <space> [year] <space> [title.]

For example:

“Hawking also suggests ways that quantum mechanics can be combined with the theory of special relativity [1]. This text builds on his discussion of the instability of black holes described in *A Brief History of Time* [2].”

should be included in the reference list as follows:

[1] Hawking, S. (2001) The Universe in a Nutshell.

[2] Hawking, S. (1988) A Brief History of Time.

When referring to other IALA publications the following syntax should be used in running text:

[document type] <space> [p][nnnn]<space> [title]

where:

document type is Standard, Recommendation, Guideline or Model Course;

p is the single capital prefix letter (S, R, G or C);

nnnn is a four-digit identifier; and

title is the exact title of the publication.

for example:

“The symbology of virtual AIS AtoN can be found in Guideline *G1081 Provision of Virtual Aids to Navigation* [1]” with the [1] being the relevant inclusion in the reference list, for example:

[1] IALA. (2013) G1081 Provision of Virtual Aids to Navigation.




The styles available for the respective document templates are included in appendix 2.

### 3.1.1. APPLYING STYLES

The document templates include a skeleton framework for creation of a finished document and styles have been applied to various sections and content. Content should be added by either typing or copying text (see also 3.1.2), selecting it and then applying the style by clicking the relevant style in the **Style Gallery**. Appendix 2 contains style quick guides for the respective document templates. It is recommended that authors familiarize themselves with the styles before creating or editing a document.

### 3.1.2. COPYING FROM OTHER DOCUMENTS

It is important that any imported text from another document is pasted as **Text only** (this icon ) , to minimise the risk of non-standard styles being copied into the document and affecting the document appearance and functionality. Once the unformatted text has been copied, it can then be highlighted, and the appropriate style applied to it to achieve consistency. Non-IALA styles must not be copied into IALA documents.

### 3.1.3. USING STYLES NOT IMMEDIATELY VISIBLE IN THE STYLE GALLERY

Generally, within the document templates, all styles that the author requires should be available in the document **Style Gallery** window. If other document styles are required, for example if the cover page text is deleted in error, right click and select **Styles, Apply Styles**, click the styles icon and all styles available in the document (but not necessarily visible in the **Style Gallery**) will appear. Care should be taken when applying any styles that are not visible in the **Style Gallery** window.

## 3.2. DOCUMENT LAYOUT

### 3.2.1. COVER PAGE AND DOCUMENT REVISION PAGES

Section 2.7.1 summarizes the main sections of the document templates and this common structure should be maintained where possible. The positioning and styles of text on the cover page, document revision page and in the headers and footer should not be amended to minimize the risk of inconsistent documents.

As described in section 2.7.2, the footer contents include the right positioned page numbers and a set of **Styleref** fields. These reference the nearest text written in a specific style and this links the document cover contents to the footer contents.

The document revision table should contain contents in accordance with section 2.7.3 and use the table heading and text styles as described in section 3.2.10.1.

### 3.2.2. CONTENTS PAGE

The document templates contain a header on the contents page that states “Contents” so there is no need to add this title as a separate section heading. By default, there is a TOC, table of figures and tables of tables displayed in that order. Section 2.7.4 describes the contents page in detail.

The text styles are inbuilt to the tables so there should be little, if any editing required of the text styles within this section.

The contents page will automatically continue onto a second page if required.

Any tables (other than the TOC) not used should be deleted.

### 3.2.3. MAIN TEXT AND SECTION HEADINGS

#### 3.2.3.1. Main body text

All text that does not need to be in a specific style is to be in **Body text** style.

#### 3.2.3.2. Section headings

Section headings can be inserted for up to five levels of text. The blue colour used in the section headings and table texts is Red Green Blue (RGB) R0, G85, B140. All font is Calibri.

Only the first three levels of section heading styles appear in the TOC and the five levels of section heading appear as follows:

- Style **Heading 1** will appear in bold, blue capital letters in the text and will appear capitalised in the TOC irrespective of whether or not lower or upper case letters are typed.
- Style **Heading 2** will appear in bold, blue, capital letters in the text but must be typed with capital letters if they are required to be displayed as such in the TOC (particular attention should be paid to acronyms).
- Style **Heading 3** appears as bold, blue, small capitals, in upper case with the first letter and any subsequent capitals larger than the remaining text; the text must be typed with capital letters if they are required to be displayed as such in the TOC.
- Style **Heading 4** appears as bold, blue text and must be typed as required with capital letters.
- Style **Heading 5** is normal, blue text and must be typed as required with capital letters.

The style **Heading 1 Separation Line** automatically follows the first carriage return after the **Heading 1** and **Heading 2** levels and the style **Body text** follows the second carriage return after the separation line. (Note - if the line disappears, reposition the cursor at the end of the section heading text and press carriage return).

Users of the French version of Microsoft Word may find that styles **Heading 1** and **Heading 2** appear in the style pane as **Titre 1** and **Titre 2**; similarly, **Body text** style may appear as **Corps de texte**.

### 3.2.3.3. Footnotes

Explanatory footnotes can be inserted but should be used sparingly and important information should be included within the main text.

### 3.2.4. DEFINITIONS

As described in section 2.7.9 definitions should not be included, and the user should be referred to the IALA Dictionary for clarification. This text is included in the **Autotext** function and should be included using the **Body text** style. Please contact the Secretariat to add terms to the IALA Dictionary.

### 3.2.5. ABBREVIATIONS

This section should be typed with the **Abbreviations** style. The acronym or initialism is typed and then tab is pressed so that the style inserts the appropriate tabs and paragraph spacings e.g.:

NGO	Non-governmental organisation
VTs	Vessel Traffic Service

The list should be typed in alphabetical order. The text automatically aligns as an indented paragraph until carriage return is hit and then the next term can be entered.

### 3.2.6. REFERENCES

As described in **Error! Reference source not found.**, the **Reference** style should be used for listing the references so that the list is laid out, for example, as follows:

- [1] Hawking, S. (2001) The Universe in a Nutshell.
- [2] Hawking, S. (1988) A Brief History of Time.

### 3.2.7. FURTHER READING

Sources should be listed using the **Further reading** style e.g.:

- [1] Einstein, A. (1905) Relativity: The Special and General Theory of Relativity
- [2] Idle, E. (1984) The Galaxy Song

### 3.2.8. INDEX

An index is included within the templates for optional use in the Guideline template. Entries should be marked by selecting **Mark Entry** from the **References** menu and entering the preferred text for the entry. Select **Mark** and **Close** and then the **Show/Hide paragraph** button in the **Paragraph** menu to hide the paragraph marks.

The index should be updated when finalising the document in the same manner as the TOC or tables of figures and tables i.e., right click on the index and select **Update Field**.

### 3.2.9. SECTION AND PAGE BREAKS

Sections should be typed continuously and page breaks or section breaks should not usually be entered between sections. It may be necessary, however, to insert a page break to allow for aesthetic layout e.g., not breaking a list over two pages.

### 3.2.10. FIGURES, TABLES AND EQUATIONS

Every figure and table should have a title which, if the appropriate caption style is used, will be displayed by updating the relevant table on the contents page (position cursor on relevant table, right-click, **Update field**). Figure names should be created with **Figure caption** style, and tables with **Table caption** style. If necessary labels for equations included as pictures (see section ) can be numbered using **Equation caption** style.

Note that the use of the appropriate caption style means that figures, tables and equations should not be inserted using the Reference menu; the use of the appropriate styles will automatically update the relevant table when the **Update field** operation is selected.

Guideline annex figures and tables should be labelled with the **Annex Figure Caption** and **Annex Table Caption** styles respectively, rather than the main figure and table caption styles. This ensures the annex can be read logically in isolation and that annex figures and tables are not included in the List of Figures and Tables respectively on the main Guideline contents page.

#### 3.2.10.1. Tables

Tables should be centred on the page and the label should be typed above it using the **Table caption** (or **Annex Table caption**) style.

Table text should be the **Table heading** style for the column or row headings and **Table text** style for the content. The style **Table inset list** style can be used for bulleted content within a table. The default table layout is for left justified and vertically centred table text but this can be amended using the table **Layout** menu to suit the content.

*Table 2 Example table with row headers*

<b>Table heading</b>	Table text
<b>Table heading</b>	Table text
<b>Table heading</b>	Table text

Spaces above and below the table in **Body text** style should be maintained or inserted as necessary for clarity.

*Table 3 Example table with column headers*

<b>Table heading style</b>	<b>Table heading style</b>	<b>Table heading style</b>	<b>Table heading style</b>
Table text style	Table text style	Table text style	Table text style
Table text style	Table text style	Table text style	Table text style
Table text style	<ul style="list-style-type: none"> <li>Table inset list</li> <li>Table inset list</li> </ul>	Table text style	Table text style

### 3.2.10.2. Figures



*Figure 3 Example of centred figure*

Figures should be centred with wrapping **In Line with Text** and labelled using the **Figure caption** (or **Annex Figure caption**) style centred below the figures. Alternatively, figures can be offset with text wrapping so that the text does not overlap the figure but arranges the paragraph such that it continues onto the next line in an appropriately sized paragraph.



*Figure 4 Example of offset placed figure*

### 3.2.11. APPENDICES AND ANNEXES

Annexes and appendices should be included in accordance with 2.7.12. Both types of section have specific styles for certain titles and heading levels. Apart from the headings, the main annex or appendix content should be written in using the styles applied in the main body of the document.

#### 3.2.11.1. Appendices

Within the templates there are five levels of headings for appendix text:

## APPENDIX 1 EXAMPLE APPENDIX TITLE STYLE

There is no heading separation line after the **Appendix title** style and it returns to **Body Text style**. If the next section required is a further heading e.g. 1.1, select the relevant appendix heading style from the **Style Gallery**, in this case **Appendix Head 1 style**.

### 1.1. EXAMPLE OF APPENDIX HEAD 2 STYLE

When you get to the end of the **Appendix Head 2 style** text and press carriage return, the following paragraph is the **Heading 1 separation line style**, press carriage return again and the following line is body text.

#### 1.1.1. EXAMPLE APPENDIX HEAD 3 STYLE

The same following formatting applies to the **Appendix Head 3** style i.e., press carriage return, the following paragraph is the **Heading 2 separation line** style, press carriage return again, and you will be back to body text.

#### 1.1.1.1. EXAMPLE APPENDIX HEAD 4 STYLE

The **Appendix Head 4** style is followed by body text and does not have a separation line.

#### 1.1.1.1.1. Example Appendix Head 5 style

The **Appendix Head 5** style is followed by body text and does not have a separation line.

## APPENDIX 2 EXAMPLE APPENDIX 2

As many appendices can be included as needed and it is advisable to separate them with a page break, if required for clarity.

#### 3.2.11.2. Annexes

Within the templates there are five levels of heading for Annex:

### ANNEX A EXAMPLE ANNEX TITLE (HEAD 1) STYLE

There is no heading separation line after the annex title; it returns to **Body Text** style. If the next section required is a further heading e.g. A.1, select the relevant appendix heading style from the Style Pane, in this case **Annex Head 1** style.

#### A.1. EXAMPLE ANNEX HEAD 2 STYLE

---

When you get to the end of the heading A1 text and press carriage return, the following paragraph is the Heading 1 separation line style, press carriage return again, and the following line will be in Body text style.

#### A.1.1. EXAMPLE OF ANNEX HEAD 3 STYLE

---

The same following formatting applies to the Annex Head 2 style i.e. press carriage return, the following paragraph is the Heading 1 separation line style, press carriage return again, and you will be back to body text.

#### A.1.1.1. EXAMPLE OF ANNEX HEAD 4 STYLE

The Annex Head 3 style is followed by body text and does not have a separation line.

#### A.1.1.1.1. Example of Annex Head 5 style

The Annex Head 4 style is followed by body text and does not have a separation line.

As many annexes can be included as needed and it is advisable to separate them with a page break.

Guideline annexes are pieces of information that by definition in the *Style Guide* can be read in isolation from the main Guideline document. Figures and captions should be labelled with the **Annex Figure Caption** and **Annex Table Caption** styles respectively, rather than the main Figure and table captions. This ensures the annex can be read logically in isolation and that annex figures and tables are not included in the List of Figures and Tables respectively on the main Guideline contents page. If required, right click on the table or figure number and select **Restart at 1** if more than one annex and corresponding list of figures or tables is included in the Guideline.

### 3.3. BRAND

---

IALA has a set of brand rules and these can be found in a separate pdf document called *Brand Guidelines*. This sets out rules for the use of IALA logo and colours and authors are encouraged to become familiar with that document. Some key points regarding branding are as follows:

- The RGB colours used for the template cover pages and fonts are defined in the *Brand Guidelines*. These are replicated in appendix 3.



- The IALA logo exists in several forms as shown in the *Brand Guidelines*. Authors should note the following regarding the logo:
  - The French logo should be used for all French language correspondence.
  - The blue on white logo should be considered the primary one to use where possible.

## 4. DEFINITIONS

The definitions of terms used in this Guideline can be found in the *International Dictionary of Marine Aids to Navigation* (IALA Dictionary) at <http://www.iala-aism.org/wiki/dictionary> and were checked as correct at the time of going to print. Where conflict arises, the IALA Dictionary should be considered as the authoritative source of definitions used in IALA documents.

## 5. ABBREVIATIONS

AtoN	Aid to Navigation or Aids to Navigation
MRN	Marine resource name
OED	Oxford English Dictionary
RGB	Red, Green, Blue colour intensity
URN	Uniform resource name

## 6. REFERENCES

- [1] IALA. (2020) Brand Guidelines.
- [2] Oxford University Press. (2021) Oxford English Dictionary.
- [3] IALA. (2021) International Dictionary of Marine Aids to Navigation.

## 7. FURTHER READING

- [1] IALA. (2020) G1143 Unique Identifiers for Maritime Resources.





## 8. INDEX

---

Abbreviations, 8  
Acronyms, 14, 16, 20  
Annexes, 14, 18  
Appendices, 6, 14, 18, 22, 23  
Bold, 12  
Bullets, 10  
Capitalisation, 9  
Collective years, 10  
Contents page, 14, 19  
Copying, 19  
Cover page, 13, 14, 19  
Dates, 10  
Definitions, 14, 17, 20  
Document date, 15  
Document edition, 14  
Document reference, 14  
Document revision, 15, 19  
Document revision table, 15  
Document type, 14  
Fields, 14, 19  
Figures, 22  
First person pronouns, 8  
Font, 12  
Footnotes, 20  
Full stops, 10  
Gender neutral, 8  
Index, 21  
initialisms, 8  
Italics, 12  
Language, 8  
Language - spelling, 8  
Numbers, 9  
Order, 13  
Page breaks, 21  
Quotations, 11  
References, 10, 14, 20  
Seasons, 10  
Section breaks, 21  
Section headings, 19  
spacing, 10  
Spelling, 8  
styles, 6, 10, 14, 16, 18, 19, 20, 21  
Tables, 4, 21  
Times, 10  
TOC, 19, 20  
Underline, 12  
URN, 14, 15

## APPENDIX 1

### APPENDIX 1 PREFERRED SPELLINGS

Table 4 Preferred spellings for commonly used words

Preferred spellings for commonly used words	
adviser (prefer to advisor)	intergovernmental
afterwards (prefer to afterward)	intersessional
all right (prefer to alright)	keynote
appendix (pl. appendices)	Latin American (n. and adj.)
capacity-building (n. and adj.)	Mr., Mrs., Ms.
circular letter (lower case for both words, but initial capitals when referring to a specific one,	multinational
Circular Letter No.1234)	non-compliance
Contracting Government	non-governmental
cooperate (prefer to co-operate)	ongoing
coordinate (prefer to co-ordinate)	organization chart (prefer to organigram and organogram)
co-sponsor	radiocommunication
cyberattack	radionavigation
cyber risk	Secretary-General (pl. Secretaries-General)
database	shipmaster
data collection (n.)	shipowner
dataflow	shore-based
data processing (n.)	short-range
data set	single window (n. and adj., e.g. single window concept, single window system)
daytime	south(ern) (a geographical direction or an area within a country)
feedback	South(ern) (a major region, e.g. South Asia, Southern Europe)
format, formats, formatting, formatted (v.)	specialize (prefer to specialise)
gender-neutral	teleconference
government, as in a change of government, a government department, but Government in a	ultra-high frequency (n.; but ultra-high-frequency (adj.))
specific reference to a Government representing a State, e.g. the Japanese Government, the	Vice-Chair
Government concerned, those Governments)	videoconference
harbour (prefer to harbor)	videoconferencing
headquarters (capitalized when referring to IALA: the Headquarters building)	west(ern) (a geographical direction or an area within a country)

Preferred spellings for commonly used words	
information-sharing (n. and adj.)	West(ern) (a major region, e.g. West Africa, Western Europe)
infrastructure	World-wide Academy
in-house (adj. and adv.)	

Table 5 Preferred spellings for verbs ending in -ise, -ize, and -yse

Verbs ending in -ise		
advertise	devise	revise
advise	exercise	supervise
comprise	improvise	televise
compromise		
Verbs ending in -ize (prefer to -ise)		
acclimatize	formalize	optimize
aggrandize	generalize	organize
agonize	globalize	patronize
alkalize	harmonize	pressurize
alphabetize	homogenize	prioritize
amortize	hospitalize	publicize
anabolize	hypothesize	randomize
anglicize	immunize	rationalize
antagonize	industrialize	realize
apologize	iodize	recognize
apostrophize	ionize	scrutinize
authorize	italicize	sensationalize
capitalize	jeopardize	sensitize
categorize	legitimize	specialize
centralize	localize	stabilize
computerize	lyophilize	standardize
criticize	maximize	sterilize
decentralize	mechanize	stigmatize
desensitize	memorize	subsidize
destabilize	metabolize	summarize
disorganize	minimize	synthesize
economize	mobilize	tranquillize
emphasize	neutralize	utilize
equalize	operationalize	vaporize



Verbs ending in -ize (prefer to –ise) - continued		
familiarize	oxidize	victimize
finalize	pasteurize	visualize
Verbs ending in -yse (prefer to –yze)		
analyse		
catalyse		
hydrolyse		
paralyse		

## APPENDIX 2 QUICK REFERENCE GUIDES FOR TEMPLATE STYLES

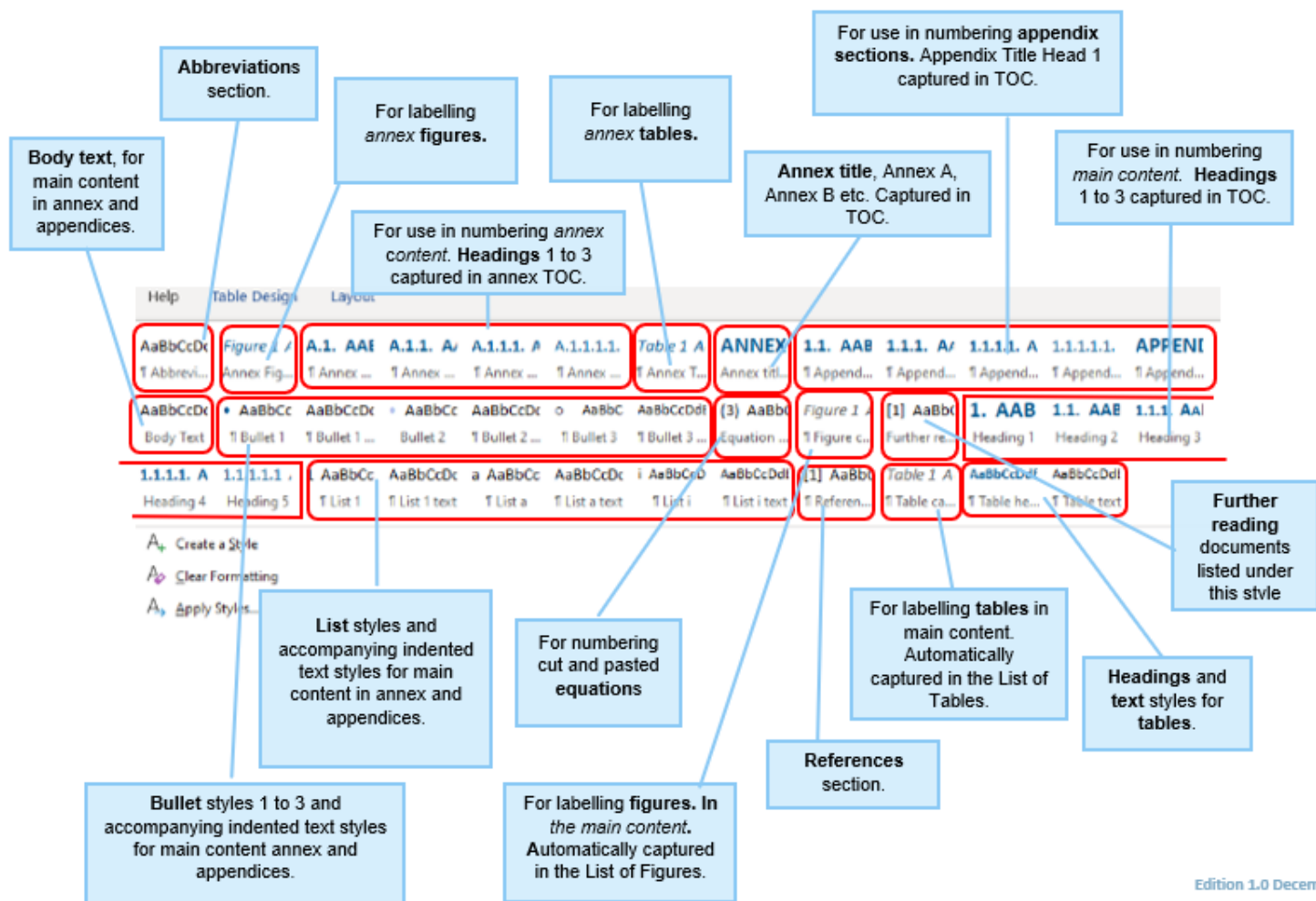
**Quick Reference Guide - Recommendation template styles**

The screenshot displays the Microsoft Word Style Gallery with the following callout boxes:

- Abbreviations section.** (Points to the 'Abbreviations' style)
- For use in numbering appendix sections. Appendix Title Head 1 captured in annex TOC.** (Points to the 'Appendix Title Head 1' style)
- Bullet styles 1 to 3 and accompanying indented text styles for main content in annex and appendices.** (Points to the 'Bullet 1', 'Bullet 2', and 'Bullet 3' styles)
- Annex title, Annex A, Annex B etc. Captured in Annex TOC.** (Points to the 'Annex title' style)
- For use in numbering main content in annex. Headings 1 to 3 captured in annex** (Points to the 'Heading 1', 'Heading 2', and 'Heading 3' styles)
- Body text, for main content in annex and appendices.** (Points to the 'Body Text' style)
- Further reading documents listed under this style** (Points to the 'Further reading' style)
- References section.** (Points to the 'References' style)
- Headings and text styles for tables.** (Points to the 'Table 1', 'Table 2', and 'Table 3' styles)
- Character style to apply to starting word of Recommendation statement if it needs emboldening.** (Points to the 'RECALLING' style)
- For numbering cut and pasted equations in annex and appendices.** (Points to the 'Equation' style)
- For labelling figures. automatically captured in the annex List of Figures.** (Points to the 'Figure 1' style)
- Noting - main text style for recommendation statements, to be used with Recalling style indented text styles for main content in annex and appendices.** (Points to the 'Noting' style)
- Recommendation List styles 1 and a and accompanying indented text styles. For use in main recommendation. Automatically Indent to align with statements.** (Points to the 'List 1' and 'List 1 text' styles)
- For labelling tables. Automatically captured in the annex List of Tables.** (Points to the 'Table 1' style)

Edition 1.0 December 2020

## Quick Reference Guide - Guideline template styles

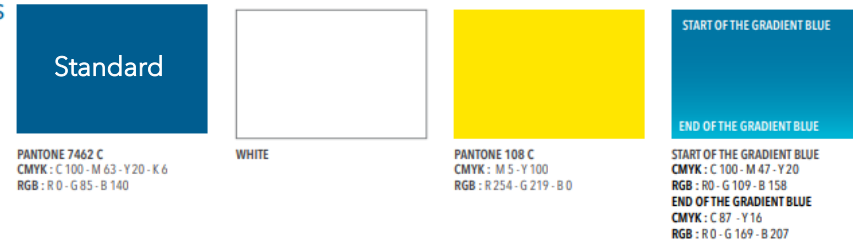


Edition 1.0 December 2020

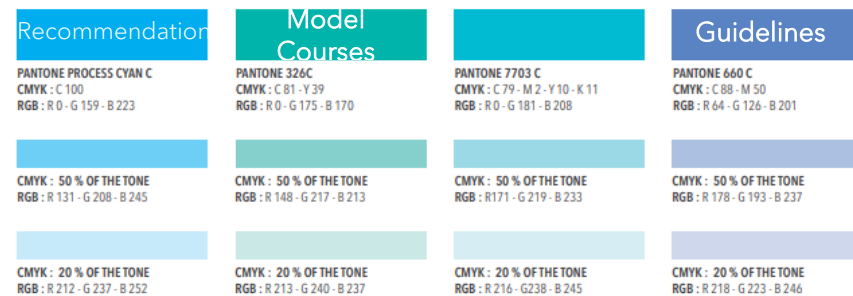
## APPENDIX 3 EXTRACT FROM IALA BRAND GUIDELINES – COLOUR PALETTE

- The IALA corporate and brand colours are currently used to colour-code publications as indicated on the colour palette opposite.
- The secondary colours are used to highlight key information within the documents assigned the respective primary colour.
- Only the colours shown opposite should be used in IALA documents and publications.

### CORPORATE COLOURS



### PRIMARY COLOURS



### SECONDARY COLOURS

