



# IALA GUIDELINE

## GNNNN GUIDELINE TITLE

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# DOCUMENT REVISION

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

Date	Details	Approval



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## 1. EXAMPLE OF HEADING 1 STYLE

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This guideline template should be used in conjunction with the **IALA Style Guide**. Utilising the styles provided in the **Styles Gallery** is key to using the document templates. Selecting the appropriate style from the Style Gallery will apply most text (and often layout) formatting required to comply with the *IALA Style Guide*. There should be no need to apply font formatting, numbering or bullets by selecting options from the **Font** or **Paragraph** dialog boxes.

The main text within a document is written in the **Body text** style, which is Calibri and 11 font size. Section titles can be inserted for up to four levels of text and should be created using the **Heading 1**, **Heading 2** etc. styles. Ensure the correct heading styles are selected as there are similar heading styles for the annexe and appendix entries, respectively. The blue colour used in the section headings and table texts is Red Green Blue (RGB) R0, G85, B140. The styles are referenced throughout this template and highlighted in bold.

**Heading 1 separation line style** follows the first carriage return after the first level heading title, and the style **Body text** follows the second carriage return after the separation line (if the line disappears, reposition the cursor at the end of the section heading text and press carriage return).

### 1.1. EXAMPLE OF HEADING 2 STYLE

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**Heading 2 separation line style** follows the second carriage return after the second level heading title, and the style **Body text** follows the second carriage return after the separation line.

#### 1.1.1. EXAMPLE OF HEADING 3 STYLE

**Body Text** style follows the first carriage return after the third level heading title; there is no separation line at this level.

##### 1.1.1.1. Figures – Heading 4 style

**Body Text** style follows the first carriage return after the fourth level heading title; there is no separation line at this level.

Footnotes should be used sparingly but can be inserted and are found in **Footnote Reference** style at the bottom of the page<sup>1</sup>.



*Figure 1 Example of wrapping in line with text*

Figures should be centred with wrapping **In Line with Text** and labelled by writing the figure titles using the **Figure caption** style below the figure. It is important to note that figures and tables should be labelled in this manner with their respective styles to ensure that the tables in the contents section are updated correctly.

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<sup>1</sup> Footnotes should be used sparingly.

### 1.1.1.1.1 Alternative figure layout – Heading 5 style

Alternatively, figures can be offset with **Square** 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.

If no figures are included in the guideline, the respective table on the contents page should be deleted.



Figure 2 Example of wrapped square

## 2. SECTION 2 – HEADING 1 STYLE

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

### 2.1. SECTION 2.1 – HEADING 2 STYLE

Tables should be centred on the page. The table label should be created using the **Table caption** style and the caption should be positioned above the table.

Table text should be **Table heading** style for the column or row headings and **Table text** style for the content. The style **Table inset list** 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 1 Example of table with row headers

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

Space below the table should be maintained or inserted as necessary for clarity.

Table 2 Example of table with column headers

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

If no tables are included in the guideline, the respective table on the contents page should be deleted.

### 3. SECTION 3 – HEADING 1 STYLE

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#### 3.1. SECTION 3.1 – HEADING 2 STYLE

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The choice of numbered or bullet point lists depends on the context and content of the text and further guidance is given in the “*IALA Style Guide*”. Bullets are preferred unless it is important that the list is numbered e.g., for future reference or for a sequence.

Three levels of list styles are provided and these styles should be used rather than the default Microsoft Word numbering lists:

- 1 List 1 style example
  - List 1 text** style example
  - a List a style example
    - List a text** style example
    - i List i style example
      - List i text** style example

Each list style has a corresponding list text style that can be used for example, if the list requires more than one paragraph and the subsequent text needs to be aligned. If more than one list is used throughout the document it may be necessary to right click and select **Restart at 1** for subsequent lists.

#### 3.2. SECTION 3.2 – HEADING 2 STYLE

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There are three levels of bullet point styles available:

- **Bullet 1** style
  - Bullet 1 text** style
- **Bullet 2** style
  - Bullet 2 text** style
  - **Bullet 3** style
    - Bullet 3 text** style

Each bullet style has a corresponding bullet text style that can be used for example, if the bullet requires more than one paragraph and the subsequent text needs to be aligned.

#### 3.3. SECTION 3.3 – HEADING 2 STYLE

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##### 3.3.1. EQUATIONS

###### 3.3.1.1. Layout

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

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

$$w_1 + w_2 = 1;$$

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

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

### 3.3.1.2. Numbering

The preferred method for including equations in the template documents is the Microsoft Word Equation Editor found in the **Insert** menu. 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 3 Example of how to achieve right justified equation number

For example, typing the formula followed by #(2) (as shown in Figure 3) 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 renumber using this method. If another equation is inserted between two existing equations the number must be adjusted manually.

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):

$$A = \pi r^2 \quad (3)$$

The picture can be copied directly into the document. To insert the corresponding 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.

## 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

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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 Services

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.

## 6. REFERENCES

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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.

The **Reference list** style will add a number for the reference as soon as you start typing the text and the paragraph will automatically align with the first line of text. Press return to enter a new reference in the list.

## 7. FURTHER READING

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Any texts that are recommended to the reader without direct reference in the text should be listed within this section using the same syntax as the reference list. Sources should be listed using the **Further reading** style.

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



## 8. INDEX

No index entries found.

## APPENDIX 1 EXAMPLE OF APPENDIX TITLE (HEAD 1) STYLE

Appendices should be started on a separate page and contain information that is directly relevant to the main body of the text at a certain point, but that would be too large or distracting to include at that particular point. There are four levels of appendix heading styles available in the **Style Gallery**. Care should be taken to select the appropriate heading for the section.

### 1.1. EXAMPLE OF APPENDIX HEAD 2 STYLE

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At the end of the **Appendix head 2** style text 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.

#### 1.1.1. EXAMPLE OF APPENDIX HEAD 3 STYLE

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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 of Appendix Head 4 style

The Appendix Head 4 style is followed by body text and does not have a separation line. Only the level 1 **Appendix Title** will appear in the TOC.

##### 1.1.1.1.1. Example of Appendix Head 5 style

The **Appendix Head 5 style** is followed by body text and does not have a separation line. Figure and tables should be labelled as a continuation from the main Guideline content.

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

Annexes should include information that can exist in isolation e.g.

- a technical specification for a new piece of equipment;
- the content and structure of a new training module; or
- the detail associated with a new recommendation for an AIS.

Annexes can include appendices if required. There are also four levels of annex heading styles available in the **Style Gallery**. In addition to the **Annex title (Head 1)** style there is **Annexe Head 2**, **Annexe Head 3** and **Annexe Head 4**. These follow a similar format to the appendix heading styles. As many annexes can be included as needed and it is advisable to separate them with a page break. Only the level 1 **Annex title** style text will appear in the TOC.

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

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

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##### A.1.1.1. Example of Annex Head 4 style

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.

*Table 1 Example of annex table caption*

*Figure 1 Example of annex figure caption*

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