IALA

IALA RECOMMENDATION

RNNNN
RECOMMENDATION TITLE

Edition x.x
Date (of approval by Council)

urn:mrn:iala:pub:rnnnn

DOCUMENT REVISION

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

Date	Details	Approval

THE COUNCIL

RECALLING:

1   The function of IALA with respect to Safety of Navigation, the efficiency of maritime transport and the protection of the environment.

2   Article 8 of the IALA Constitution regarding the authority, duties and functions of the Council.

RECOGNIZING:

1   The [insert brief background text related to the Recommendation].

2   [insert brief background text related to the Recommendation].

CONSIDERING the proposals of the [e.g., IALA Aids to Navigation Requirements and Management Committee],

NOTING that [e.g., the International Maritime Organisation in Assembly Resolution A.857(20) on Guidelines for Vessel Traffic Services…]

ADOPTS the Recommendation on [e.g., Disaster Recovery], [e.g., as described in annex A and/or as amplified in IALA Guideline nnnn],

RECOMMENDS National members and other appropriate Authorities providing marine aids to navigation services comply with [e.g., the following international standard]

INVITES Members and marine aids to navigation authorities worldwide to implement the provisions of the Recommendation,

REQUESTS the [e.g., IALA Aids to Navigation Requirements and Management Committee or such other committee as the Council may direct] to keep the Recommendation under review and to propose amendments, as necessary.

REVOKES [e.g., IALA Recommendation Rnnnn edition 2.1 and IALA Guideline Gnnnn edition 3.2].

1   **List 1 Recommendation** style

       List 1 Recommendation text style

   a   **List a Recommendation** style

       List a Recommendation text style

Commented [SR1]: Please note that:

The Recommendation sentences 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.**

The main sentences should be written using the **Noting style** Applying the **Recalling** style for the first word will apply bold formatting.

Specific List styles are available for the main recommendation as these will indent the text to align with the starting paragraphs. These styles have the title **List 1 Recommendation**, **List a Recommendation** etc. and are distinct from the general and list styles to be used if there is an annex to the document.

ANNEX CONTENTS

List of Tables

List of Figures

Commented [SR2]: Reference to an annex or annexes should be made within the main Recommendation text.

If there is/are no annex(es) to accompany the recommendation these subsequent pages can be deleted.

ANNEX A   EXAMPLE OF ANNEX TITLE (HEAD 1) STYLE

1.   EXAMPLE OF HEADING 1 STYLE - INTRODUCTION

This recommendation 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 dialogue boxes for the majority of the styles except for the recommendation noting styles as described in the comment.

The styles are referenced throughout this template. The annex title should be inserted using **Annex title (Head 1) style** and 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 appendix entries.   The blue colour used in the section headings and table texts is Red Green Blue (RGB) R0, G85, B140. The main text within a document is written in the **Body text** style, which is Calibri and 11 font size.

Heading 1 separation line style follows the first carriage return after **Heading 1** style and **Heading 2 separation line** style follows **Heading 2** style. **Body text** style 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).

If more than one annex is included in a recommendation it may be necessary to restart the heading numbers by selecting **Multilevel list** in the **Paragraph** menu, select **Define new multilevel list** and change **Start at** to 1.

1.1.   EXAMPLE OF HEADING 2 STYLE – BULLETS AND LISTS

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.

- **Bullet 1 style** example

  Bullet 1 text style example

  - **Bullet 2 style** example

    Bullet 2 text style example

    o   **Bullet 3 style** example

       Bullet 3 text style example

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.

1.1.1.   EXAMPLE OF HEADING 3 STYLE - LISTS

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

a   **List a text 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.

1.1.1.1.　Example of Heading 4 style - Tables

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 text settings

Table Heading	Table Heading	Table Heading
Table Text	Table Text	Table Text
Table Text	Table Text	Table Text
Table text	− Table inset list − Table inset list − Table inset list	Table text

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

1.1.1.1.1　Example of Heading 5 style - Figures

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 as shown in Figure 1. 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.
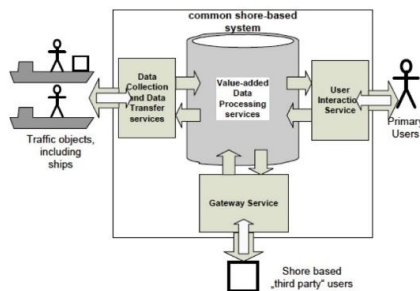

Figure 1　Example Figure 1

Alternatively, figures can be offset with **Square** text wrapping as shown in Figure 2 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 Square text wrapping

2.   EQUATIONS

2.1.   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):

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

where

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

$w_1 + w_2 = 1$;

$a = 0.2s$; *and*

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

2.2.   NUMBERING

2.2.1.   USING MICROSOFT EQUATION EDITOR

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:

$$A = \pi r^2 \tag{2}$$

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.

2.2.2. USING COPY AND PASTE AND EQUATION NUMBER STYLE

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 (1):

$$A = \pi r^2 \tag{1}$$ "

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 and thereby achieve consistency with the automatically generated Microsoft Word Equation Editor layout described above.

3. 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.

4. 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 Services

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

5. 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.

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.

6.   FURTHER READING

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

APPENDIX 1   EXAMPLE OF APPENDX TITLE (HEAD 1) STYLE

1.1.   EXAMPLE APPENDIX HEAD 2 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**.

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

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

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

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

ANNEX B   CONTINUE AS NECESSARY