

Formatting style guide

Margins	Top: 2cm, Bottom: 2cm, Left: 2cm, Right: 2cm
Body text font/size/style	Calibri/11/normal
Capitalisation in headings	Capitalisation on first letter and names only e.g.: History of shipping and ports in the North-East Atlantic <u>NOT</u> History of Shipping and Ports in the North-East Atlantic
Title of report font/size/style	Calibri/20/normal
Section header font/size/style	Calibri/14/bold e.g.: 1 Introduction
Sub-heading one font/size/style	<u>Calibri/12/underlined e.g.:</u> <u>1.1 History of shipping in the North-East Atlantic</u>
Sub-heading one font/size/style	Calibri/12/italic e.g.: <i>1.1.1 Shipping in the Arctic</i>
Tables	Title should be above a table. Calibri/10/bold
Images/graphs etc.	Title should be below. <i>Calibri/10/Italic</i>
Header odd pages font/size/style	Text: OSPAR Commission Quality Status Report 2023. Calibri/10/Left aligned
Header even pages font/size/style	Text: Title of report e.g. Shipping and Ports Calibri/10/Right aligned
Page numbers font/size/style	Bottom right in the footer of each page Calibri/10/normal