ANNEX XV RESTRICTION REPORT

## STYLE GUIDE

EXPLANATORY NOTE

Introduction

To supplement the Annex XV format, ECHA has produced a style guide that should be followed by Dossier Submitters to help with consistency between Annex XV reports and to reduce the need for later editing. ECHA will also provide a ready to fill in version of the format that meets the requirements of this document and the style guide.

Style guide

The style guide should be followed to ensure consistency between Annex XV reports and should reduce the need for extensive editing of the Background document at the process.

- Use Verdana 10, black, left alignment, single line spacing, with spacing 12 pt. after, for general text.

- All abbreviations and acronyms should be spelt out in full the first time they appear in a text, followed by the equivalent acronym in brackets. After this, the acronym can be used on its own; however, please use Dossier Submitter, Background Document, and Member State in full in the text.

- Numbers:

    o One-digit numbers (up to nine inclusive) should be written out and two-digit numbers (10 and above) should be written as figures, except at the beginning of sentences.

    o To group thousands, do not use either commas or points but use a non-breaking space (e.g., 200 000 – cntrl+shift+space).

    o Use a decimal point NOT a comma, to mark decimal numbers.

    o Millions and billions should be spelt out (197 million).

- Avoid using symbols like (&) and (/) in texts but spell out the meaning of the words ('and', 'or').

- Dates in the running text should always be given in full form (1 July 2015).

- Euros should be presented with the symbol before the figure (€200 000)

- Start page numbering on the first page of the actual content, e.g. Summary – not from the table of contents.

- Use the auto-generate option for the table of contents so that it can be updated automatically. To that end, make sure you assign the correct headings throughout the dossier (do not create new headings without using a heading selectable from Styles).

- Tables/Figure: Assign a caption to each table (above the table) and figure (below the figure) by giving it the right label (see Captions in the References tab). Whenever you need to refer to a table or figure throughout the text, you should cross-reference it using the Cross-reference option available from Captions in the References tab. All this will make sure that all the references will stay intact even if new tables and figures are added later on.

- To generate table of figures, use the Insert Table of Figures option available from Captions in the References tab. This works also for tables, despite its name, and will only work if the previous point has been followed correctly. See picture below
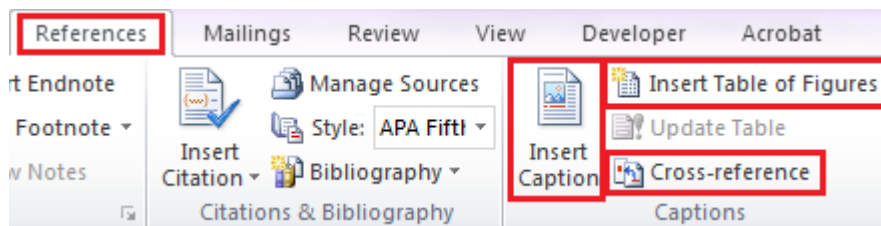
- Provide a copyright source for all pictures and images.

- References should be cited in 'Harvard' format. If possible, use EndNote or similar bibliographic software to add references