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***Publication  
Reference***

**EA-0/06: 2009**

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# **Format And Layout Of EA Documents**

## ***PURPOSE***

This document sets out the rules on the Format and Layout for EA Documents. EA-0/06 is supplemental to EA-2/12 (future EA-1/14) which sets out the procedure for the development and approval of EA Documents.

*Authorship*

This document has been written by the EA Secretariat.

*Official language*

The publication may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

The copyright of the publication is held by EA. The publication may not be copied for resale.

*Further information*

For further information about this document, contact the EA Secretariat. Please check EA website for up-to-date information (<http://www.european-accreditation.org>).

**Category:** Secretariat Management System and Related Documents

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**Implementation:** Immediate

**Transitional period:** None

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## **1 INTRODUCTION**

### **1.1 General**

EA publishes documents that define organisational policies and procedures to be followed by EA Members, information documents, and other documents that are mandatory for both Members and signatories to the EA MLA.

EA Documents shall be easily identified and support the implementation of strategic objectives identified in the EA Strategic Plan.

All published EA Documents shall have a format and layout as specified in this document.

A complete list of EA Documents is contained in the document EA-1/01: List of EA Documents.

The EA Secretariat is responsible for publishing EA Documents on the EA web-site and for distributing EA Documents to Members and stakeholders on request.

When a new or revised Document is published or a Document is withdrawn, the EA Secretariat shall inform Members and relevant stakeholders.

Documents prepared by the Secretariat, Committees, Working Groups, Task Forces etc. for later publication as EA Documents shall be drafted in layout according to the rules specified in this document.

The EA Secretariat may assist the authors in ensuring that the layout of the draft is in line with these rules before circulating the document to a wider audience for comments, voting or publication.

### **1.2 Language**

The official language of EA Documents is English. Translations into other languages may be made, but are the responsibility of the translating body.

Acknowledgement must be made in the translated edition to the English language edition, which shall be the definitive version.

## **2 PAGE LAYOUT AND TYPE SETS**

### **2.1 Page size and margins**

The page size for EA Documents shall be A4 and the text aligned left.  
Margins on each page and each edge shall be set to 2,5 cm.  
Tabulator shall be set to 2,0 cm.

### **2.2 Type sets**

If not otherwise specified the general font type to be used is Arial and single line spacing.

### 2.1.1 Headings and section numbering and bulleting

The title of the document (on the Front Cover) is in Arial 30, bold.

Examples of heading and section numbering are as follows:

- 1 MAIN HEADINGS (Arial 12, capital, bold, italic);**
- 1.1 Section Headings (Arial 12, bold);**
- 1.1.1 Subsection Headings (Arial 11, body, bold);**
- 1.1.1.1 Further Headings (body) or self-supporting paragraphs

Example of bulleting (bullet symbol •, tabulator set to 1,0 cm)

For EA Documents having a special content or nature, the headings, sections and subsections may be changed to serve the need for a specific format or layout of the document.

### 2.2.1 Body text

The body text shall be in Arial 11.

### 2.3.1 Illustrations and Tables

Figures must be numbered according to the section or subsection in which they are mentioned (e.g. Figure 2.2.3-1)

Headings of the tables must be in Arial 12, bold.

Authors must provide the original artwork for any illustrations to be used in the publication.

### 2.4.1 Headers and Footers

The text in the header must be in Arial 10, italic.

The text in the footer must be in Arial 10.

### 2.5.1 Appendices

Appendices must be listed alphabetically using ***Arial 12, capital, bold, italic*** (e.g. ***APPENDIX A***). Appendix sections and subsections must be numbered in the same way as the main sections, but must be preceded by the respective appendix identification character (e.g. A1, A1.1).

## 3 MANDATORY ELEMENTS

### 3.1 All document pages

All pages should bear header and footer.

The header contains the reference number (e.g. EA-2/XX) and the name of the document, both centrally aligned.

The footer contains the revision date, revision number and page numbering. Revision date (e.g. September 2008) and revision number (e.g. rev02) are aligned left. Page numbering is aligned right and is in a format which shows the running number of the page and total number of pages (e.g. Page 5 of 6).

### **3.2 Front Cover and Inside Front Cover**

The EA Secretariat prepares Front Cover and Inside Front Cover according to the format used for the present document and specifies explicitly the following information:

On the Front Cover:

The EA logo;

The number of the publication according to the part 1 numbering in EA Publication EA-1/01 List of EA Documents;

The title of the document on the following model: Title - publication year and “mandatory” if applicable;

Purpose: containing a brief statement of the aims of the publication and an explanation on the guidance or mandatory character of the document.

On the Inside Front Cover:

Authorship: Shall identify the Committee involved in the preparation of the document;

Official language: The publication may be translated into other languages as required. The English language version remains the definitive version;

Copyright: The copyright of the publication is held by EA. The publication may not be copied for resale;

Further information: Shall specify the contact person for the publication;

Category: The category of the document according to EA-2/12 (future EA-1/14), clause 1;

Date of approval: According to EA-2/12 (future EA-1/14), clause 1;

Date of implementation: According to EA-2/12 (future EA-1/14), clause 1;

Transitional period: According to EA-2/12 (future EA-1/14), clause 1.

### **3.3 Contents page**

The table of contents normally follows the Inside Front Cover and provides page numbers for all main headings (1) and section headings (1.1).

## **4 FINAL EDITION FORMAT**

All documents on the EA web site, other web sites, or distributed electronically in any other way shall be in pdf format.

Exceptions can be made only in agreement with EA Secretariat.