

FRA  
Style Guide

Master Layout  
June 2008

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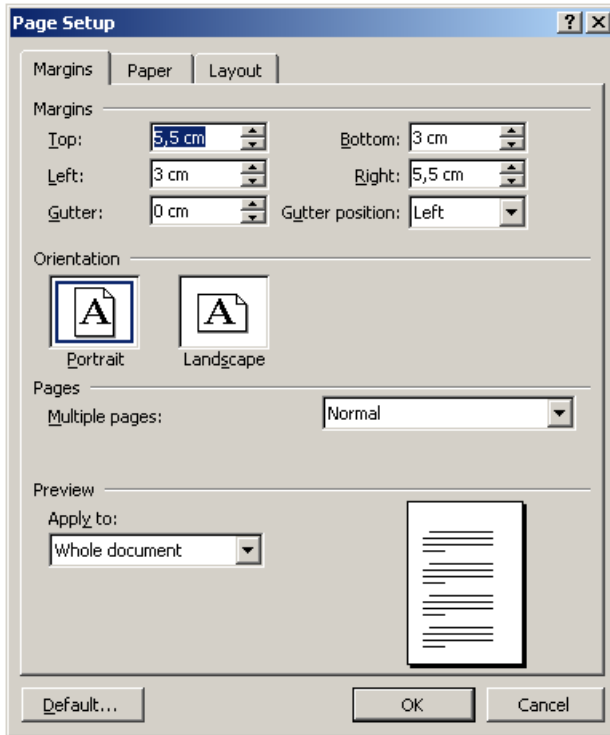
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# 1. Style conventions

- Write and submit your texts in Microsoft Word. This is essential for the sake of compatibility.
- Always use the FRA sample report as a template in order to make sure you use the correct layout.  
If you copy text into your FRA document always paste it as ‘Unformatted Unicode Text’, and then assign to it the FRA styles.
- In particular, please use paragraph styles for text, headings and footnotes: See chapters 1.2.2.-1.5.3.
- To have text underlined or in **bold** or *italic* face, please use the according character styles.
- Insert a table of contents, automatically generated by Microsoft Word, at the beginning of the document.
- Page setup: Use the same measurements for margins as in the FRA sample report and the present document. See chapter 1.1.
- Please use the style (FRA) Body Text for any body text paragraphs. Body text paragraphs must be numbered throughout the document in order to make referencing easy.

## 1.1. Page setup

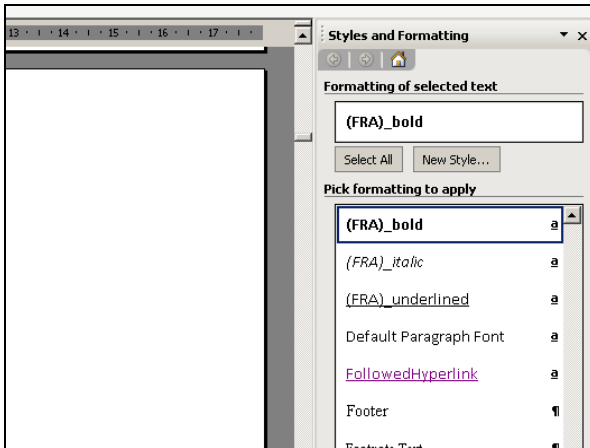


## 1.2. Text

### 1.2.1. Bold, italic, underlined

[1]. To have text underlined or in **bold** or *italic* face, please use the according character styles from the Styles and Formatting menu:

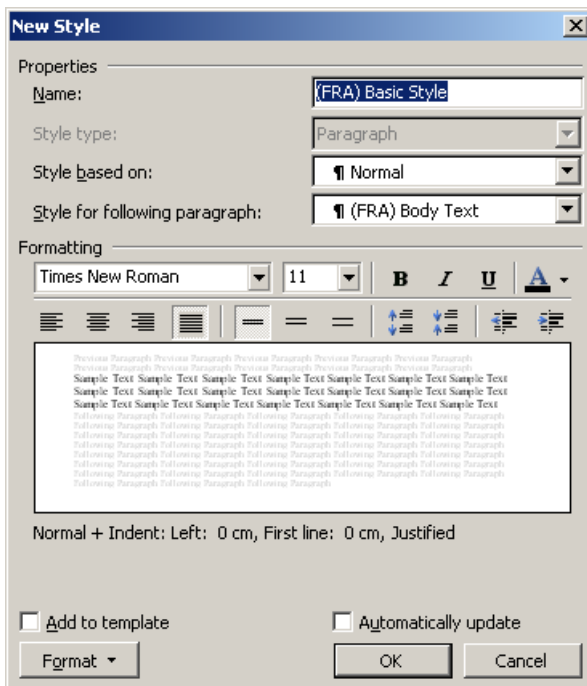
- (FRA)\_underlined; keyboard-shortcut: Strg + Shift + u
- **(FRA)\_bold**; keyboard-shortcut: Strg + Shift + b
- *(FRA)\_italic*; keyboard-shortcut: Strg + Shift + i



[2]. To get rid of underlined, bold or italic formatting, select the text and click 'Default Paragraph Font' from the Styles and Formatting menu.

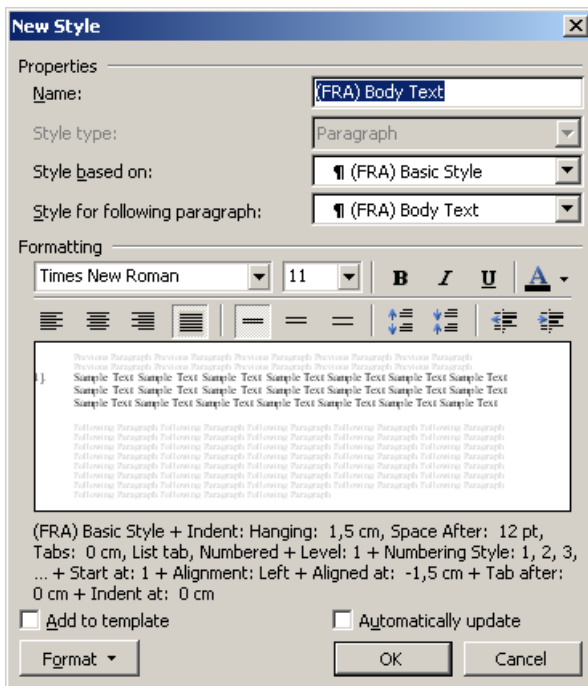
## 1.2.2. (FRA) Basic Style

- [3]. Use the style (FRA) Basic Style as the basis for other styles. Do not use it to actually format text in your document!
- [4]. (You can use it occasionally, however, if you need to put same space before or after an inserted illustration or table.)



### 1.2.3. (FRA) Body Text

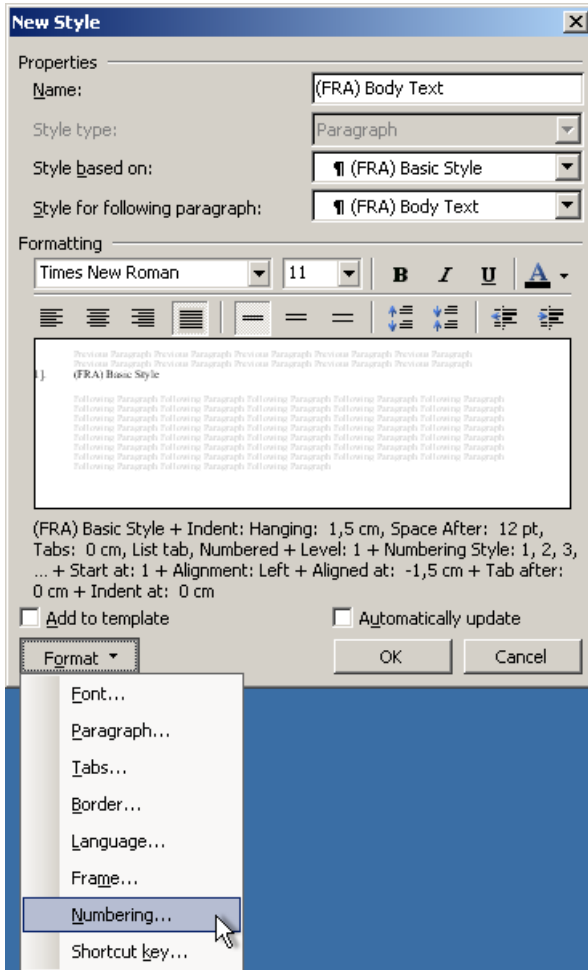
- [5]. In contrast to the (FRA) Basic Style and all other styles, the style (FRA) Body Text is numbered and has 12pt space after it.

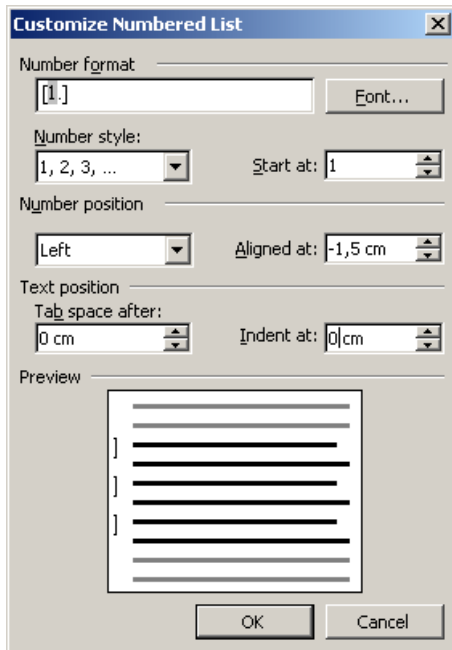
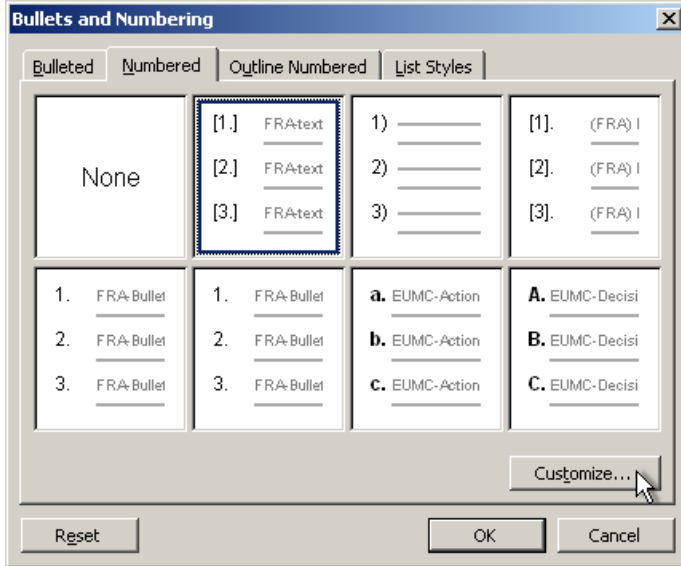


- [6]. In order to make referencing easier, all (FRA) Body Text paragraphs must be numbered, so that each paragraph will take one number.

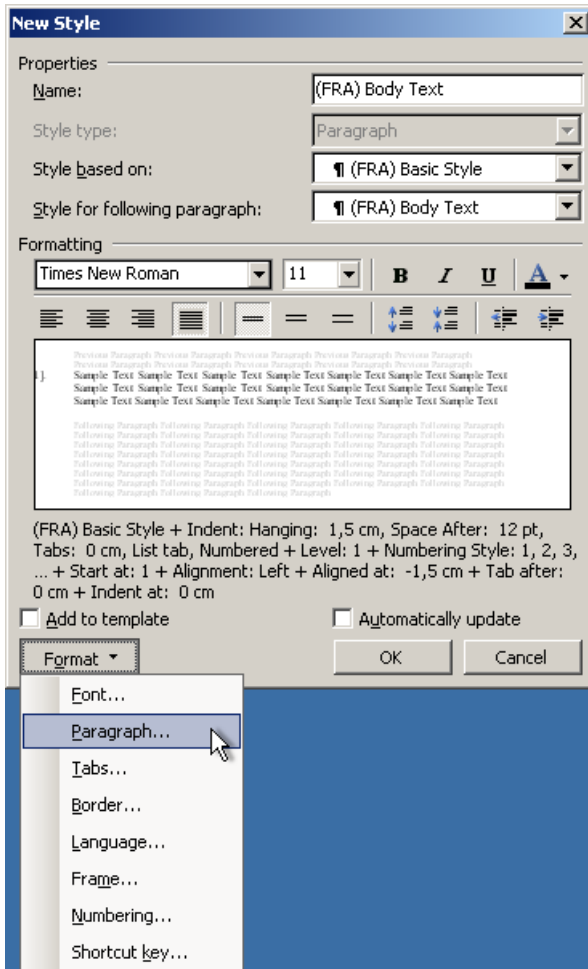


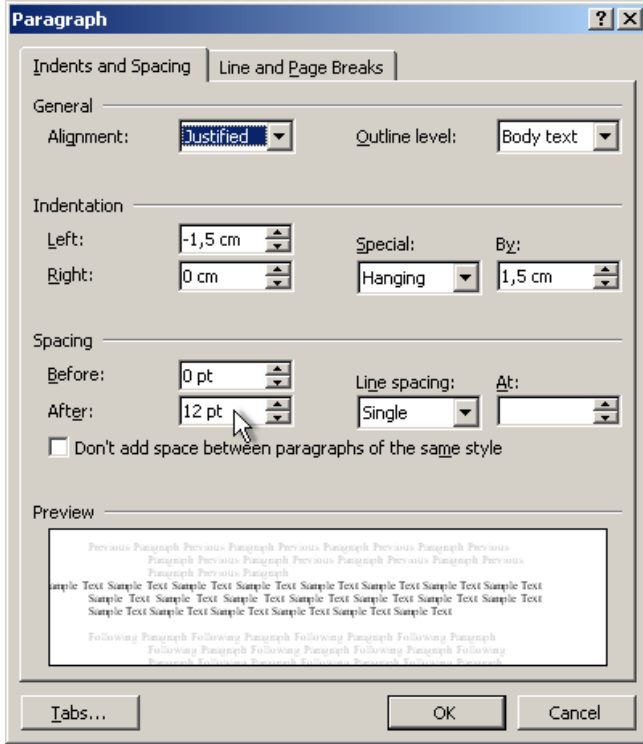
[7]. This is how you insert paragraph numbers for the body text:



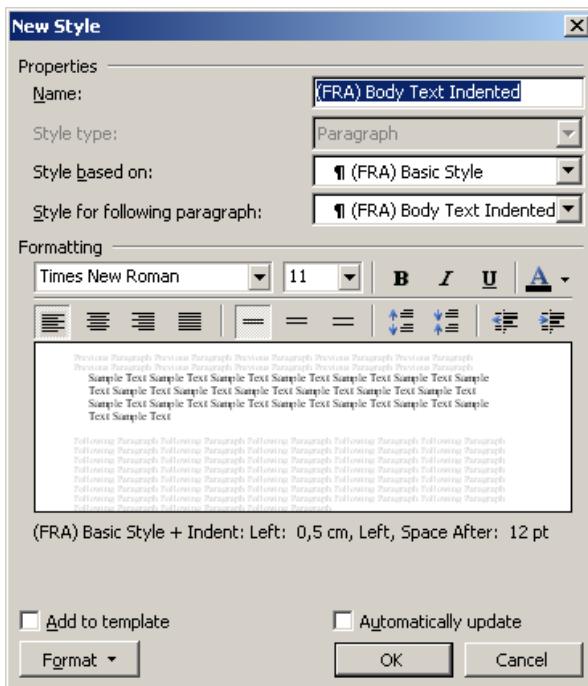


- [8]. This is how you insert 12pt space after (FRA) Body Text paragraphs, and how you make sure that the indentation is correct:

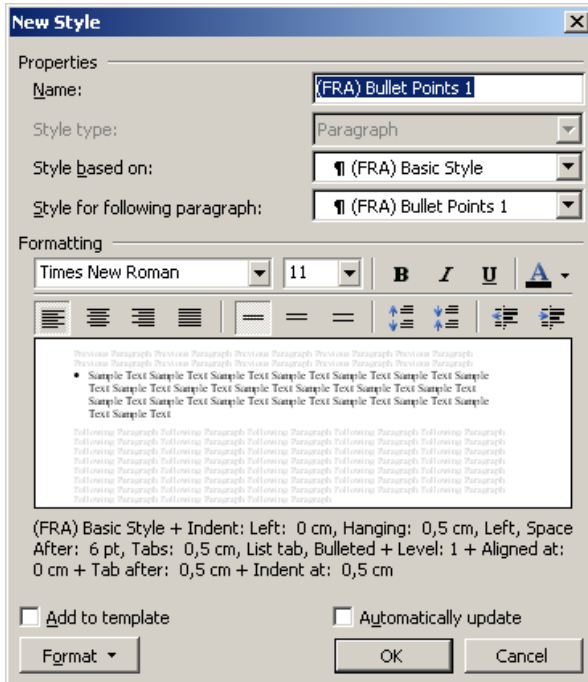


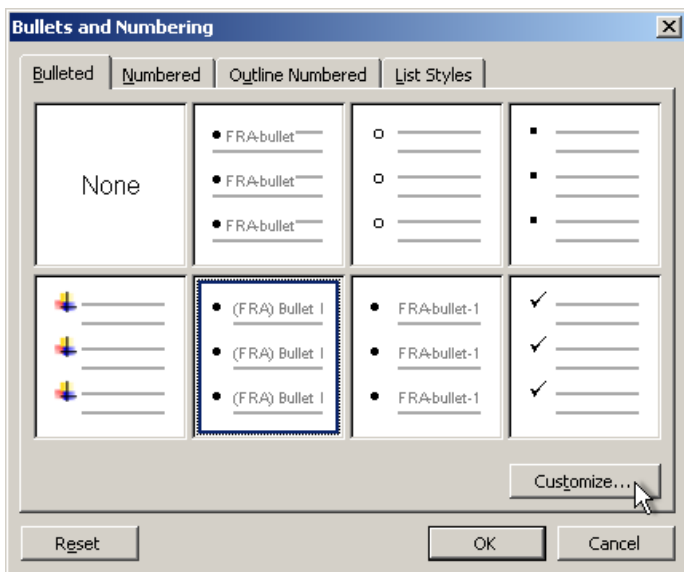
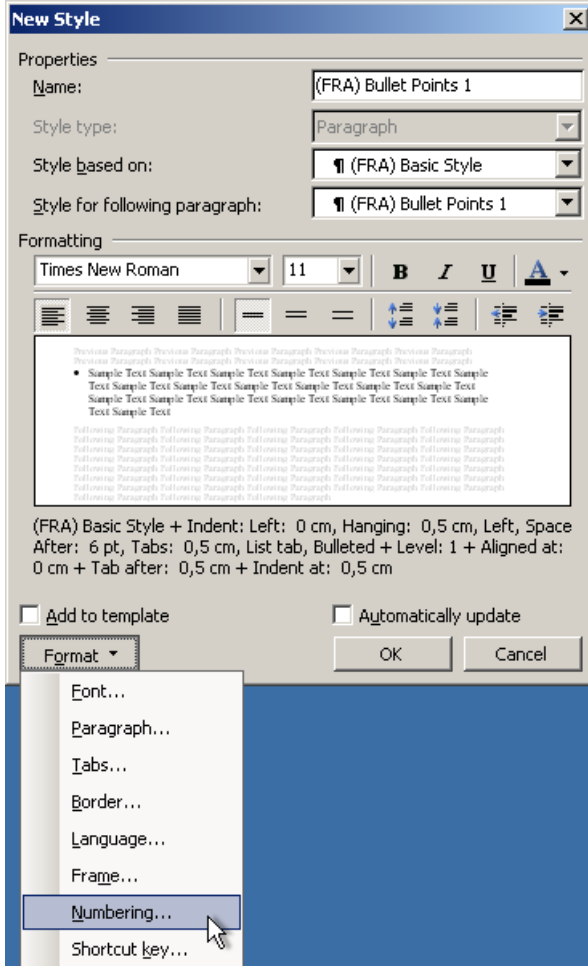


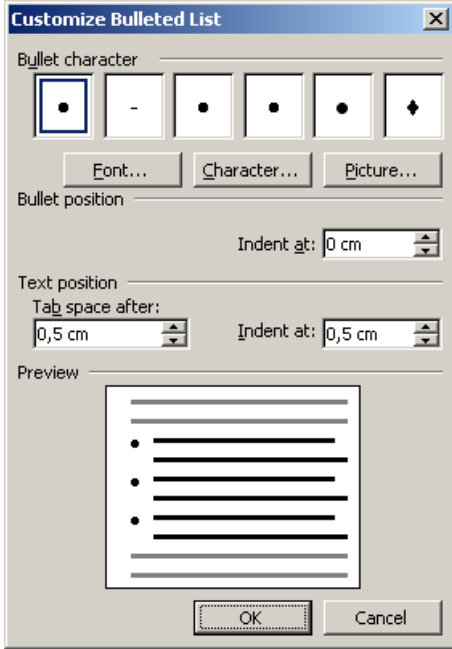
### 1.2.4. (FRA) Body Text Indented



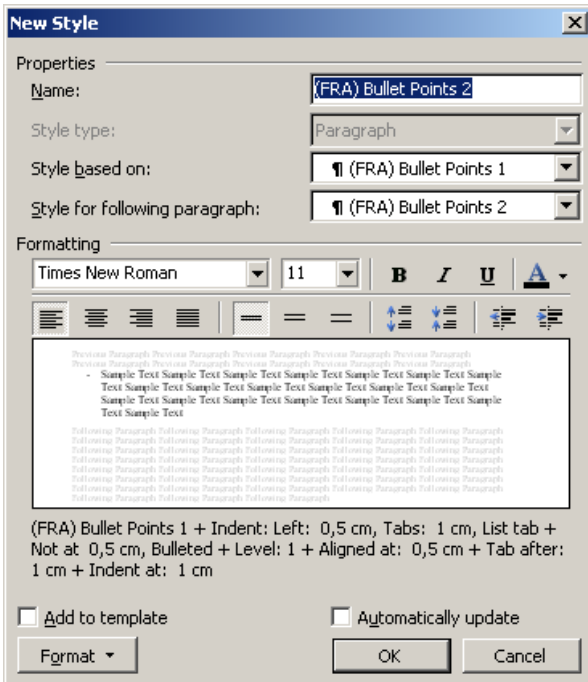
## 1.2.5. (FRA) Bullet Points 1

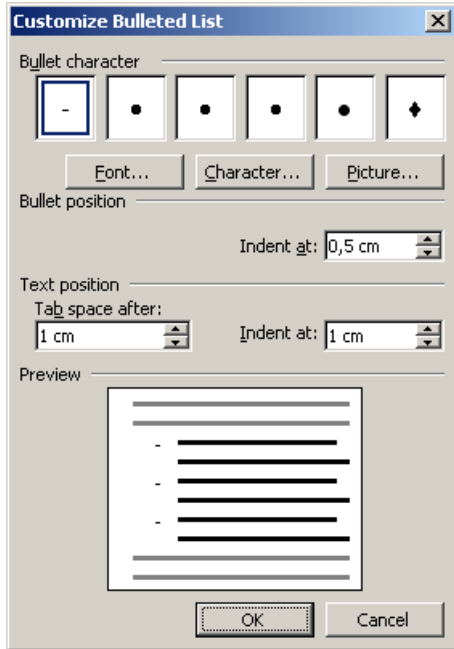






### 1.2.6. (FRA) Bullet Points 2



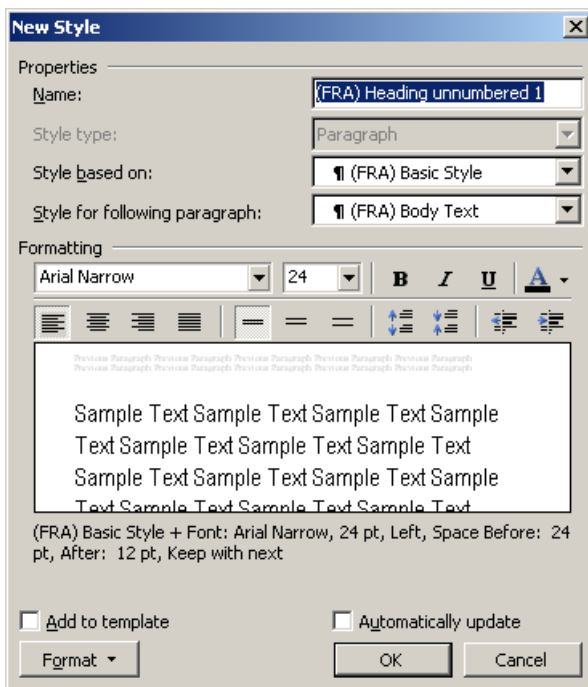




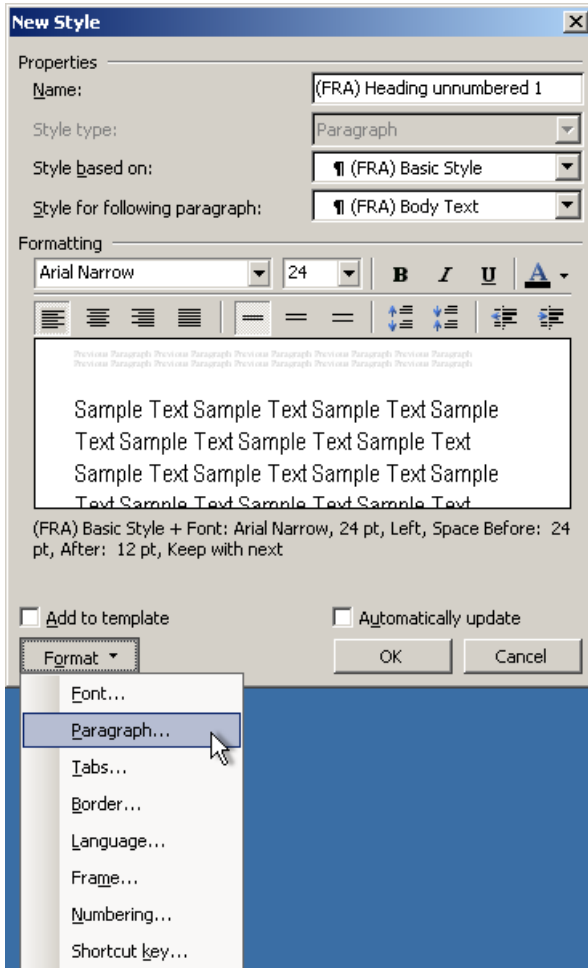
## 1.3. Headings

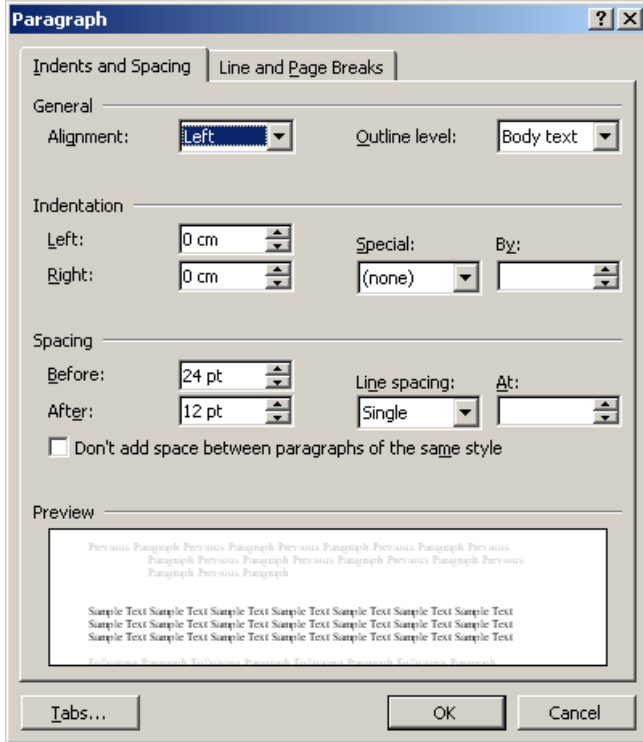
- [9]. Headings are separated from text and other headings as follows:  
Spacing before: 24pt; spacing after: 12pt.
- [10]. There are two types of headings: numbered headings (e.g. ‘A.3. Headings’) and unnumbered headings (e.g. ‘Contents’). Both types of headings exist in several levels.
- [11]. Use (FRA) Headings unnumbered for Foreword, Contents, Executive summary, core thematic sections (as in the EUMC/FRA Annual Report), Conclusions, Annex only! For all other headings, use numbered headings.

### 1.3.1. (FRA) Heading unnumbered 1

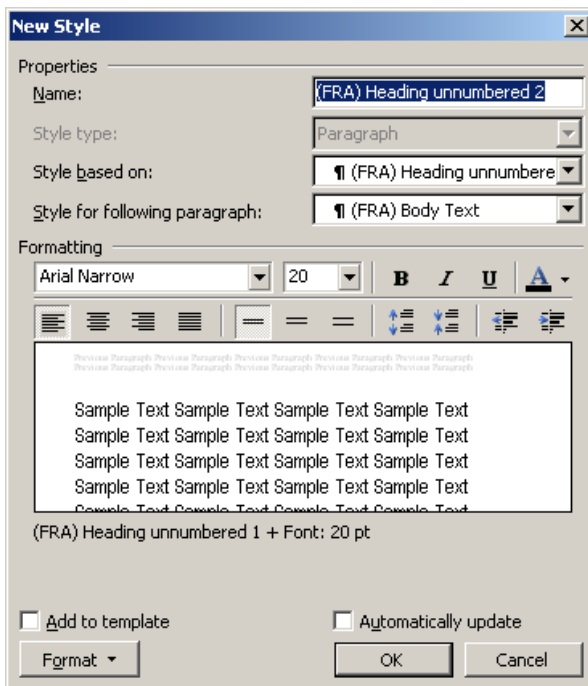


[12]. This is how you set left alignment, space before and space after:

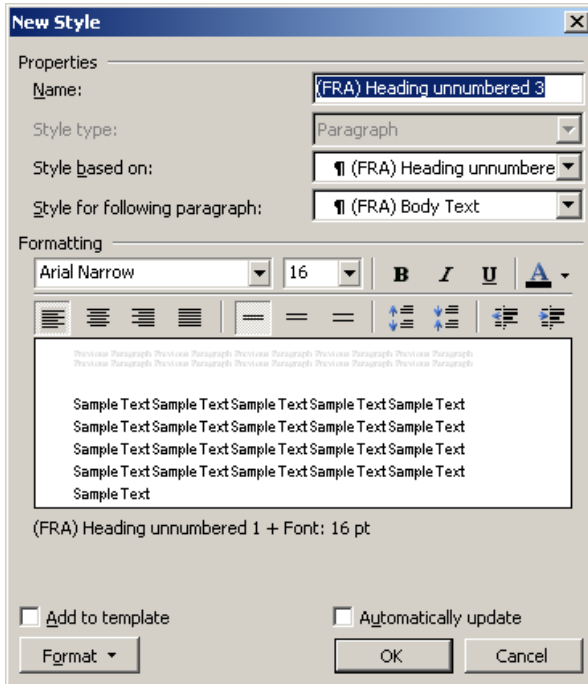




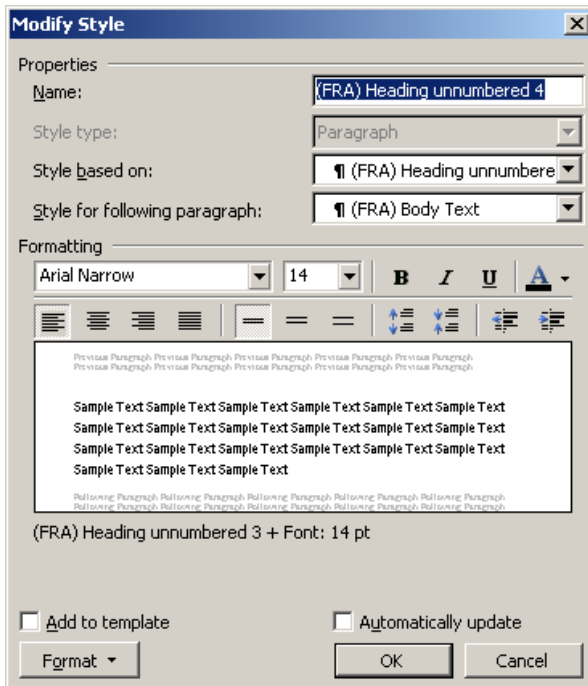
### 1.3.2. (FRA) Heading unnumbered 2



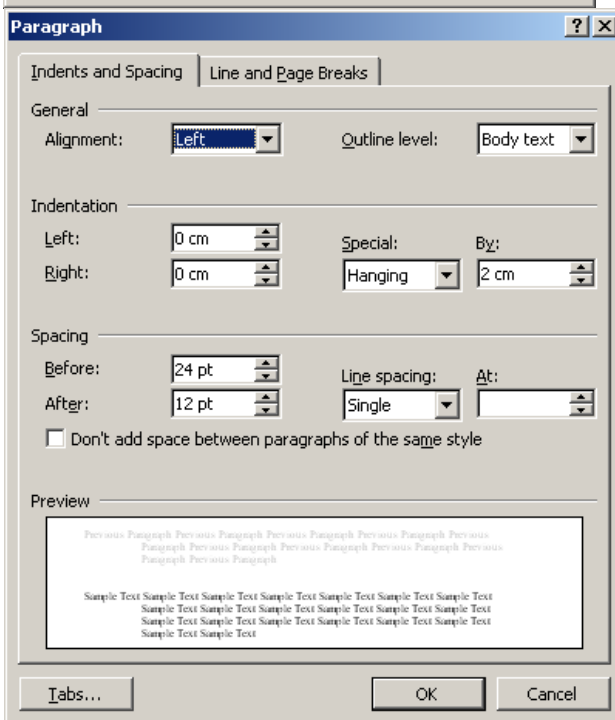
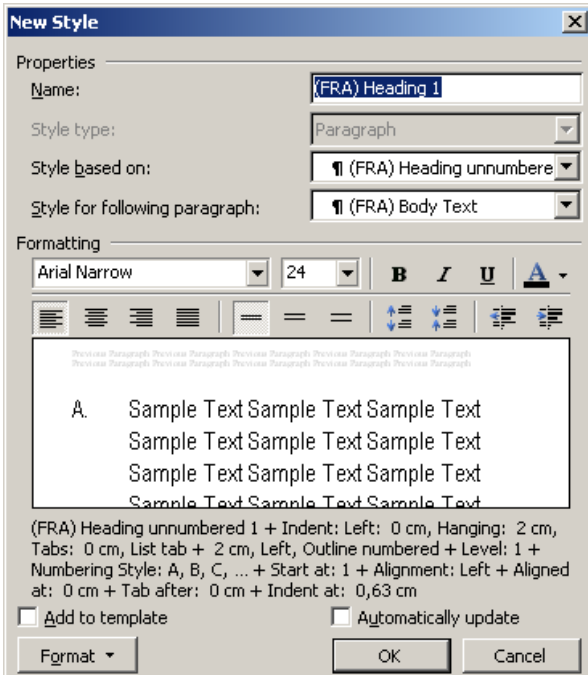
### 1.3.3. (FRA) Heading unnumbered 3



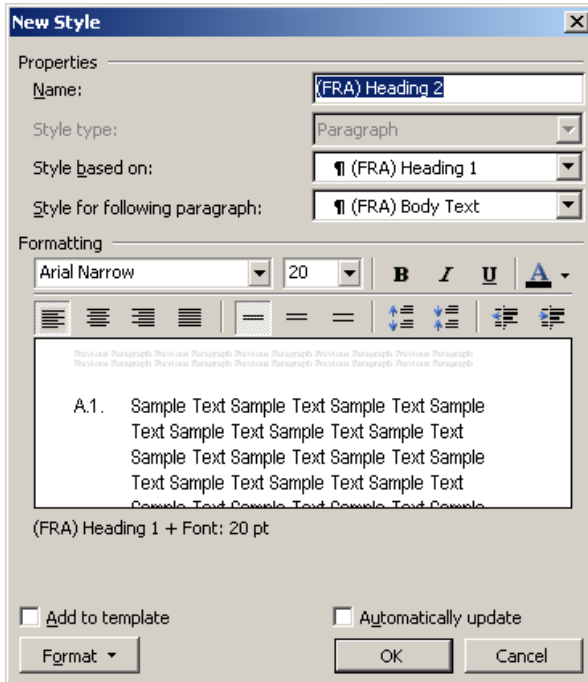
### 1.3.4. (FRA) Heading unnumbered 4



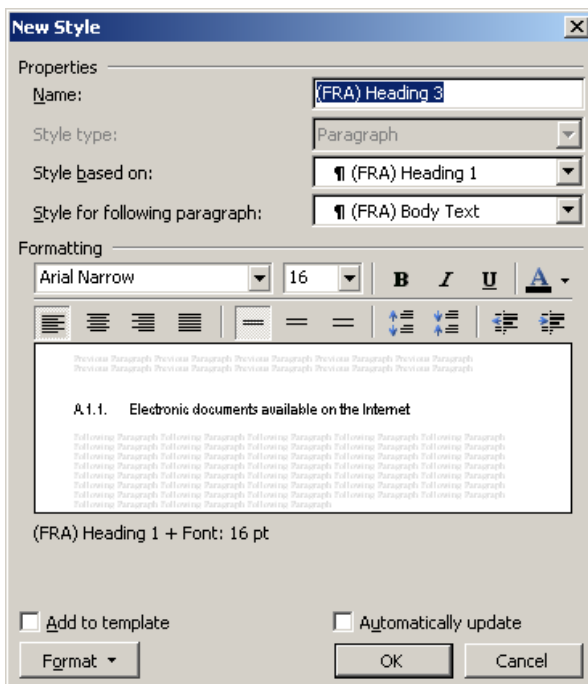
### 1.3.5. (FRA) Heading 1



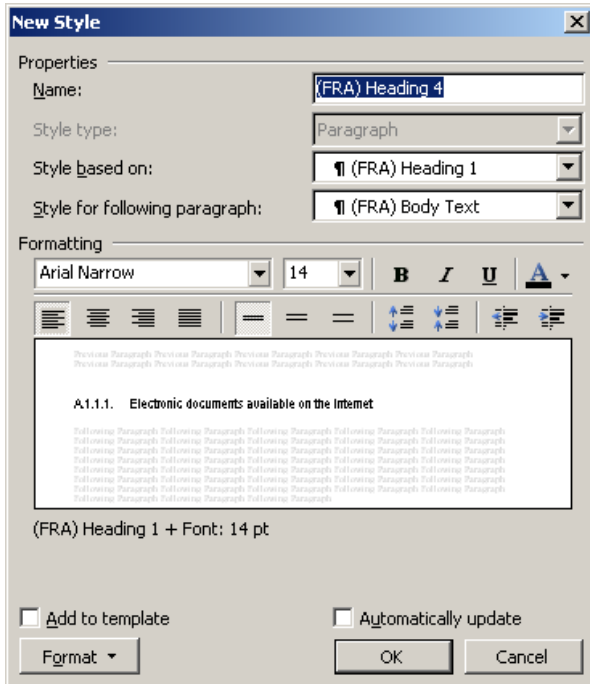
### 1.3.6. (FRA) Heading 2



### 1.3.7. (FRA) Heading 3



### 1.3.8. (FRA) Heading 4

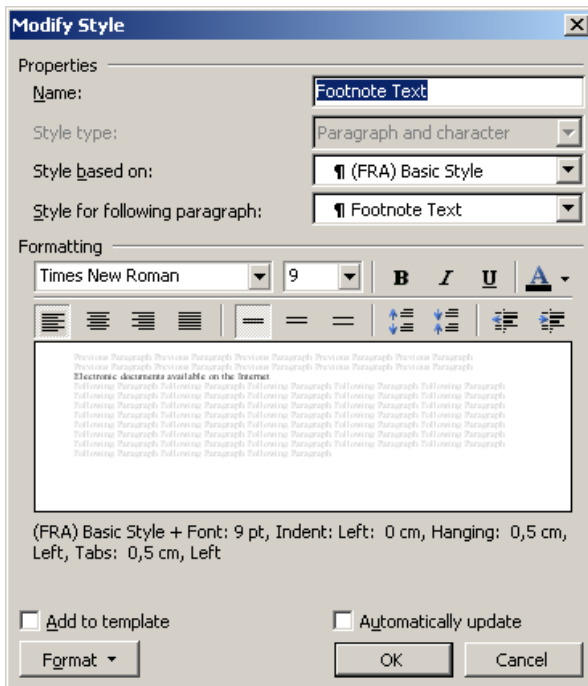


## 1.4. Footnotes

- [13]. Use the following style for footnotes:

### 1.4.1. Footnote Text

- [14]. Whenever you insert a footnote, Microsoft Word automatically uses its built-in Footnote Text style. Therefore you must not create a new (FRA) Footnote Text style, but instead modify the built-in Footnote Text style (see chapter 3.2).
- [15]. The modified Footnote Text should be formatted like this:



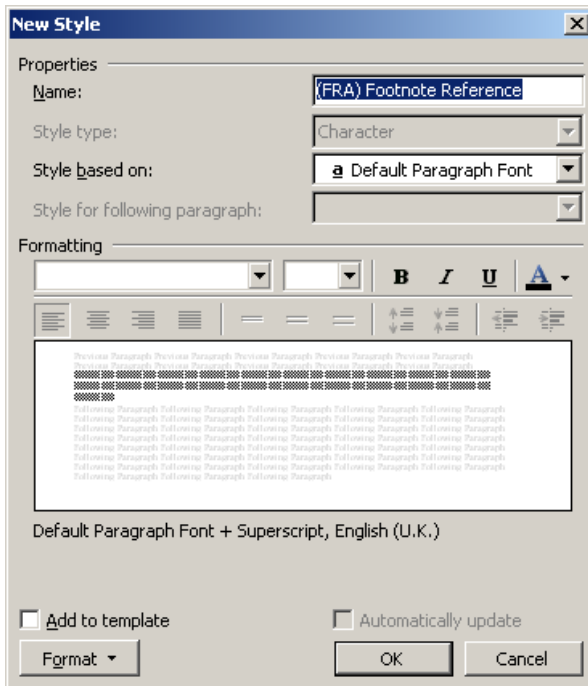
- [16]. At the beginning of each footnote text, insert a tab at 0.5 cm, so that there will be a clear space between the footnote number and the footnote text.<sup>1</sup>

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<sup>1</sup> At the beginning of each footnote text, insert a tab at 0.5 cm, so that there will be a clear space between the footnote number and the footnote text.



## 1.4.2. (FRA) Footnote Reference<sup>2</sup>



[17]. Insert the footnote reference after the full stop/comma/semicolon,<sup>3</sup> not before it.<sup>4</sup>

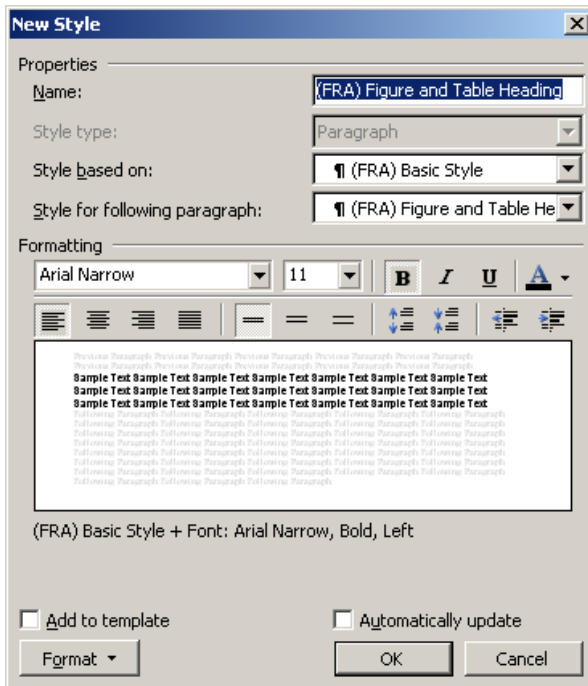
<sup>2</sup> Footnote references are numbers in default paragraph style and superscript.

<sup>3</sup> Insert the footnote reference after the full stop/comma/semicolon, not before it!

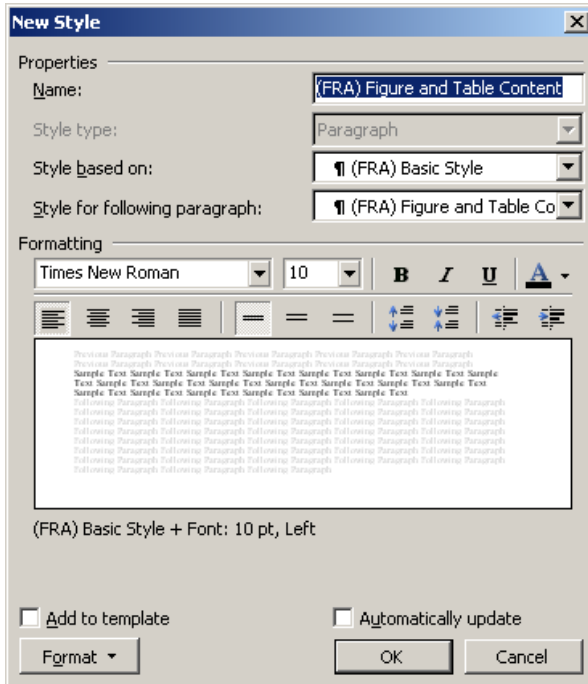
<sup>4</sup> Insert the footnote reference after the full stop/comma/semicolon, not before it!

## 1.5. Figures and tables

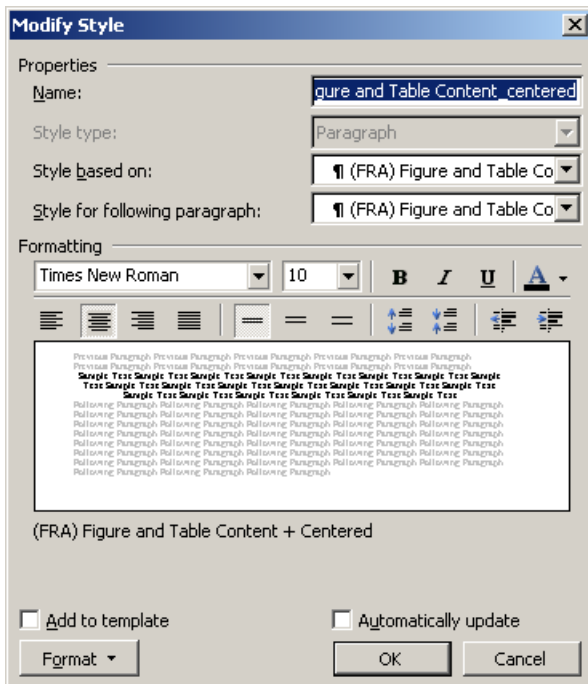
### 1.5.1. (FRA) Figure and Table Heading



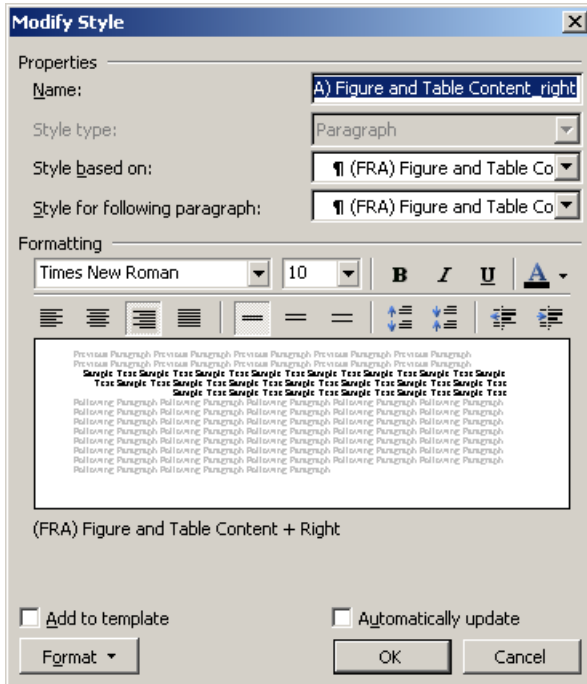
### 1.5.2. (FRA) Figure and Table Content



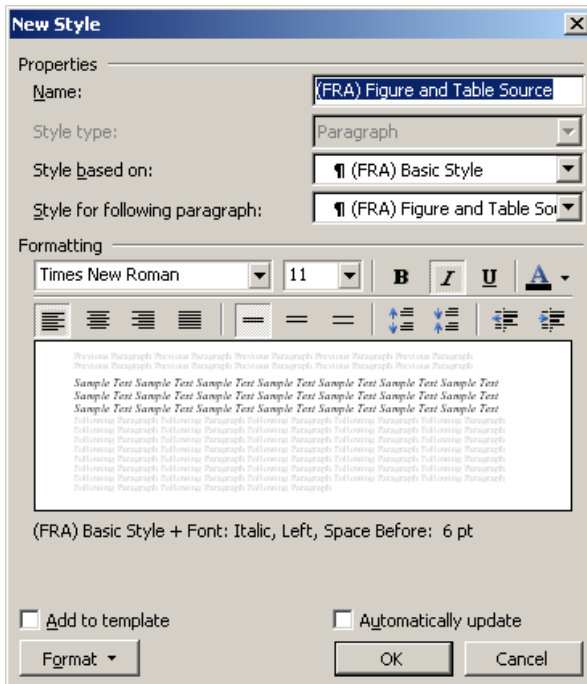
### 1.5.3. (FRA) Figure and Table Content\_centered



### 1.5.4. (FRA) Figure and Table Content\_right



### 1.5.5. Figure and Table Source



## 2. Writing conventions

### 2.1. General rules

- Use English names for countries and cities (where available); regions or communities should be named in their original language.
- Use clear, focused and easy to read language, as, for example, proposed in the European Commission's booklet '[How to Write Clearly](#)'.<sup>5</sup>
- Use non-discriminatory and inoffensive language.

Examples:

- Use he/she or his/her rather than he or his. Where appropriate, use the neutral terms 'they' or 'their'.
- Use disabled (including physically and mentally disabled) rather than handicapped.

Where an original quote uses discriminatory or offensive language, reference the text appropriately and insert quotation marks to indicate that the language used is in the original.

### 2.2. Spelling rules

- Use British English, not American English.  
Examples: programme, centre, labour, enrol, offence.
- Use ...-ise, not ...-ize; and ...-isation, not ...-ization.  
Examples: organisation; categorise.
- Spelling of particular terms:
  - anti-Semitism
  - Islamophobia
  - multiculturalism
  - anti-discrimination

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<sup>5</sup> The booklet is available online at [http://ec.europa.eu/translation/writing/clear\\_writing/fight\\_the\\_fog\\_en.pdf](http://ec.europa.eu/translation/writing/clear_writing/fight_the_fog_en.pdf) (23.03.2007). It will also be distributed by the FRA as a PDF.

- EU directives in general take lower case, but upper case if referring to a specific one.  
Example: Racial Equality Directive
- specialised body or equality body (referring to the bodies foreseen by Art 13 of the Racial Equality Directive)
- Parliament (with capital, if talking about a concrete one)
- government
- The spelling of quoted matter should, however, be respected and included without changes.

## 2.3. Punctuation

- Use single quotation marks (‘...’) for direct quotes; use double quotation marks (“...”) for quotes within quotes.
- Full stops should be used after abbreviations (p.; pp.; ed.), but not after contractions (Dr; Mr; eds; UNESCO; UK; USA).
- Use a hyphen closed up (...-...) to denote a range.  
Examples: March-May; 2004-2006.
- Use % only in tables or diagrams.  
In the text use per cent (not percent or %).
- Footnote references go after the full stop/comma/semicolon,<sup>6</sup> not before it.<sup>7</sup>
- Footnote text starts after a tab at 0.5 cm. It begins with a capital letter and ends with a full stop.<sup>8</sup>

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<sup>6</sup> Insert the footnote reference after the full stop/comma/semicolon, not before it!

<sup>7</sup> Insert the footnote reference after the full stop/comma/semicolon, not before it!

<sup>8</sup> Example: Footnote text starts after a tab at 0.5 cm. It begins with a capital letter and ends with a full stop.

## 2.4. Numbers

- Use words for simple numerals from one to ten.
- Use figures for numerals from 11 upwards, and for all numerals that include a decimal point or a fraction.

Examples: 12; 4.25; 4¼.

Exceptions:

- Always use figures for references to pages and in percentages and measurements.  
Examples: p. 4; 10 per cent.
- Always use words and not numerals at the beginning of a sentence, even in percentages.  
Example: Forty per cent of respondents agreed.
- Use a full stop for decimal points.  
Example: 97.85 per cent.
- Use commas for thousands.  
Example: 1,000,000.
- Date convention:  
Use dd.mm.yyyy for dates;  
use yyys for decades.  
Examples: 23.05.1951; 1980s.
- Do not shorten inclusive numbers, but write these in full.  
Examples: 21-24; 130-133 (not 21-4; 130-3).
- To denote a range of numbers, use a hyphen closed up.  
Examples: 2004-2006; pp. 713-721; pp. 713-714.

## 2.5. Names and titles (e.g. organisations, positive initiatives, important documents)

- Only the first time the name/title of an organisation, positive initiative or important document is mentioned, introduce its name/title in the native language(s) and its official abbreviation (in brackets). Then add the official English translation [in square brackets, and, if existing, its official abbreviation (in brackets)]. Use your own, unofficial English translation only if there is no official translation.  
Afterwards continue with the English name/title or the English abbreviation only!
- If the organisations are international ones with several official names in several languages, the English name should be chosen.
- The original name/title should be put *in italics*.
- For Greek and Bulgarian names/titles: Use Greek and Cyrillic script.

Examples:

- *Dokumentations- og Rådgivningscenteret om Racediskrimination* (DRC)  
[Documentation and Advisory Centre on Racial Discrimination (DACoRD)]
- *Respektvolle Zusammenarbeit* [Respectful Cooperation]
- *Συνήγορος του Πολίτη* (ΣτΠ) [The Greek Ombudsman]



## 2.6. Country listing order and country codes

- [18]. In text passages the Member States must be listed according to the following order, which is the official order used by EU institutions.<sup>9</sup>
- [19]. To abbreviate country names, use the following codes, which are officially used by EU institutions.<sup>10</sup>

### Country listing order and country codes

Country name (English)	Code
Belgium	BE
Bulgaria	BG
Czech Republic	CZ
Denmark	DK
Germany	DE
Estonia	EE
Greece	EL
Spain	ES
France	FR
Ireland	IE
Italy	IT
Cyprus	CY
Latvia	LV
Lithuania	LT
Luxembourg	LU
Hungary	HU
Malta	MT
Netherlands	NL
Austria	AT
Poland	PL
Portugal	PT
Romania	RO
Slovenia	SI
Slovakia	SK
Finland	FI
Sweden	SE
United Kingdom	UK

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<sup>9</sup> This order is based upon the order of protocol for the Member States, which lists the countries alphabetically using the short name of each country in its native language.

See <http://publications.europa.eu/code/en/en-370100.htm#i711b> (27.02.2007).

<sup>10</sup> These EU country codes correspond to the ISO country codes, except for the codes used for Greece and the United Kingdom, which should be abbreviated EL and UK.

See <http://publications.europa.eu/code/en/en-370100.htm#i711b> (27.02.2007).

## 2.7. References

### 2.7.1. General rules

- References should be given in footnotes.
- References should refer to the original source.
- For Greek and Bulgarian names/titles: Use Greek and Cyrillic script.
- Authors/Editors: Initial of first name. Last name.  
Editors should be marked with (ed.) or (eds), if there are more than one.  
If there is more than one author/editor list all of them in alphabetical order of their last names, separated by a comma.
- If a source is quoted twice, the full reference should be given again, in order to make reading easier and more convenient:  
Do not use 'ibid.' or 'op cit'.
- If you refer to a specific item from a book/article/report, state the page number(s):  
Use 'p.' for one page and 'pp.' for more than one page.  
Examples: p. 5; pp. 5-12; pp. 5, 7, 18.
- When referring to an article or a book chapter in its entirety, insert pp. and the page range at the end.  
Example: pp. 234-250.

### 2.7.2. Books

- Titles of books, journals and newspapers should be *italicised*.
- General structure for books:  
Initial of author's first name. Author's last name (year of publication) *Title*,  
place of publication: Publisher

Example:

M. Barker (1981) *The New Racism*, London: Junction Books

### 2.7.3. Articles published in books, journals or newspapers

- Titles of articles and chapters published in books, journals or newspapers should be ‘in quotation marks’.

- General structure for articles published in books:

Initial of author’s first name. Author’s last name (year of publication) ‘Title’, in: Initial of editor’s first name. Editor’s last name (ed./eds.) (year of publication) *Title of book*, place of publication: Publisher, p. (quoted page)

Example:

Y. Bauer (1994) ‘In Search of a Definition of Anti-Semitism’, in: M. Brown (ed.) *Approaches to Anti-Semitism*, New York: American Jewish Committee, p. 17

- General structure for articles published in journals:

Initial of author’s first name. Author’s last name (year of publication) ‘Title’, in: *Title of journal*, Vol. (volume number), No. (number), p. (quoted page)

Example:

T. Modood (2003) ‘Muslims and the Politics of Difference’, in: *Political Quarterly*, Vol. 74, No. 1, pp. 105-106

- General structure for articles published in newspapers:

Initial of author’s first name. Author’s last name (year of publication) ‘Title’, in: *Title of newspaper* (dd.mm.yyyy), p. (quoted page)

Example:

E. Noelle (2004) ‘Der Kampf der Kulturen’, in: *Frankfurter Allgemeine Zeitung* (15.09.2004), p. 5

## 2.7.4. Publications of organisations

- General structure for annual reports:

Name of Organisation, *Title Year*

Example:

Amnesty International, *Annual Report 2006*

- General structure for other reports:

Name of Organisation (year of publication) *Title*

Example:

EUMC (2006) *Roma and Travellers in Public Education: An overview of the situation in the EU Member States*

## 2.7.5. Governmental reports

- General structure for annual reports:

Country name in English/authority in native language, *Title Year*

Example:

Germany/Bundesamt für Verfassungsschutz, *Verfassungsschutzbericht 2006*

- General structure for other reports:

Country name in English/authority in native language (year of publication)  
*Title*

Example:

Germany/Bundesamt für Verfassungsschutz (2006) *Rechtsextremismus in Deutschland*

## 2.7.6. Laws

- General structure for EU law:

Type of legislation Year/Number/EC (date of decision)

Examples:

Council Directive 2000/43/EC (29.06.2000)

Council Regulation (EC) No 168/2007

- General structure for national law:

Country name in English or Region name in original language/legal source number (date of decision)

Examples:

Austria/BGBI I/82 (31.07.2001)

Salzburg/LGBl 10/2003 (17.01.2003)

Spain/Ley 62/2003 (30.12.2003)

France/Loi 2006-396 (31.03.2006)

## 2.7.7. Judicial decisions

- General structure for European Court of Justice decisions

ECJ/Number (date of decision)

Example:

ECJ/C-92/02 (04.12.2003)

- General structure for national judicial decisions:

Country name in English or Region name in original language/Name of Court in native language/Number (date of decision)

Examples:

Austria/Verfassungsgerichtshof/B1045/98 (09.06.1999)

Ostrava/Krajský soud/23c 110/2003-36 (02.06.2004)

Slovenia/Ustavno sodišče/U-I-152/03-13 (06.04.2006)

## 2.7.8. Electronic documents available on the Internet

- General structure:

<http://address> (date when this link was last visited)

Example:

<http://www.heartstone.co.uk> (08.02.2007)

- If the Internet link refers to a document the document should be mentioned first according to the reference rules above:

Reference to the document, available at: <http://address> (date when this link was last visited).

Example:

EUMC (2006) *Roma and Travellers in Public Education: An overview of the situation in the EU Member States*, available at:

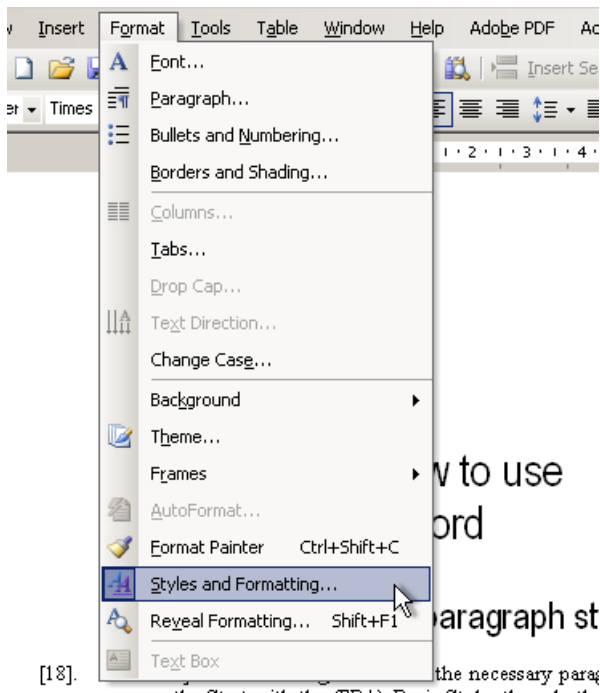
[http://eumc.europa.eu/eumc/material/pub/ROMA/roma\\_report.pdf](http://eumc.europa.eu/eumc/material/pub/ROMA/roma_report.pdf)  
(08.02.2007)

### 3. Hints on how to use Microsoft Word

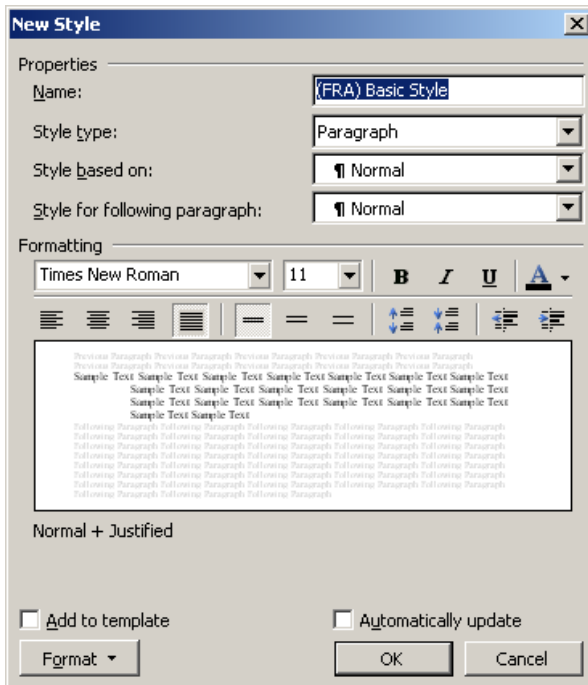
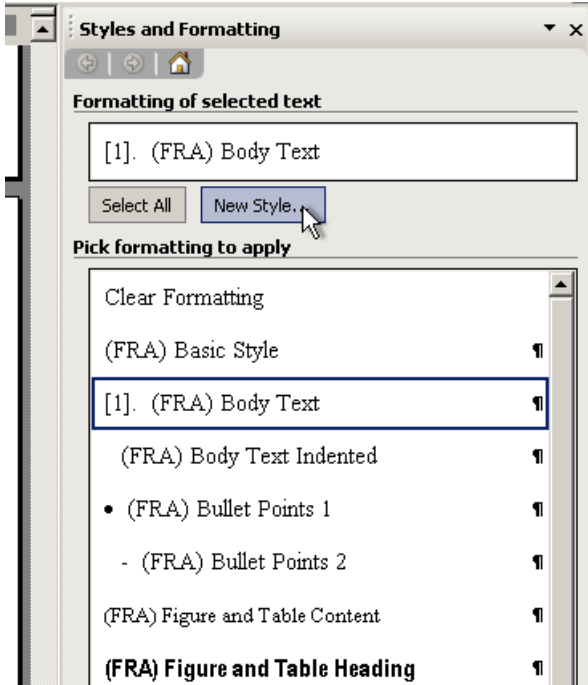
#### 3.1. Creating new paragraph styles

[20]. Before you start writing, make sure the necessary paragraph styles are defined correctly. Start with the (FRA) Basic Style, and then do the other styles – all must comply with the style rules given in chapter A.

[21]. The following illustrations show you how to create new styles step by step:



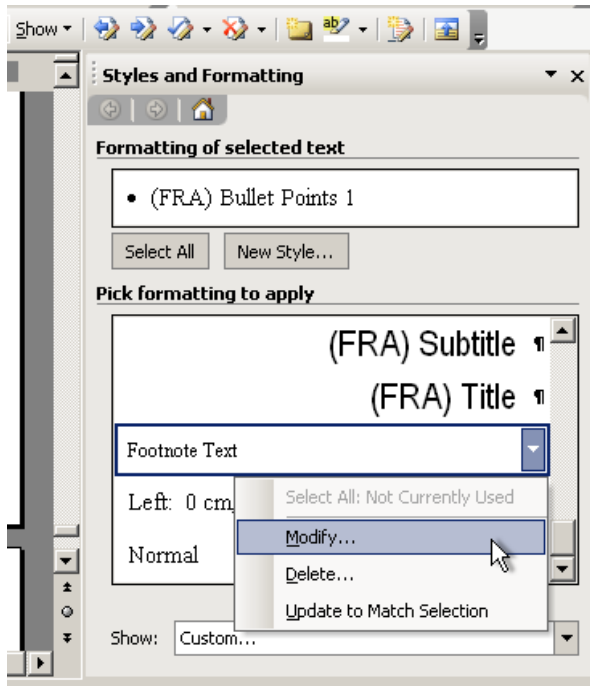
[18].

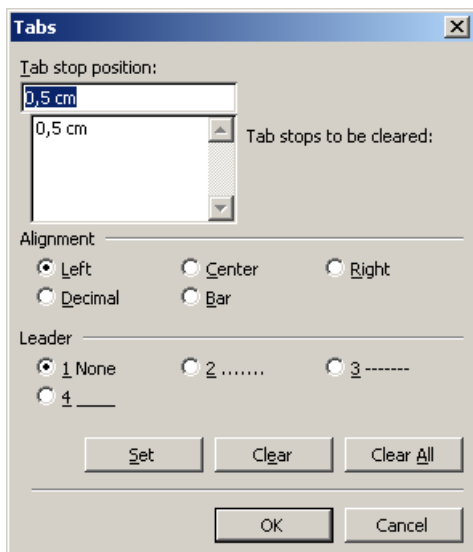
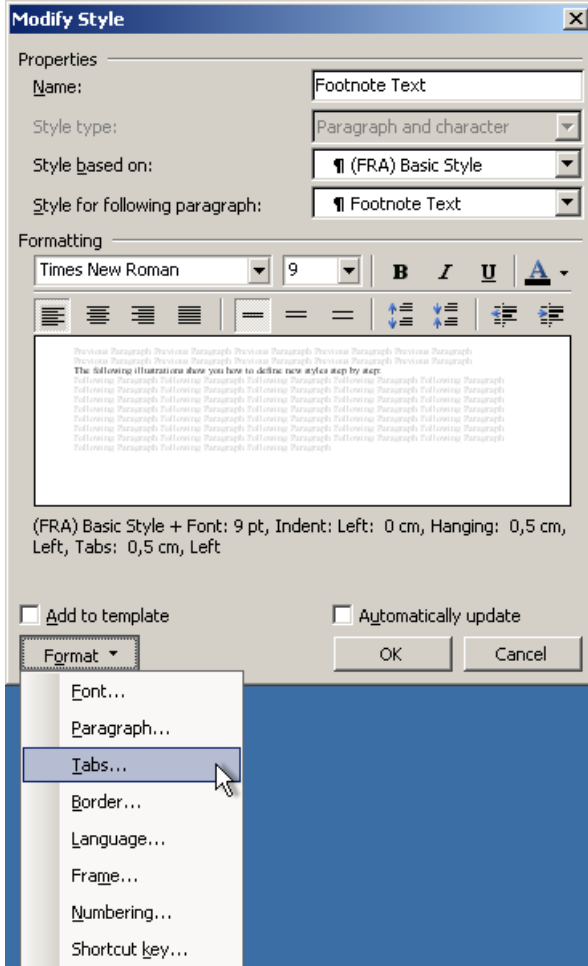




## 3.2. Modifying built-in paragraph styles

[22]. The following illustrations show how to modify the built-in Footnote Text style. Accordingly, you can also modify other styles.

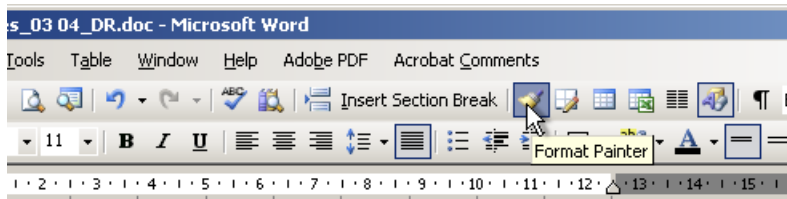




### 3.3. Using the Format Painter

[23]. If you are having difficulties with formatting the text correctly, it might be helpful to use the feature of the Microsoft Word Format Painter:<sup>11</sup>

- Click the Format Painter icon in the Microsoft Word Menu with the mouse (see illustration below).
- Then click left into any paragraph which has the paragraph style you need. You can either choose a – correct – paragraph from within the same document or a – correct – paragraph from a different Microsoft Word document, for example the FRA Sample Report.
- After this, move the mouse onto the paragraph you need to change, and click left.
- The paragraph will now have the same style as the one you had chosen before.



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<sup>11</sup> Caution: using the Format Painter might also cause new problems!