

## FAO Fisheries and Aquaculture Reports – Layout

Make sure that the paper is A4 (21 x 29.7 cm).

### COVER

The font used is Bookman. The cover file contains:

- i. the front cover (containing the Serie title and number, the report title, the ISSN [ISSN changes according to the single language chosen. the ISSN for bilingual and trilingual reports has to be the ISSN of the English version] and FAO emblem);
- ii. the ii cover (how to obtain copies);
- iii. title page (*frontespizio* containing the Serie title and number, the report title, FAO written in full in uppercase and place of publication and year);
- iv. copyright and disclaimer page;
- v. back cover contains:
  - The “blurb” (text for the back cover) should have a maximum of 150/180 words. The blurb for bilingual and trilingual reports should not be more than 230 for the bilingual and 320 for the trilingual reports.
  - The barcode is provided through the Electronic Document Processing Request (E-DPR), (<http://www.fao.org/eims/info.htm>);
- vi. the spine is needed only when the report has 72 or more pages.

**The cover has to be submitted as a separate file.**

### TEXT (starts on page iii)

There is not a definite template for text of FAO Fisheries and Aquaculture Reports. The presentation is generally the following:

#### Fonts:

- i. Times New Roman 10 for page numbers;
- ii. Times New Roman 10 for footnotes;
- iii. Times New Roman 11 for text.

#### Margins:

- i. Maximum 2.5 cm for all margins;
- ii. minimum 2 cm for all margins;
- iii. layout header/footer: 1.25 cm;
- iv. When there are large tables either the right hand margin is reduced to accommodate them or they should be in landscape.

#### Paragraphs:

- i. Are numbered and only the first line is indented;
- ii. single space between lines;
- iii. double space between paragraphs;
- iv. There should be consistency throughout. It is preferable to leave one single line between headers and paragraphs but you may also keep them stuck if the reading is not difficult.

**Page numbers:** should be consistently either on top or at bottom of page, centered. For pages in landscape the page number has to appear vertically (on top or bottom, not on the side).

**Header:** In capital letters, bold.

**Subheader:** In lower case (only first letter is capitalized, unless of course there is a proper name in the title).

**Sub-subheader:** In italics bold.

**4th level header:** In italics.

### APPENDIXES:

- i. In capital letters bold (Annexes in French, Anexos in Spanish).
- ii. Annex is for an insertion in the Appendix (Appendice in French; Apéndice in Spanish).

**Note:** For Workshops Reports, the presentation may need modifications, according to the contents. To be decided on an ad hoc basis.