

Page setup

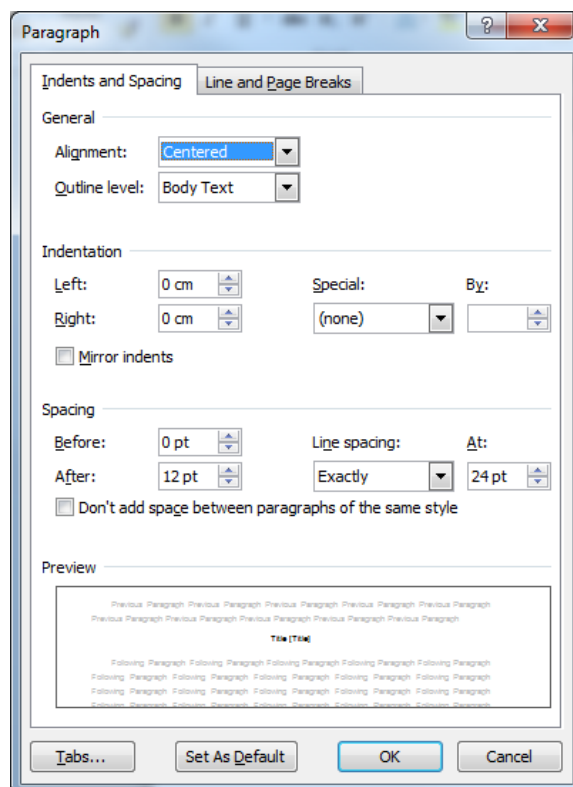
Margins (cm): Top 3.5; Bottom 3.75; Left 3.5; Right 3.5; Gutter 0; Gutter position Left; Portrait orientation; Multiple pages: normal; Apply to whole document.

Paper: Size A4; Width 21cm; Height 29.7cm. Apply to whole document.

Layout: Section start continuous; Header and footers different first page. From edge: Header 1 cm; Footer 0.51cm; Page: vertical alignment Top; Apply to whole document.

Title [Title]

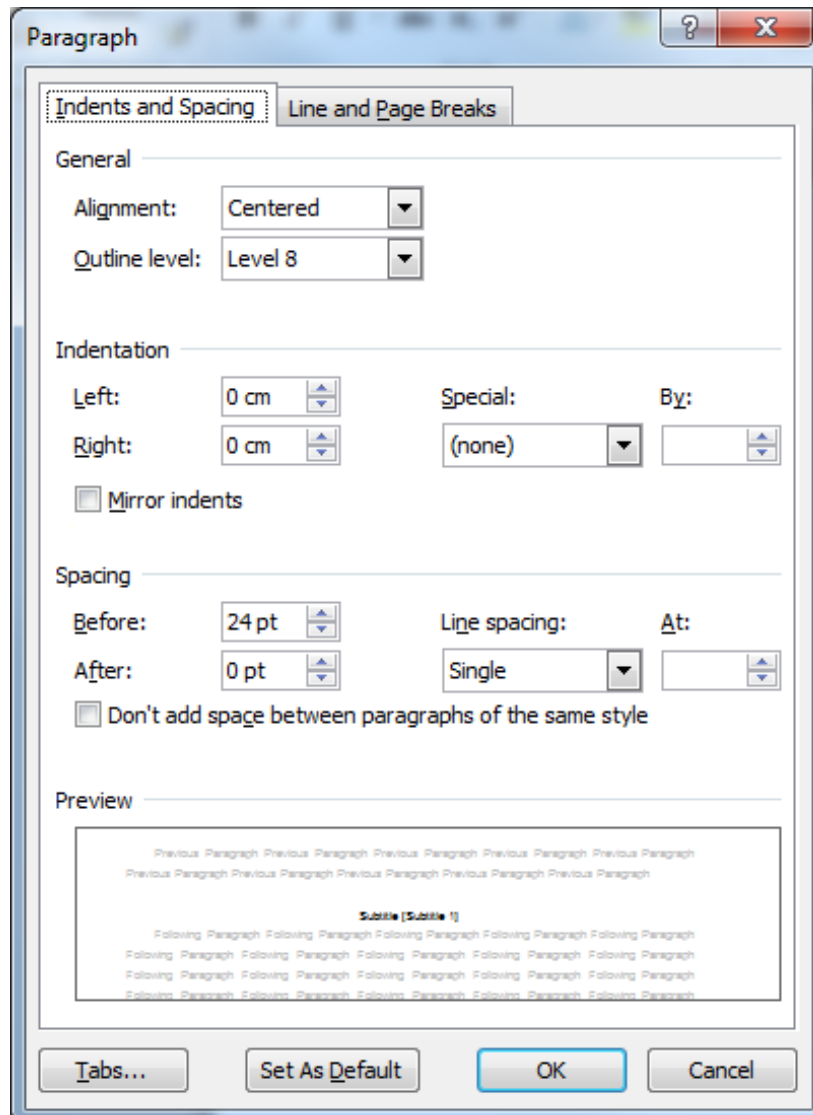
Font: Arial 20, bold, black



Line and page breaks: Window/Orphan control; Page break before

Subtitle [Subtitle 1]

Font: Arial 14, regular, black



Line and page breaks: Window/Orphan control

Foreword [Heading 1 (not numbered)]

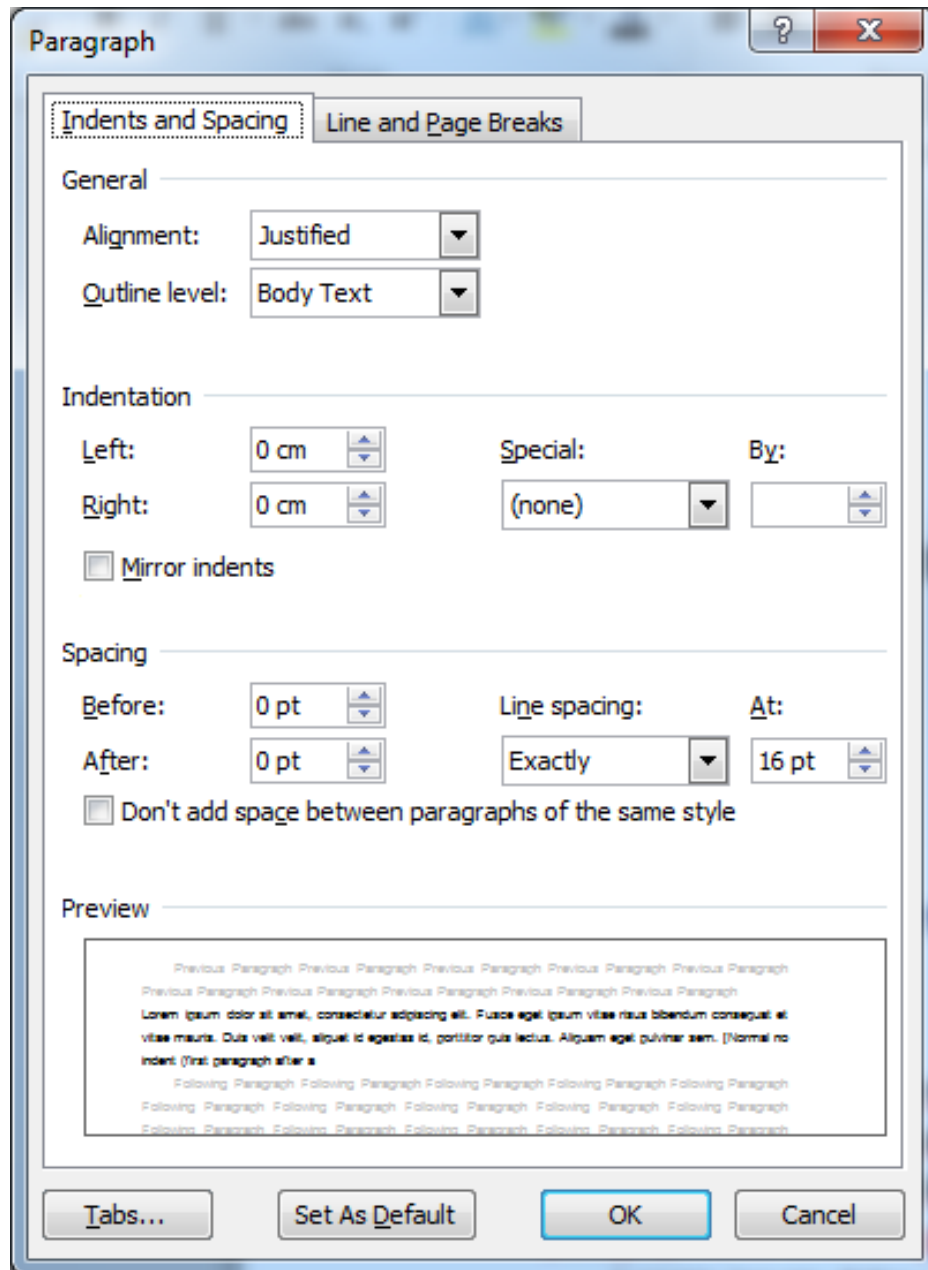
Font: Arial 20, regular, black

The screenshot shows the 'Paragraph' dialog box with the 'Indents and Spacing' tab selected. The 'General' section shows 'Alignment' set to 'Left' and 'Outline level' set to 'Level 1'. The 'Indentation' section shows 'Left' and 'Right' indents both set to '0 cm', 'Special' set to '(none)', and the 'Mirror indents' checkbox is unchecked. The 'Spacing' section shows 'Before' and 'After' spacing both set to '0 pt', 'Line spacing' set to 'Single', and the 'Don't add space between paragraphs of the same style' checkbox is unchecked. The 'Preview' section shows a sample of text with the applied settings, including a heading 'Foreword [Heading 1 (not numbered)]' and several paragraphs of text.

Line and page breaks: Window/Orphan control; Page break before

Text of the first paragraph just under a heading: [Normal no indent (first paragraph after a heading)]

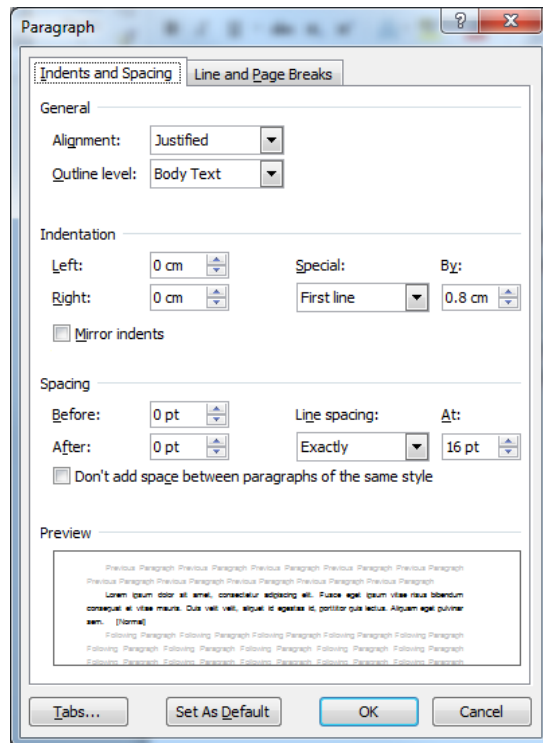
Font: Arial 11, regular, black



Line and paged breaks: Window/Orphan control

Text of the second and further paragraphs after a heading g [Normal]

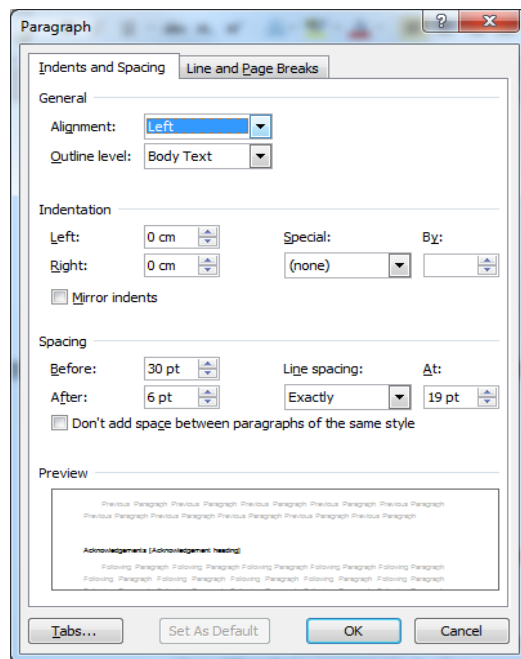
Font: Arial 11, regular, black



Line and page breaks: Window/Orphan control

Acknowledgements [Acknowledgement heading]

Font: Arial 16, regular, blue



Line and page breaks: Windo/Orphan control

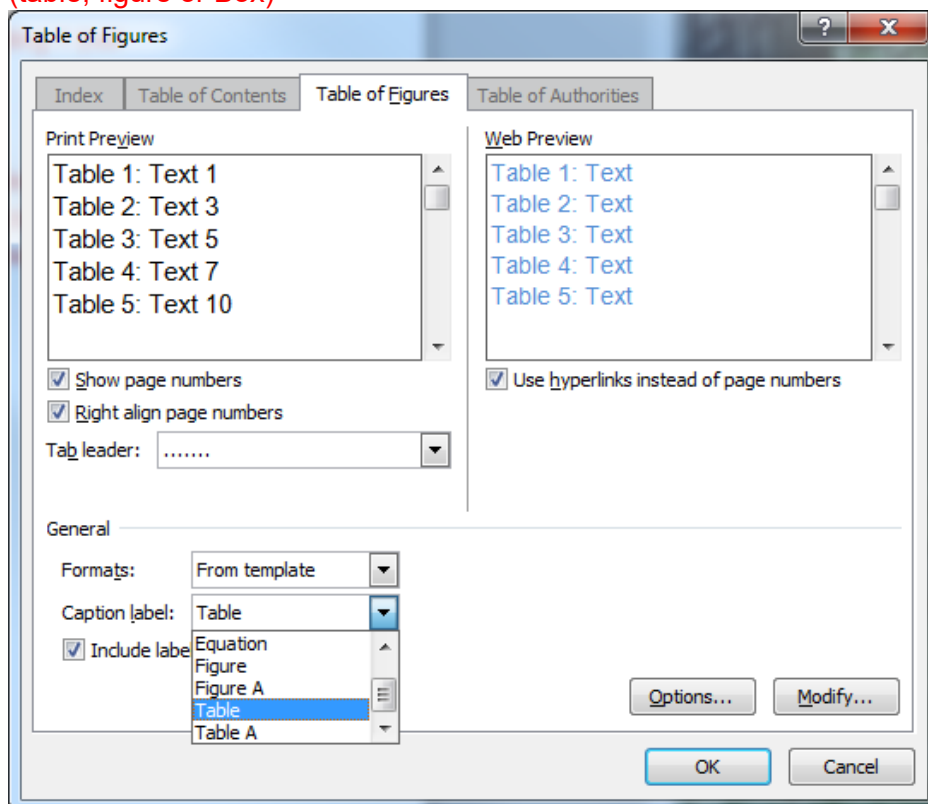
Table of contents [Heading 1 (not numbered)]

'References' → 'Table of contents' → 'Insert table of content': show 3 levels

The table of contents and the list of tables/figures/boxes will be arranged by Cedefop formatting team and updated regularly until the final stage of layout.

List of tables, figures and boxes [Heading 1 (not numbered)]

'References' → 'Insert table of tables' → select the appropriate caption label (table, figure or Box)



Executive summary [Heading 1 (not numbered)]

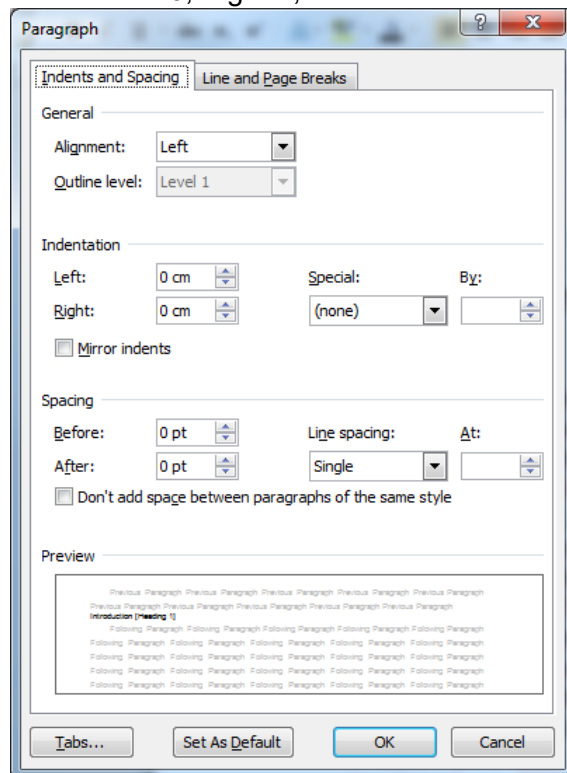
Same as for 'Foreword'; see above.

Heading and subheadings of the executive summary are not numbered.

Numbering of headings starts with the introduction or with Chapter 1 if no introduction.

Chapter 1. Introduction [Heading 1]

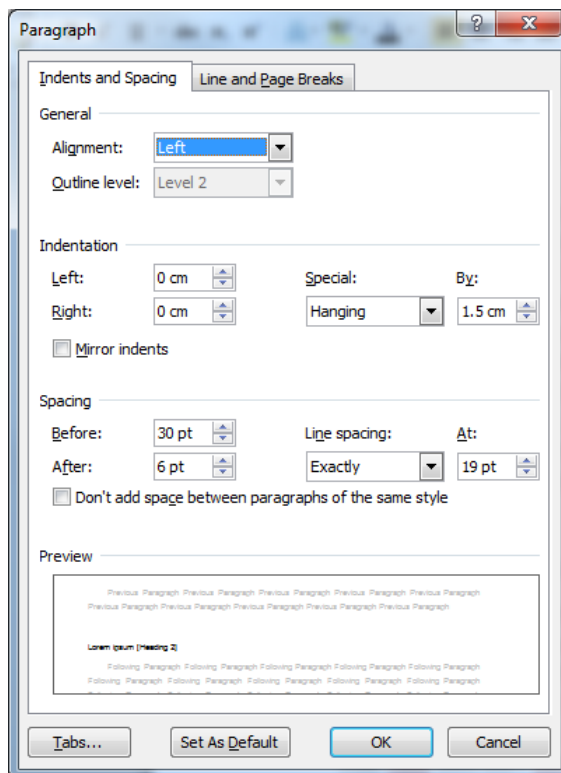
Font: Arial 20, regular, black



Line and page breaks: Window/Orphan control; page break before
Numbering format: Chapter 1.

Heading 2 [Heading 2]

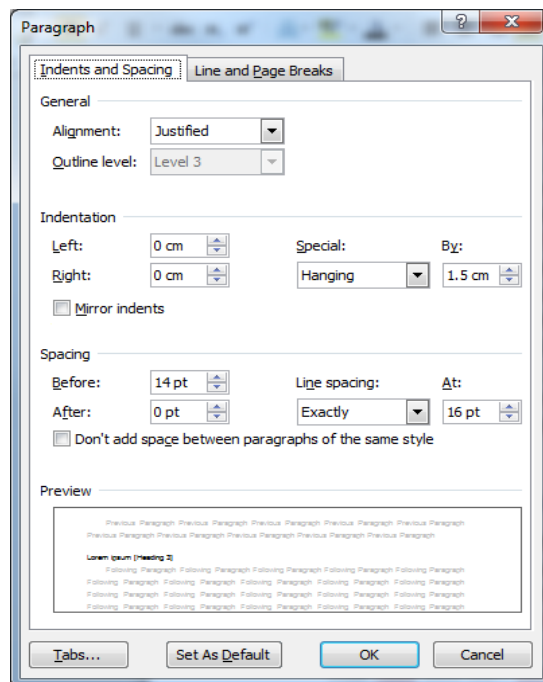
Arial 16, regular, blue



Line and page breaks: Window/Orphan control; Keep with next
Numbering format: 1.1

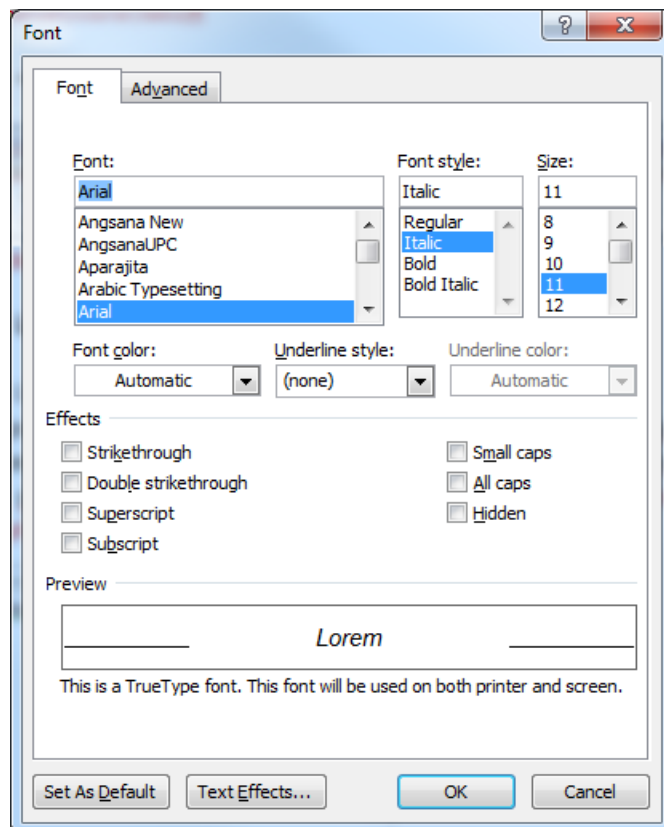
Heading 3 [Heading 3]

Arial 11, bold, black



Line and page breaks: Window/Orphan control; keep with next
Numbering format: 1.1.1. , blue

Heading 4 [Heading 4]
Arial 11, italic, black



Line and page breaks: Window/Orphan control; Keep with next

Footnotes

References → Insert footnote

In the running text: leave a space after the word and put the number in parenthesis (¹).

In the footer: put the number in parenthesis; footnote text is Arial 10, regular, black.

(¹) Footnote

Footnote and Endnote

Location

☒ Footnotes: Bottom of page

☐ Endnotes: End of document

Convert...

Format

Number format: 1, 2, 3, ...

Custom mark: Symbol...

Start at: 1

Numbering: Continuous

Apply changes

Apply changes to: Whole document

Insert Cancel Apply

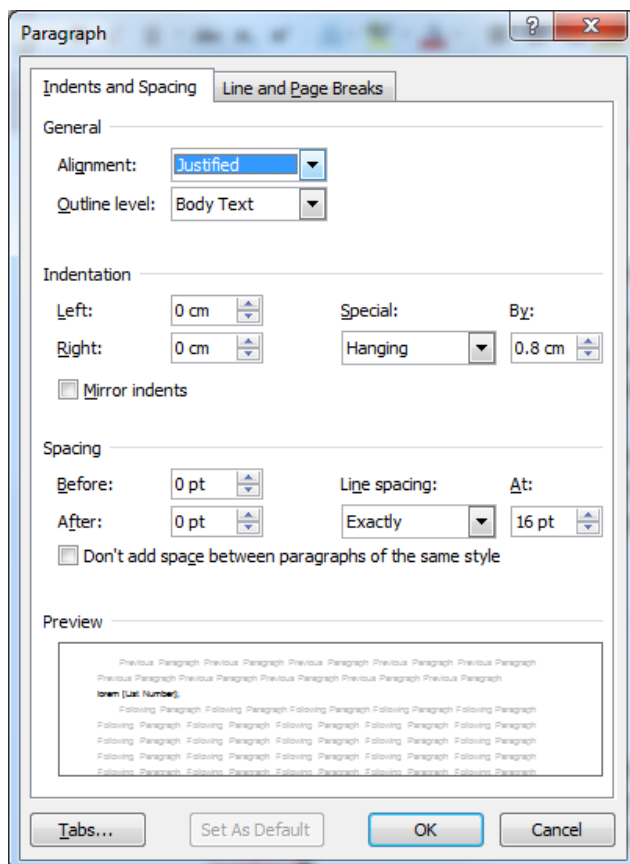
Lists points [List number]

Arial 11, regular, black.

Style type: paragraph; based on normal; style for following paragraph: list number.

Line and page breaks: Widow/Orphan level

Numbering: format: (a), (b),(c)



Widow/Orphan control

List points must be introduced by a full sentence and end with a colon:

- (a) label each item with a small letter in parenthesis;
- (b) start each item with a small letter;
- (c) end each item with a semicolon and put a full stop at the end of the last item.