

APPENDIX 3

GUIDANCE WITH RESPECT TO PAGINATION, LAY-OUT, TABLES AND REFERENCES

1 General

- 1.1 Documents should be produced using a standard word-processing programme, preferably using a Windows® environment.
- 1.2 Both disk and hard copies versions of documents should be produced.
- 1.3 One copy of the monograph should be produced with text on one side of pages only, with line spacing of 1½ - or doubled spacing, to facilitate editing. In all copies, tables can be single spaced.
- 1.4 All programme codes for pagination, font, page numbering, *etc.* should be at the start of the document. If possible, such codes should not be repeated in the text unless a temporary change is unavoidable. Codes scattered throughout the body of the text can make editing difficult.

2 Format

- 2.1 As the text of the monograph is likely to be printed using a 10 point font, such a font, if available on the system used, should be used.
- 2.2 Left/right margins should be 2.5 cm and top/bottom margins 12.5 mm, or equivalent. Lines should be fully justified, with widow/orphan protection.
- 2.3 Tabs for general text should be set at 12.5 mm intervals, or equivalent. If tabs are needed in tables they should be re-set so that a single tab, not a series of tabs, separates sections.
- 2.4 A page header should be introduced on the top left of each page of the document to show the title of the document, the level and where relevant the chapter.

3 Page numbering

Page numbering should be set to "Top centre".

4 Tables

- 4.1 Tables should be inserted in their intended positions in the text or thereabouts, not at the end of the monograph, where it is feasible to do so. Although it is customary to insert tables at the end of articles for publication in journals, different considerations apply to the production of camera-ready copy. It facilitates editing if tables are in their correct places from the outset.
- 4.2 Where appropriate, a spreadsheet program *e.g.* Lotus 123® or Excel®, should be used in compiling tables as it facilitates editing.
- 4.3 As a general rule, separate items of information should be recorded in separate cells of tables.
- 4.4 Portrait (vertical) rather than landscape (horizontal) lay-out for tables should if possible be used. Wide tables can be accommodated vertically by reducing the font size. It is particularly important that standard margins are used on all pages including pages with tables. Tables which occupy the full width of a page can be very difficult to edit.

4.6 The caption of a table should not be included within the table itself.

4.7 It is generally better not to construct a table covering several pages as a series of separate single-page tables are easier to follow, even though this often results in a number of partly-filled pages.

5 **Diagrams**

These can be hand-drawn or photocopies, but where possible, a suitable graphics package should be used.

6 **References**

References to reports, journals and books, included in the text of monographs (Level 2 and Annex B) should include the first author and year of publication of the reference. Where more than one reference for a particular author is listed in any one year, letters (a, b, c, *etc.*) should follow the year of publication, to indicate the particular reference concerned. In the case of unpublished reports, the year in which the report is finalized, rather than the year of publication, should be used. Thus references included in the text of monographs should take the following form -

In the Draize intracutaneous allergy test two groups of male Pirbright White guinea-pigs received 10 injections of *active substance x* or the formulation agent on its own, followed by a further injection after a 14 days treatment-free interval. No evidence of sensitising properties was found (Mihail, 1981a).