## 1. Background

The format guidelines presented in this document have been developed to provide a common framework for all WCRP publications. It is a best practice guideline to authors and editors, but it is understood that not all publications follow the exact format described here. Please send any feedback to Narelle van der Wel: **nvanderwel@wmo.int**

## 2. Cover page template

The WCRP cover page background image will be provided to you as part of a dotx Word template. The title and other publication information is in white over the background image and includes:

- Title – 22 points and can be 1 or 2 lines
- Date and location of associated meeting or event, if applicable
- Publication month and year
- WCRP publication number

It is preferred that an image be placed over the circle in the background image. This image should be 15cm in diameter, have between a 150 and 300 dpi resolution and be a .png (to preserve transparency outside the circle). Note that it is best to place the image inside the header and footer on top of the background image. There is also a back cover that does not require any changes.



1. Publication cover without image          2. Publication cover with image added

## 3. Guide to standard report sectioning

Most WCRP publications are produced in Microsoft Word, in order to produce a standard product with a template (.dotx) available to all. Sometimes, for aesthetic purposes, we use Adobe InDesign or other typesetting software. In these cases the look of the report may differ slightly for a specific purpose. In these cases please liaise with the WCRP Communication Officer to ensure that the product is in keeping with the WCRP Communication strategy.

Standard WCRP publications should have sections listed in the order given below:

- Disclaimer
- Table of Contents
- Body of report:
    - Report Section 1
    - Report Section 2
- Annexes (as required)

Please note: Documents containing WCRP information or guidelines that are not extensive enough to require official WCRP publication status (such as these guidelines, conference agendas etc.) can use the above corner image on one or more pages (see separate template). This corner image can also be used as part of a letterhead (see separate template).

## 4. Fonts

Throughout the publication please use the following fonts, in order of preference:
– **Body font:** Source Sans Pro, Helvetica, Tahoma, Geneva, Arial, Sans-Serif
– **Title font:** Lato, Helvetica, Tahoma, Geneva, Arial, Sans-Serif
For convenience, we will refer just to Helvetica in this guide.

### 4.1. Font sizes

– Font size should be 11 point, Helvetica.
– Language should be US English.
– Font size for graphs, tables, or figures should be between 6 and 10 points.
– Bullet points should be black dots (as illustrated here).

### 4.2. Font colors

– Use black font throughout the report. If you need another font color for contrast, use WCRP teal (#009b90), such as used in the title of the first page of this document.

## 5. Paragraphs

– Left justification (alignment) is preferred
– First line of a paragraph can be flush left or slightly indented
– Text should be single spaced
– Text should be double spaced between paragraphs

## 6. Titles and subtitles

### 6.1. Title format
– Title fonts should be 16 point, bold, Helvetica
– Titles should be numbered with Arabic numerals starting with "1"
– Font colour should be black

### 6.2. Subtitle format
– Subtitle fonts should be 14 point, bold, Helvetica
– Subtitles should be numbered with Arabic numerals starting with "1" combined with a corresponding heading number. For example: 1.1, 1.2, etc
– Font colour should be black.

## 7. Page margins and numbering

Although most publications are now in digital format, we prepare WCRP publications in such a way that if they were to be printed that they would use the minimum amount of paper possible. As such we assume double-sided printing is possible and we set up publications to print even and odd page footers and margins

### 7.1. Margins
– Top – 3.0 cm
– Bottom – 2.5 cm
– Inside – 2.5 cm
– Outside – 2.1 cm

### 7.2. Page numbers
– Pages must be numbered with Arabic numerals (1, 2, 3…).
– The number "1" should be at the bottom outside corner of the first page of the report body and subsequent pages should be numbered consecutively throughout the entire report. This means that the disclaimer and table of contents pages are not numbered.

## 8. Headers and footers

Where appropriate other header and footer items (such as the WCRP logo) may be added. Please make sure that it respects even and odd pagination.

## 9. Table of Contents (TOC)
– TOC fonts should be 11 point, bold, Helvetica (can be all caps)
– TOC title font should be 16 point, bold, Helvetica

## 10. Executive Summary

Please provide an Executive Summary at the beginning of the publication. This should be no more than one page in length, but can be a single paragraph.

## 11. Tables and figures
– Number tables and figures consecutively

## 12. Abbreviations & Acronyms

Keep abbreviations and acronyms to a minimum. All acronyms must be listed in an annex.

## 13. Annexes, footnotes and references

### 13.1. Annexes

Annexes are listed at the back of a publication. All annexes should begin on a right hand side page (where the report is considered as an open book). For publications that are associated with a meeting or session, please include the following annexes:
– Annex 1: List of participants
– Annex 2: Agenda
– Annex 3: List of decisions and agreed actions (mandatory for meeting publications)

In addition, please include an annex listing **all abbreviations and acronyms** used in the publication.

### 13.2. Footnotes and references

– Footnotes can be used for notes or for references
– If you prefer, a reference list can be placed at the rear of the publication, before the annexes.
– Footnote font should be 9 point, Helvetica

## 14. Numbers

– Numbers under 10 are generally expressed in words: six, not 6; two-thirds, not 2/3.
– Numbers above 10 are expressed in figures.
– Ordinals are expressed in figures: $2^{nd}$ and $3^{rd}$ meetings, $100^{th}$ session
– Dates - the day is always followed by the month and year: 27 April 2010

## 15. File Size

The final file size of the .pdf of the publication should be no more than 10 MB. This is to facilitate its download from the website.

## 16. Project logos

Project logos may be added to the cover page of the publication. They should be the same size as the WCRP logo.

## 17. Further style guidelines

WCRP generally follows World Meteorological Organization (WMO) guidelines for writing styles. You can find a useful guide here:

WMO style guide (2014):
https://www.wcrp-climate.org/community-resources/WMO_Style_Guide_2014_en.pdf