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***Publication  
Reference***

**EA-0/06: 2024**

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# **Format and Layout of EA documents**

## ***PURPOSE***

This document sets out the rules on the Format and Layout for EA Documents. EA-0/06 is supplemental to EA-1/14 which sets out the procedure for the development and approval of EA documents.

*Authorship*

This document has been written by the Secretariat.

*Official language*

The publication may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

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*Further information*

For further information about this document, contact the Secretariat.

Please check EA website for up-to-date information (<http://www.european-accreditation.org>).

**Category:** Secretariat Management System and operational documents

**Date of Approval:** 10<sup>th</sup> July 2024

**Implementation:** Immediate

**Transitional period:** None

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## **1 INTRODUCTION**

### **1.1 General**

EA publishes documents that define organisational policies and procedures to be followed by EA Members, as well as brochure and informative documents.

EA documents shall be easily identified and shall have a format and layout complying with the rules specified in this document.

A complete list of EA documents is contained in the document EA-INF/01: List of EA Publications and International Documents

The Secretariat is responsible for publishing documents on the EA website and for making available documents to Members and Stakeholders on request.

When a new or revised document is published or a document is withdrawn, the Secretariat shall inform Members and relevant Stakeholders.

Documents prepared by the Secretariat, Committees, Working Groups, Task Forces etc. for later publication as EA documents shall be drafted in layout according to the rules specified in this document.

The Secretariat may assist the authors in ensuring that the layout of the draft is in line with these rules before circulating the document to a wider audience for comments, voting or publication.

### **1.2 Language**

The official language of EA Documents is English. Translations into other languages may be made but are the responsibility of the translating body.

Acknowledgement must be made in the translated edition to the English language edition, which shall be the definitive version.

## **2 PAGE LAYOUT AND FONT**

### **2.1 Page size and margins**

The page size for EA Documents shall be A4 and the text justified. Margins on each page and each edge shall be set to 2,5 cm.

### **2.2 Font Type**

The general font type to be used is Arial.

However, for EA Documents having a special content or nature, the EA annual report for example, the headings, sections and sub-sections may be changed for a different, specific format or layout of the document.

**The title of the document** (on the Front Cover) is in Arial 30, bold.

**Heading and section numbering** are as follows:

- 1**            ***MAIN HEADINGS (Arial 12, capital, bold, italic);***
- 1.1**        **Section Headings (Arial 12, bold);**
- 1.1.1**     **Subsection Headings (Arial 11, body, bold);**
- 1.1.1.1    Further headings (body) or self-supporting paragraphs

**The Body text** shall be in Arial 11.

**The Headings of the Tables** must be in Arial 12, bold.

**For illustrations**, authors must provide the original artwork to be used in the publication.

**The Header** text must be in Arial 10, italic.

**The Footer** must be in Arial 10.

**The Appendices** must be listed using Arial 12, capital, bold, italic (e.g. ***APPENDIX A***).

### **3**    ***MANDATORY ELEMENTS***

#### **3.1**   **All pages shall bear header and footer.**

The header contains the reference number (e.g. EA-2/XX) and the name of the document, both centrally aligned.

The footer contains the revision date and revision number (e.g. 10<sup>th</sup> July 2024\_rev03) aligned left.

The footer page numbering is aligned right and is in a format which shows the running number of the page and total number of pages (e.g. Page 5 of 6).

#### **3.2**   **Front Cover and Inside Front Cover**

The Secretariat prepares Front Cover and Inside Front Cover according to the format used for the present document and specifies explicitly the following information:

On the Front Cover:

- The EA logo
- The number of the publication, publication year and status (according to EA-1/14) if applicable (e.g. EA-2/17 M:2020)
- The title of the document

- The Purpose: containing a brief statement of the aims of the publication

On the Inside Front Cover:

- Authorship: Shall identify the Committee involved in the preparation of the document.
- Official language: The publication may be translated into other languages as required. The English language version remains the definitive version.
- Copyright: The copyright of the publication is held by EA. The publication may not be copied for resale.
- Further information: Shall specify the contact person for the publication.
- Classification: According to EA-1/14
- Date of approval: According to EA-1/14
- Date of implementation: According to EA-1/14
- Transitional period: According to EA-1/14

### **3.3 Contents page**

The table of contents shall follow the Inside Front Cover and provide page numbers for all main headings (1) and section headings (1.1).

## **4 FINAL EDITION FORMAT**

All documents on the EA web site or distributed electronically in another way shall be in PDF format. When an EA document is published on another website, the Secretariat will provide a PDF format of it.

Exceptions can be made only in agreement with the Secretariat.