

ANNEX XV RESTRICTION REPORT

STYLE GUIDE

Version Number: 2.0

DATE: June 2024

ABOUT THIS STYLE GUIDE

To supplement the Annex XV restriction template, ECHA has produced a style guide that should be followed by Dossier Submitters to help with consistency (i) within the Annex XV restriction proposal, and (ii) between Annex XV restriction reports. Following the style guide also reduces the need for extensive editing at the end of the dossier preparation.

In addition to the style guide, ECHA provides a ready-to-fill-in version of the Annex XV restriction template that meets the formatting requirement of the style guide.

The style guide highlights some of the elements that often require specific attentions from the Dossier Submitter.

CHANGE VERSION HISTORY

Version	Change history	Date
1.0	Initial version of the style guide	unknown
2.0	Update to include new recommendations and structure the style guide	June 2024

CONTENTS

Font and formatting	1
Abbreviations, acronyms and wording to be used	2
Writing numbers	3
Sources and references	4

Font and formatting

- Use the pre-defined styles and formatting available in the template.
- For the general text: use Verdana 10, black, justify alignment, single line spacing, with spacing 12 pt. after.
- If you need to copy a text from another document, use the paste option 'text only' - as other pasting options may damage the entire document formatting.
- Max. 4 levels of titles / sub-titles (3 preferably), e.g.
 1. Example level 1
 - 1.1 Example level 2
 - 1.1.1 Example level 3
 - 1.1.1.1 Example level 4
- Bullet points: be consistent and use one unique style of bullet points e.g. `-' or `•'. Use a capital letter at the beginning and consistent or no punctuation at the end. Bullet points should be short. If it is more than a sentence, it is not a bullet point anymore.
- Start page numbering on the first page of the actual content, e.g. introduction – not from the table of contents.
- Use the auto-generate option for the table of contents, figures and tables to be updated automatically. To that end, make sure you assign the correct headings, and caption throughout the dossier (do not create new headings without using a pre-existing heading selectable from Styles).
- Tables/Figures: Assign a caption to each table and figure by giving it the right label (see Captions in the References tab). Whenever you need to refer to a table or figure throughout the text, cross-reference it using the Cross-reference option available from Captions in the References tab. This ensures that all the references remain intact even if new tables and figures are added later.
- Provide a copyright source for all pictures and images below the table/figure.
- Table title: position above table, font Verdana 10, sequential numbering throughout the report – add a colon between the table numbering and the title. The title always starts with a capital. For example: Table 7. The name of the table
- Figure title: position below the figure, font Verdana 10, sequential numbering throughout the report – add a colon between the figure numbering and the title. The title always starts with a capital. For example: Figure 7. The name of the figure
- Formatting of Tables:
 - Text in table: Verdana 9 if data allow (alternatively 8), single space, all cells – left aligned – black (no coloured lines).
 - Avoid shading if possible.

- Notes, sources: below table/figure, align left, Verdana 8, italic, space after last paragraph, remaining paragraphs – single space.
- First row (column titles) in bold.

Example of table formatting:

Table 11. Name of the table

Type of product	Concentration of A [% w/w]	Concentration of B [% w/w]	Main function ^[1]
Product 1	X %	Z %	blabla
Product 2	Y %	W %	blabla

Source: xxxxxxxx

Note: [1] blablabla....

Example of figure formatting:

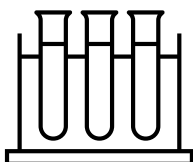
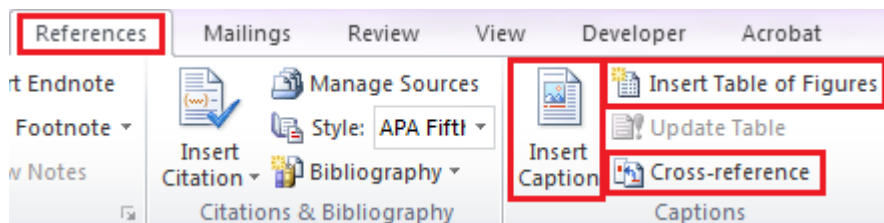


Figure 11. Title of the figure

Source: xxxxxxxx

- To generate a table of figures, use the Insert Table of Figures option available from Captions in the References tab. This works also for table of tables, despite its name, and will only work if the previous point has been followed correctly. See the picture below.



Abbreviations, acronyms and wording to be used

- All abbreviations and acronyms should be spelt out in full the first time they appear in a text, followed by the equivalent acronym in brackets. After this, the acronym can be used on its own; however, please use 'Dossier Submitter', 'Background Document', and 'Member State' in full in the text.

ANNEX XV RESTRICTION REPORT – STYLE GUIDE

- Refer to the Dossier Submitter as 'the Dossier Submitter', not as 'we', not as 'DS'. Use 'Dossier Submitter' even if the dossier has been prepared by several Member States.
- Abbreviations and acronyms should be consolidated in the table located at the beginning of the main report. Only one table should be made for the report and its appendices.

TIP: All abbreviation can be listed and maintained in a separate Excel file, so it can be sorted alphabetically and copied easily into the Annex XV restriction report in the foreseen location.

- Do not use the terms 'Annex XV restriction report' or 'Annex XV restriction proposal' or 'Annex XV dossier' to refer to the restriction proposal you are writing. Use a generic term, for example, 'in this document (...)'. This is because once the Annex XV report becomes a Background Document, it would require unnecessary work to change this wording.
- Avoid using symbols like (&) and (/) in texts. Spell out the meaning of the words ('and', 'or').
- In the main report, only refer to the first level of Appendix (e.g. Appendix A).
- Common abbreviations:
 - e.g. (in British English there is no comma after this abbreviation).
 - i.e. (in British English there is no comma after this abbreviation).
 - t/y (tonnes per year).
 - etc.
- Use the following marks ` ' and not " ", unless you are citing someone.

TIP: Agree within the team on the use name and specific terminology (e.g. substance name) to be used for the dossier preparation to ensure consistency within the document. In case there are many uses covered in the restriction proposal, it is recommended to number consistently the uses for easier reference (in tables and graph for example), and avoid repeating always the entire use name.

Writing numbers

- One-digit numbers (up to nine inclusive) should be written out in letters and two-digit numbers (10 and above) should be written as figures, except at the beginning of sentences.
- To group thousands, do not use either commas or points but use an unbreakable space (e.g. 200 000). (Ctrl + Shift + Space).
- Use a decimal point, NOT a comma, to mark decimal numbers: e.g. 1.5 (and not 1,5).
- Millions and billions should be spelt out (e.g. 197 million).
- Percentage: add an unbreakable space before the symbol: e.g. 50 %.
- Place the euro symbol before the figure (no space) (e.g. €30 million).

ANNEX XV RESTRICTION REPORT – STYLE GUIDE

- Regarding the ranges, please use the following format: €20 000-30 000.
- Dates in the running text should always be given in full form (1 July 2015).
- Use cardinal numbers (1, 2, 3) instead of ordinal (1st, 2nd, 3rd).

Sources and references

- Sources and references should be listed at the end of the Annex XV restriction proposal.
- Sources and references should be cited in 'Harvard' format. If possible, use EndNote or similar bibliographic software to add sources and references.
- Provide a copyright source for all pictures and images.