CSA OCEANS 2
JPI Oceans support action

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5.2

Writing and style guidelines CSA Oceans 2

Project full title: **Coordination action in support of the implementation of the Joint Programming Initiative on Healthy and Productive Seas and Oceans**
Website: **http://jpi-oceans.eu/csa-oceans-2**

Project start date: 1 February 2016
Duration: 36 months

Deliverable number: 5.2
Deliverable name: Writing and style guidelines CSA Oceans 2

WP no: 5
Delivery date: 1 April 2016
Lead Beneficiary: Flanders Marine Institute (VLIZ)
Authors: Willem De Moor, (willem.demoor@vliz.be) Fien De Raedemaecker (fien.deraedemaecker@vliz.be), Tom Redd (tom.redd@vliz.be)
Nature: R

Dissemination Level:

- PU = Public

WRITING AND STYLE GUIDELINES

VISUAL IDENTITY

To ensure consistency in the visual identity of the CSA Oceans 2 project we recommend to consistently use the logo and provided Word template for all deliverables. WP5 will assist other WPs in making a separate frontpage for each deliverable in Indesign.

Logo- The JPI Oceans and CSA Oceans 2 logos can be downloaded in different formats on the JPI Oceans website. Please make sure to visualise the logo in its entirety and allow sufficient clear space around the logo. If placed next to other logos, ensure that the logos are proportionately equal size and aligned. Please do not stretch the logo disproportionally or alter element in the logo itself.

Typography- Calibri, font size 11 for normal text.

Colour palet- It is recommended to use the colour palet in the provided templates.
JPI Oceans color scheme

RGB: R 34/ G 104/ B 158

RGB: R 18/ G 140/ B 206

RGB: R 242/ G 97/ B 34

RGB: R 127/ G 127/ B 127

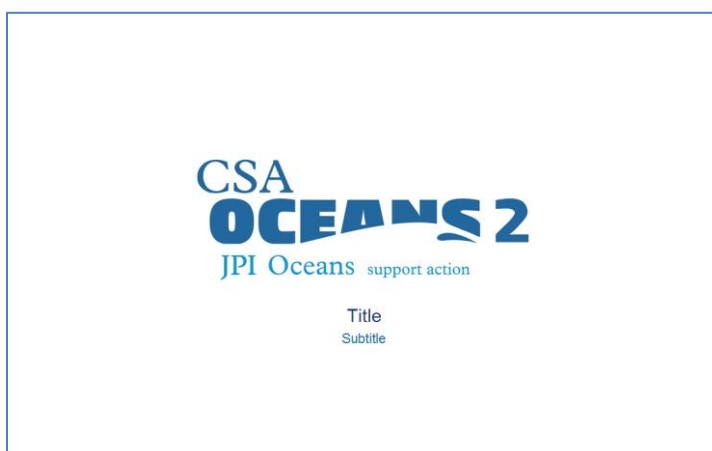**Presentations-** It is recommended to use the PowerPoint template developed by WP5.

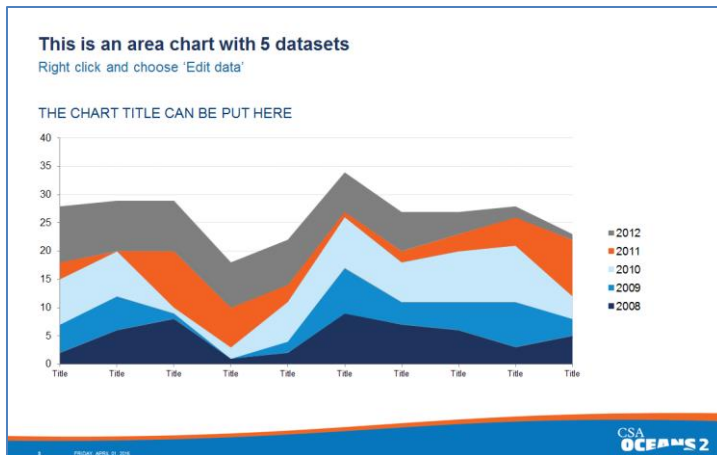**Fig. 1 Frontpage CSA Oceans PPT template**

Fig. 2 Chart with 5 datasets PPT template

Website news- News of CSA Oceans 2 can be displayed on the JPI Oceans website and the CSA Oceans 2 subsite. Please send your proposals for news articles to willem.demoor@jpi-oceans.eu or tom.redd@jpi-oceans.eu. If relevant, the news articles will be spread as well through the JPI Oceans newsletter and social media channels. When writing a news article, start with the most important information, called the lead, and fill in the rest of the story, with increasing detail, in the paragraphs that follow. A reader should know exactly what the page is about by quickly scanning the page title, header, and first couple of sentences.

To ensure optimal dissemination, the publication date of news articles will be agreed in collaboration with the CSA Oceans 2 coordinator and WP5.

Specific communication products- Factsheets, posters, invitations, event programmes, reports etc. can be developed on demand by WP5. See examples from CSA Oceans and JPI Oceans:
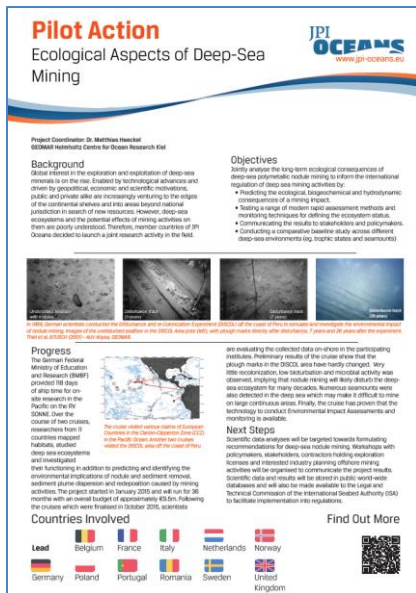

Fig. 3 First JPI Oceans – CSA Oceans conference report

Fig. 4 [Factsheet](#) JPI Oceans pilot action deep-sea mining

Images- The use of pictures and graphics is encouraged for presentations, articles and publications. In case images are used, please ensure that the image has the appropriate license or you have permission from the owner of the work. When using images found online, please ensure that these have the appropriate license as well. One of the most widespread examples is the Creative Commons (CC) license, one of several public copyright licenses that enable the free distribution of an otherwise copyrighted work. A CC license is used when an author wants to give people the right to share, use, and build upon a work that they have created.

A good example of a search tool which enables you to search for pictures with a creative commons license is [Compfight](#).

A good example of a photo database with free pictures is [Unsplash](#). Photos published on Unsplash are licensed under Creative Commons Zero which means you can copy, modify, distribute and use the photos for free, including commercial purposes, without asking permission from or providing attribution to the photographer or Unsplash.

For use of JPI Oceans pictures, please consult the online [photo gallery](#) on the JPI Oceans website.

To attribute pictures correctly, please use: "Picture credit: name author or organization – description picture".

DELIVERABLES

Recalling the consortium agreement the CSA Oceans 2 Steering Board will approve the deliverables of the Project before transmission to the European Commission. The transmission of deliverables is done by the project coordinator.

OBLIGATORY ELEMENTS

For ease of readability and to ensure uptake by the JPI Oceans Management Board, a summary should be written at the start of every deliverable. The summary is expected to provide an overview of the aim of the deliverable and the conclusions of importance to the JPI Oceans Management Board.

Please ensure as well that the following information is filled in correctly and covered on page 2 of every deliverable

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Project full title: **Coordination action in support of the implementation of the Joint Programming Initiative on Healthy and Productive Seas and Oceans**
Website: **http://jpi-oceans.eu/csa-oceans-2**

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 696324
Project start date: 1 February 2016
Duration: 36 months

Deliverable number: 0.0
Deliverable name: XXXXXXX

WP no: 0
Delivery date: 00 February 2016
Lead Beneficiary: Name organization
Authors: Name and email address (optional) of the authors
Nature: R = Report, P = Prototype, D = Demonstrator, O = Other
Dissemination Level:

- PU = Public

- PP = Restricted to other programme participants (including the Commission Services).

- RE = Restricted to a group specified by the consortium (including the Commission Services).

- CO = Confidential, only for members of the consortium (including the Commission


Services).

WRITING GUIDELINES

- Please only use italics for scientific names italics (e.g. *Sparus aurata*) and lengthy quotations (forty or more words)
- Please avoid capitalising whole words to emphasise something
- Separate sentences by a full stop followed by one space only
- Acronyms are written as ICES, FAO, etc. (without dots)
- Use only the metric system; abbreviations of units: kg, g, mg, μg, m, cm, mm, μm, 1 (litre), ml, d (day), h (hour), s (sec), °C, kcal, cal, Hz. Use also m², m³, cm², cm³, etc.
- Do not leave a space between numbers and units, e.g. 1kg, 1g, 1ppt, 1%, 1min, exception made for litre, e.g. 1 l
- Do not use commas to separate decimal fractions but use a point, e.g. 5.1; use a comma as digit grouping character, e.g. 2,856,653
- For amounts in euro, please write €3.14 or 3.14 euro.

- Please avoid using any other fonts than Calibri.
- Please use the colour palette provided in the template.
- For all draft documents, please use the watermark as shown in this document.
- With regards to bullet points, please try to use the following bullet points consistently:
- Bullet point 1: Square
  - Bullet point 2: Circle

- For the numbering try to consistently use the following format:
1. In case of numbers 1. and not 1)
   a. In case of letters small a. (so not a) or A.)
- Please make sure you align the text to both the left and right margins with the following button:
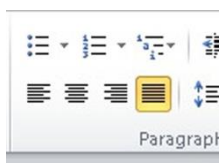
ABBREVIATIONS

- JPI Oceans (please do not write JPI OCEANS, JPI O, JPI "Oceans", *JPI Oceans,* JPI-Oceans…). Please note as well that we use JPI Oceans and not the JPI Oceans.
- Joint Programming Initiative on Healthy and Productive Seas and Oceans. It is not Joint Programming Initiative on "Healthy and Productive Seas and Oceans" or Joint Programming Initiative on *Healthy and Productive Seas and Oceans.*
- Coordination and Support Action Healthy and Productive Seas and Oceans 2: CSA Oceans 2
- Strategic Advisory Board: StAB (please do not write STAB or SAB)
- Executive Committee: ExCom
- Management Board: MB
- Implementation Plan: IPlan
- Strategic Research and Innovation Agenda: SRIA
- ERA-NET (so not ERAnet, ERANET, ERA-net, net-ERA, EERA-net, IRA-net)
- Million: m
- Billion: bn

SAVING DOCUMENTS

Please save your document whenever possible in .docx format. When saving a document, write the title of the document and the date according to the following format: "Template CSA Oceans documents 18 03 2016.docx". Please do not use an underscore, hyphen or point in between words and dates. When working on different versions please add your initials at the end of the document title also without using hyphens, underscores or points. When commenting on a document please add your initials at the end as well.

TEXT BOXES

Text boxes can be included in a document in the following format. Please make sure that the text boxes are centered on the page.

TABLES

For tables preferably use the following design:

Table	Column 1	Column 2

HEADINGS

Headings can be used in the following format:

HEADING 1

HEADING 2

HEADING 3

HEADING 4

HEADING 5

HEADING 6

HEADING 7