

# Template for Eurachem leaflets

## About Eurachem leaflets

A Eurachem Information Leaflet is in general a short document, introducing a Eurachem Guide or providing information on a topic of interest. A leaflet should normally be kept to two full A4 pages. In exceptional cases, where the topic cannot be usefully summarised in two pages, a Eurachem Working Group (WG) may extend a leaflet to four full pages. This is a non-mandatory template to harmonise the appearance of leaflets produced by different Eurachem Working Groups.

## Colour format of a leaflet

- One colour is used for all headings – in this template the green colour is used;
- The same colour as for the headings is used for the coloured banner at the bottom of the pages. If the colour is too strong for text to be visible, a transparency may be applied to make the text more legible. In this template a transparency of 10 % is used.

## Font used in leaflet

- The font used is Tahoma.

## Paragraph format of a leaflet

- Body text is set using style *Normal* 11 pt font size, justified with 0 pt spacing before and 6 pt after;
- Heading 1 is based on *Normal* with 26 pt font size, centred with 0 pt spacing before and 6 pt after;
- Heading 2 is based on *Normal* with 14pt font size, left aligned with 10 pt spacing before and 4 pt after;
- Lists, like this one, are based on *Normal* with 0 pt spacing before and 0 pt after.

## Margins

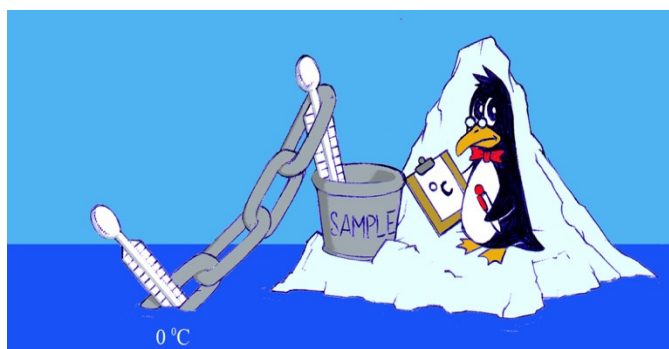
The default setting for all margins is 1.5 cm but this may be adjusted for translated text to allow the text to fit the page format. The font sizes may also be reduced if needed. The English version should use this template but bear in mind that other languages often take more space so ideally the English text should not completely fill two pages.

## Terminology

Annex D of the template for Eurachem guides [1] gives guidance on terminology that also applies for leaflets.

## Pictures

To make the leaflet more appealing at least one object (e.g. picture, table) should be included on each page. For Eurachem leaflets less stringent rules apply compared to Guides. It may, for example, not be necessary to provide objects with numbers or comprehensive legends



## Considerations for translations

Eurachem welcomes translations into local languages. Some languages may require more or longer words to provide the same message as the English text. It is therefore recommended that the number of words in the English version does not exceed 900. This template contains approximately 900 words.

## Banner at the bottom of page(s)

An example of a banner to be used at the bottom of the first page is given in this template. The same banner is used for pages 2 and 3 of a leaflet with four pages.

## Banner at the bottom of last page

An example of a banner to be used at the bottom of the last page of a leaflet in English is given in this template. For a translated leaflet the banner should contain, in English, the following information for the first edition:

Produced by the Eurachem [insert Working Group name] - [www.eurachem.org](http://www.eurachem.org)

First [language] edition, [month and year. of publication]

Translation and adaptation into [language] by [organisation responsible for translation, e.g. national Eurachem network]

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## More information / further reading

In this section cited literature can be referenced. The reference(s) should follow the format described in the template for Eurachem guides [1].

## Reference

[1] "B. Magnusson, S. L. R. Ellison and U. Örnemark (eds.) Eurachem Guide: Template for Eurachem Guides – A Guide for Guide Editors (2nd ed. 2019). Available from [www.eurachem.org](http://www.eurachem.org)."