

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 WGs.

Choice of colour

- One colour is used for all headings – in this template a 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 for the banners. Note that the banner on first page is in the footer. When printing or viewing a pdf the colour is the same on both banners.

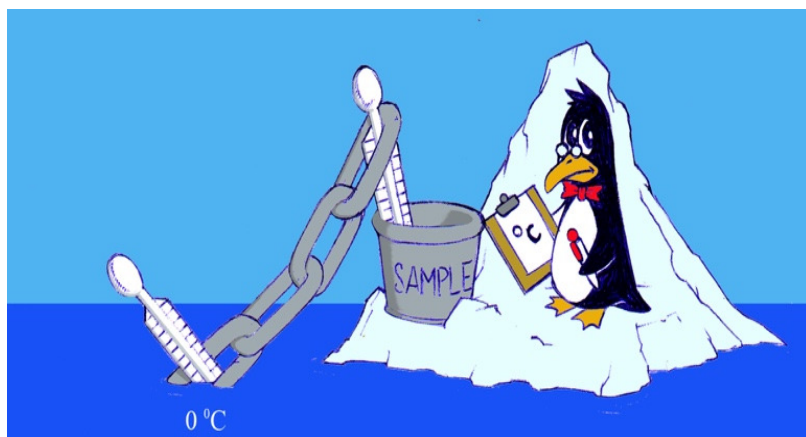
Font used in leaflet

- The font used is Tahoma.

Format of paragraphs

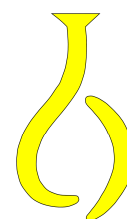
- Body text is set using style *Normal* 11-pt font size, justified with 0-pt spacing before and 6-pt after;
- Heading 1 is based on *Normal* with 26-pt font size, centred with 0-pt spacing before and 12-pt after;
- Heading 2 is based on *Normal* with 14-pt font size, left aligned with 10-pt spacing before and 4-pt after;
- Number lists or bullet lists, like this one, are based on *Normal* with 0-pt spacing before and 0-pt after.

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.

Object legends, if used, should be in italics with 10-pt font size and centred above, below, or next to the object as appropriate.



Eurachem

A FOCUS FOR
ANALYTICAL CHEMISTRY
IN EUROPE

Margins

The default setting for all margins is 1.75 cm.

Terminology

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

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 700. This template contains approximately 700 words.

First page footer

An example of the first page footer is given in this template. The coloured banner and logo are grouped into a single object in the footer region. The same footer is used for pages 2 and 3 in leaflets with four pages.

Note: The content of the first page footer must be copied manually to the footer for pages 2-3 in a four-page leaflet, and the final page should be in a separate Section with blank footer.

Banner at the bottom of the last page

An example of a banner with height ca 2.5 cm to be used at the bottom of the last page of a leaflet in English is given in this template. Choose light colours so that black text is legible. 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

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

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



Other organisations

Where leaflets are developed in collaboration, the relevant organisation names may be included in the "Produced by" statement below and additional logos may be included, for example in clear space above the final page footer. Ownership of collaborative information leaflets normally remains with Eurachem [1].

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].

[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.

Produced by the Eurachem [insert Working Group name]

First English edition, [month and year of publication]

www.eurachem.org