**Input paper: [[1]](#footnote-1)** XXXX-n.n.n

**Input paper for the following Committee(s):** **Purpose of paper:**

(Select as appropriate)

ARM  ENG  PAP  Input

ENAV VTS  Information

**Agenda item** [[2]](#footnote-2) n.n

**Technical domain/ Task number** 2 …………………………………

**Author(s)/Submitter(s)** …………………………………

Title of paper[[3]](#footnote-3)

# Summary - EXAMPLE OF HEADING 1 STYLE

Give a brief description of the content of the paper.

This template is meant to be used by Committee members who are creating input documents for a Committee meeting. The styles used are compatible with those used for IALA recommendations, guidelines and liaison notes. It can also be used to create a cover note for documents being forwarded to the Committee, using the Body Textstyle.

This template is intended for those input papers that are not draft recommendations, guidelines or liaison notes. It is also not intended for submissions to IMO, for which other templates are available on the IALA web site.

## Purpose of the document – Example of HEading 2 Style

What do you expect the Committee to do because of the document input, or is it an information paper?

## Related documents

Body text.

# Background

Give the background to the paper (Body Text).

# Discussion

Develop as required. (Body Text)

## Styles available

### Lists and Bullets – Example of Heading 3 style

The choice of numbered or bullet point lists depends on the context and content of the text and further guidance is given in the *IALA Style Guide*. Bullets are preferred unless it is important that the list is numbered e.g., for future reference or for a sequence.

Three levels of list styles are provided and these styles should be used rather than the default Microsoft Word numbering lists:

1. List 1 style example

List 1 text style example

* 1. List a style example

List a text style example

* + 1. List i style example

List i text style example

Each list style has a corresponding list text style that can be used for example, if the list requires more than one paragraph and the subsequent text needs to be aligned. If more than one list is used throughout the document, it may be necessary to right click and select Restart at 1 for subsequent lists.

There are three levels of bullet point styles available:

* Bullet 1 style

Bullet 1 text style

* Bullet 2 style

Bullet 2 text style

* Bullet 3 style

Bullet 3 text style

### Figures

A red and white lighthouse in the water

Description automatically generated with low confidence

1. Example of wrapping in line with text

Figures should be centred with wrapping “In Line with Text” and labelled by writing the figure titles using the Figure caption style below the figure. Alternatively, figures can be offset with “Square” text wrapping so that the text does not overlap the figure but arranges the paragraph such that it continues onto the next line in an appropriately sized paragraph.

### Tables

Tables should be centred on the page. The table label should be created using the Table caption style and the caption should be positioned above the table.

Table text should be Table heading style for the column or row headings and Table text style for the content. The style Table inset list can be used for bulleted content within a table. The default table layout is for left justified and vertically centred table text but this can be amended using the table Layout menu to suit the content.

1. Example of table with row headers

| Table heading | Table text |
| --- | --- |
| Table heading | Table text |
| Table heading | Table text |

Space below the table should be maintained or inserted as necessary for clarity.

1. Example of table with column headers

| Table heading | Table heading | Table heading | Table heading |
| --- | --- | --- | --- |
| Table text | Table text | Table text | Table text |
| Table text | Table text | Table text | Table text |
| Table text | * Table inset list * Table inset list * Table inset list | Table text | Table text |

### Equations

The preferred method for including equations in the template documents is the Microsoft Word Equation Editor found in the **Insert** menu. The preferred layout and number reference described above can be achieved by typing #(x) where x is the number required immediately after the equation.



1. Example of how to achieve right justified equation number

For example, typing the formula followed by #(2) (as shown in Figure 3) and then pressing return will result in the following equation centred on the page and number being displayed on the same line to the right:

Please try to constrain your document to only three levels of heading.

# References

1. Please add details using the Reference style
2. ..........

# Action requested of the Committee

The Committee is requested to: (Body text)

1. ?????????
2. ?????????
3. ........
   1. Annex Heading 1
      1. Annex heading 2
         1. Annex heading 3
4. ........
   1. Appendix heading 1
      1. Appendix heading 2
         1. Appendix heading 3

1. Input document number, to be assigned by the Committee Secretary [↑](#footnote-ref-1)
2. Leave open if uncertain [↑](#footnote-ref-2)
3. Footer will automatically populate [↑](#footnote-ref-3)