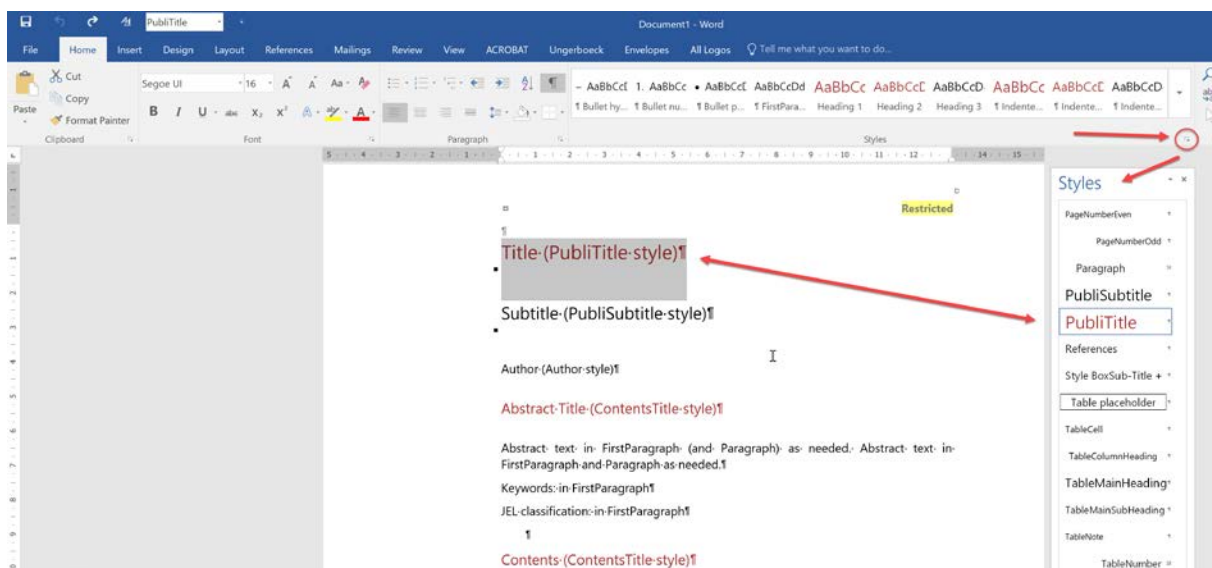




How to use the Word template “Publication 13.1cm”

- Save the template “Publication 13.1cm” on your personal templates folder in Word¹.
- Open a new document using the template “Publication 13.1cm”².
- On the **Home** tab, in the Styles group, click the **Styles** arrow to open the Styles pane.
- Select the relevant text and apply the correct **styles**
- Select the main title and apply the **PubliTitle** style:



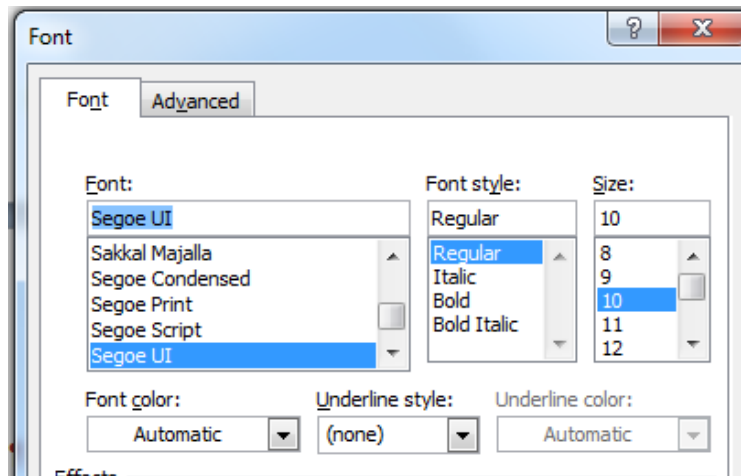
- Select the author name and apply the **Author** style
- Select the abstracts and apply the **Contents title** style
- For the paragraph titles in the paper apply either the **Heading 1** or the Indented Heading 1 styles
- For the subtitles apply heading 2 and heading 3 (Hd 1 followed by Hd2 and Hd2 followed by Hd3)
- Use the **bullet point** or the **bullet number** if you want to indent part of the text
- All non-text elements such as graphs and tables can be inserted as **images**
- Please review your paper by using the “**spell check**” function!

¹ Office 2013 / 2016: C:\Users\[UserName]\Documents\ Custom Office Templates.

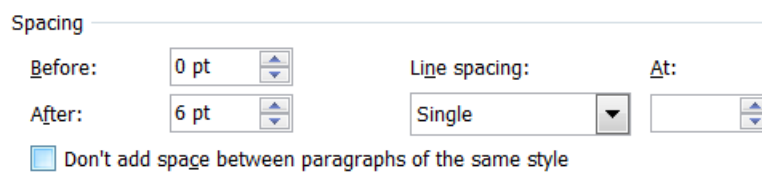
² When you click on File / New, you’ll see a selection of online templates instead of custom templates that you have created. Click on My Templates to see the custom templates stored in the default location.

Basic / minimum formatting requirements

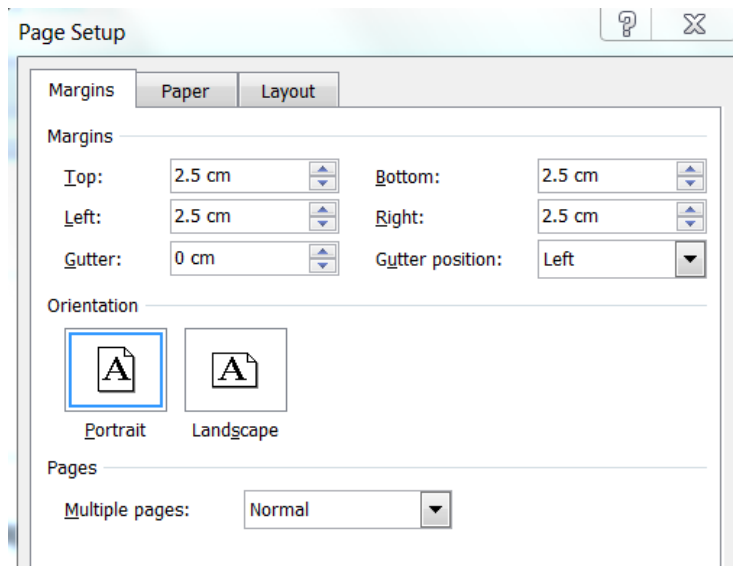
- In case you encounter major difficulties with the template, we would like to ask you to apply the following minimum formatting guidelines.
- In your document select all (Ctrl + A) → change the **font to Segoe UI, regular, 10:**



- Select all (Ctrl + A) and insert 6pt after in the paragraph spacing. → In the **line spacing:** Make sure "**Single**" is selected.



In the page setup, change the margin as shown below:



- → **Spell Check:** Please review your paper by using the "**spell check**" function!
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