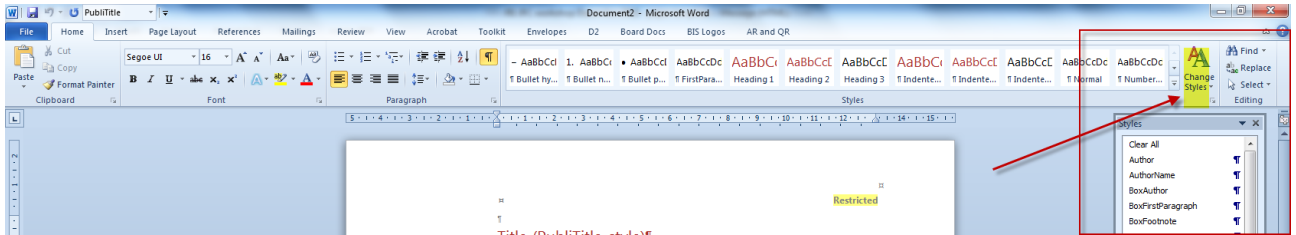


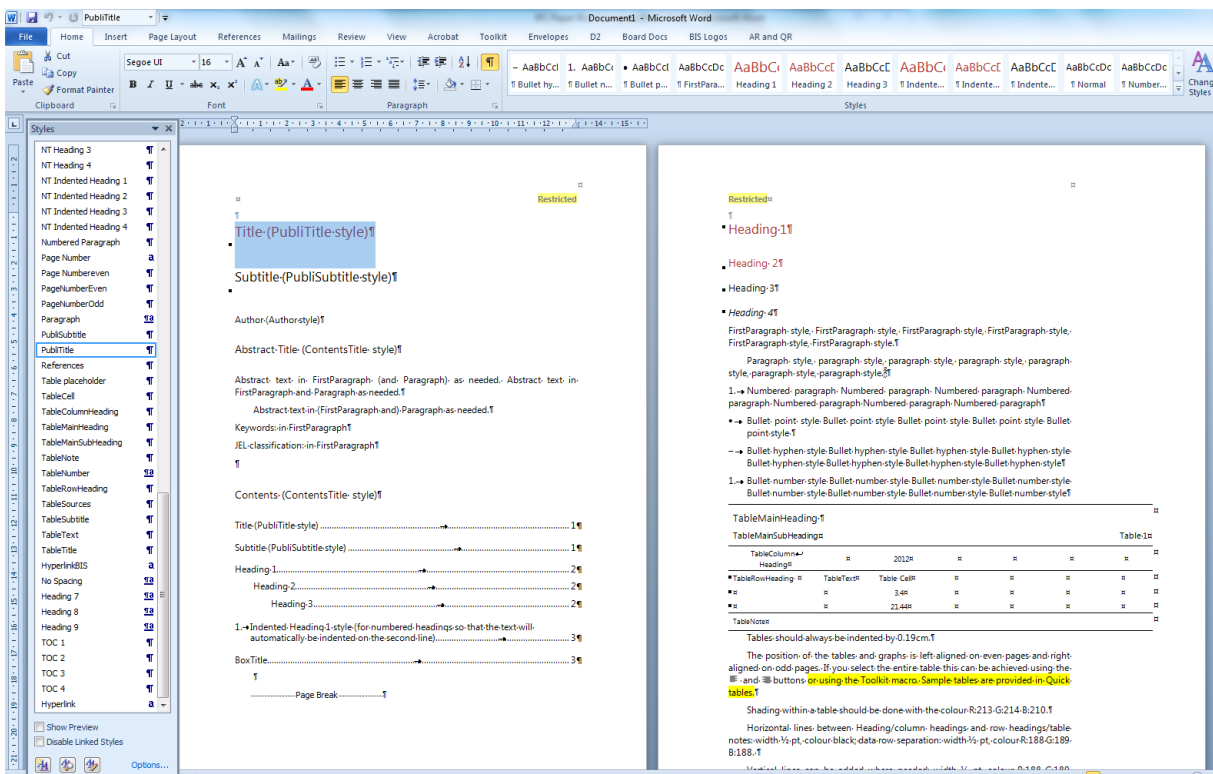


How to use the Word template “Publication 13.1cm”

- Save the template “Publication 13.1cm” on your personal templates folder in Word¹.
- Open a new document using the template “Publication 13.1cm”².
- Open the styles menu by activating the “Change Styles” function:



- Select the relevant text and apply the correct **styles**
- Select the main title and apply the **PubliTitle** style:



¹ Office 2010: C:\Users\[UserName]\AppData\Roaming\Microsoft\Templates.

Note: AppData is a hidden folder. If you need to find it manually, you can get to it by browsing to C:\Users\[UserName] and typing in \Appdata after the user name in the address bar.

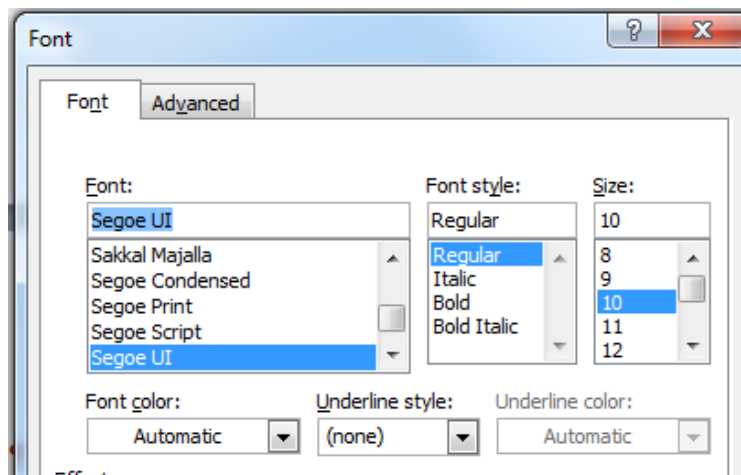
Office 2013: C:\Users\[UserName]\Documents\Custom Office Templates

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.

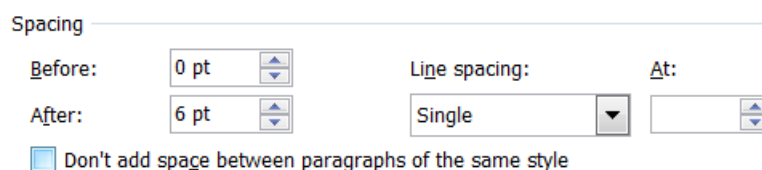
- Select the author name and apply the **Author** style
- Select the abstracts and apply the **Contents title** style
- For the paragraph titles in the paper apply either the **Heading 1** or the Indented Heading 1 styles
- For the subtitles apply heading 2 and heading 3 (Hd 1 followed by Hd2 and Hd2 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!

Basic / minimum formatting requirements

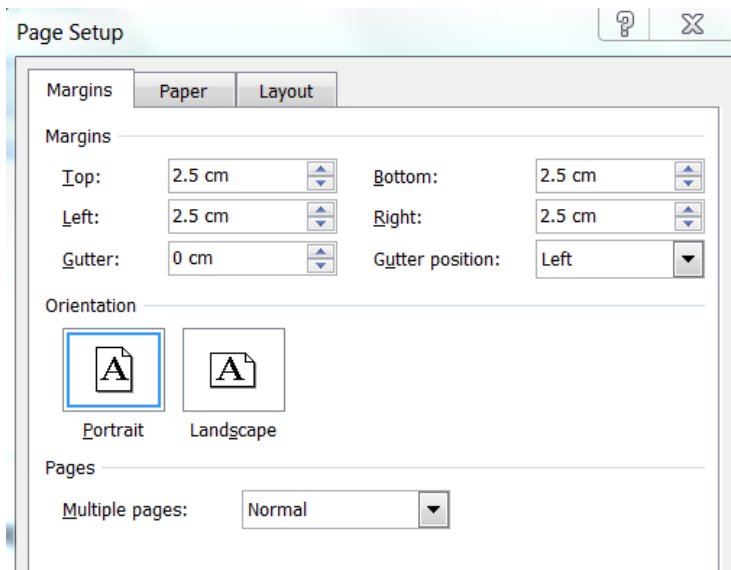
- In case you encounter major difficulties with the template, we would like to ask you to apply the following minimum formatting guidelines.
- In your document select all (Ctrl + A) → **change the font to Segoe UI, regular, 10** as shown below:



- 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!

Contact

- Please feel free to contact the IFC.Secretariat@bis.org should you require further information.
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