

# Graphical style guide

A PRACTICAL LAYOUT GUIDE  
FOR EUROSTAT PUBLICATIONS

2016 edition



STATISTICAL  
BOOKS

eurostat 



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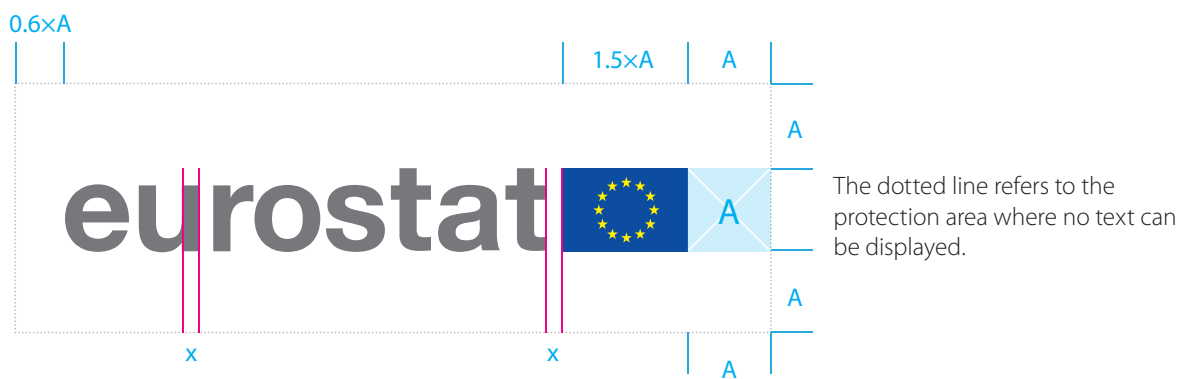
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# 1

## The Eurostat logo

### Composition and colours

The Eurostat logo has been simplified. It consists of two elements: the word Eurostat and the European emblem. The colours of the new design have been adapted to harmonize with the logos of the other European institutions.



	C	M	Y	K	PMS	R	G	B	Hexadecimal
	0	0	0	65	Cool Grey	120	120	120	#787878
	100	80	0	0	Reflex Blue	0	58	148	#004494
	0	0	100	0	Yellow	255	237	0	#FFF100

If you want to add text on the right-hand side of the logo it should follow this rule:



## Versions

The Eurostat logo is a mute logo, which means that it is not language related. This limits the number of versions and eases the usage of the logo.

The logo should be displayed preferably on monochrome background.

### BASIC VERSION

#### Full colour positive



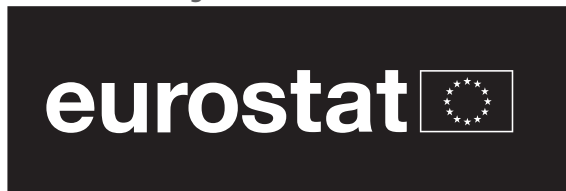
#### Full colour negative



#### Monochrome positive



#### Monochrome negative



*Note that the stroke is inside the rectangle!*

This monochrome version can be displayed either in

- Black
  - Reflex Blue
  - Cool Grey 9
- on light backgrounds.

This monochrome version can only be displayed in  
○ White  
on dark backgrounds.



### THE URL VERSION

As it is quite common to display the URL with the logo, a specific version has been developed for this purpose.

#### Full colour positive



#### Full colour negative



#### Monochrome positive



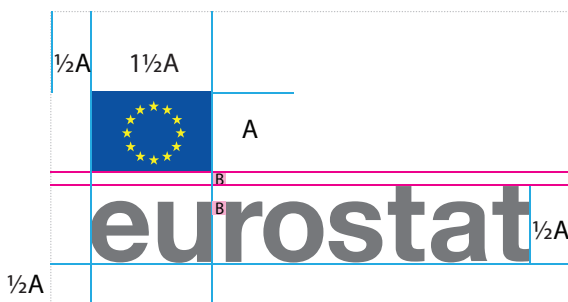
#### Monochrome negative



### THE VERTICAL VERSION

This version has been created to meet specific web needs, e.g. profile photos.

#### Full colour positive



#### Full colour negative



## Co-edition

When publishing a co-edition, other logos may need to be displayed next to the Eurostat logo. If this is the case, the Eurostat logo keeps its original position to remain compliant with the graphical style guide. The logos to be added will be aligned vertically centred with the Eurostat logo, but on the left side.



## Don'ts

- Don't change the colours.



- Don't change the flag's position.



- Don't change the flag's size.



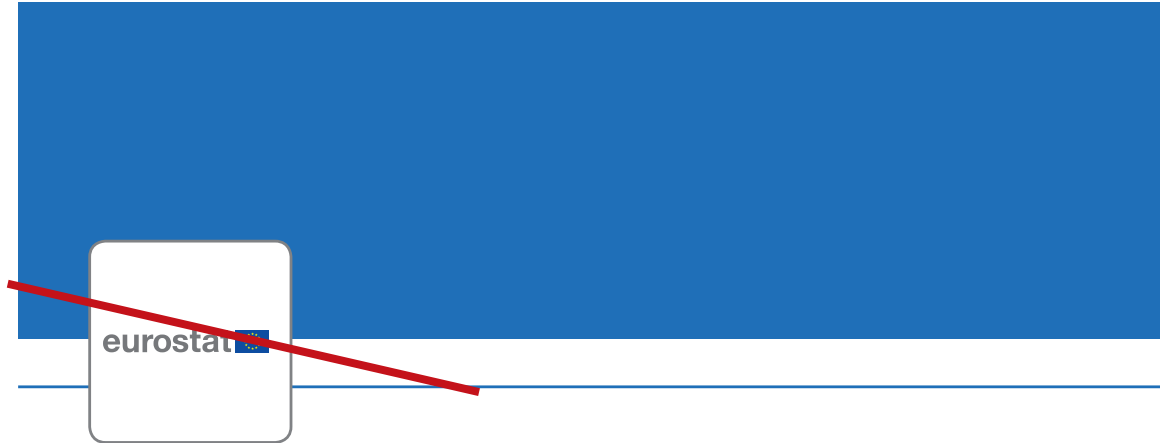
- Don't write text in the protection area.



- Don't stretch the logo.



- Don't use the horizontal version in squared profile photos or banners.



- Don't display co-edition logos on the right of the Eurostat logo.



# 2

## Classification

### The Eurostat collections

The collections make it possible to distinguish between different types of publications:

#### Statistical books

'Statistical books' are larger publications (A4, B5, A5) with statistical content that give an overview of statistical topics. They are usually produced for a well-informed audience. A typical example is the *Eurostat regional yearbook*.

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DE: Statistische Bücher	EN: Statistical books	FR: Livres statistiques
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#### Manuals and guidelines

'Manuals and guidelines' are technical publications (in A4 format) which are mainly consulted by statistical experts. Examples of 'Manuals and guidelines' are data collection guidelines, classifications, comparisons of data collection practices.

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DE: Handbücher und Leitlinien	EN: Manuals and guidelines	FR: Manuels et instructions
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#### Statistical working papers

'Statistical working papers' include papers related to on-going statistical methodological developments and applied statistical studies, including significant strategic analyses mainly written by Eurostat staff.

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DE: Statistische Arbeitspapiere	EN and FR: Statistical working papers
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#### Compact guides

'Compact guides' are leaflets produced to provide a basic overview of data, publications and possibly other information sources in a specific statistical domain. They are primarily a marketing tool aimed at informing potential users about available data and tools; their primary purpose should not be the data dissemination.

---

DE: Kompaktführer	EN: Compact guides	FR: Guides compacts
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## Where to display the collections

The collections are always displayed right aligned on the left-hand side of the logo. It is separated from the logo by a straight grey line.



Typographical details are given in the section dedicated to layout (see pages 41 (A4), 51 (B5) and 60 (A5 and CG)).

## The Eurostat themes

Eurostat statistics cover a wide range of topics. These topics are organised in nine different themes reflecting a statistical category. Each publication refers to one of these themes.

### LIST OF THEMES

	German	English	French
<b>Theme 1</b>	Allgemeine und Regionalstatistiken	General and regional statistics	Statistiques générales et régionales
<b>Theme 2</b>	Wirtschaft und Finanzen	Economy and finance	Economie et finances
<b>Theme 3</b>	Bevölkerung und soziale Bedingungen	Population and social conditions	Population et conditions sociales
<b>Theme 4</b>	Industrie, Handel und Dienstleistungen	Industry, trade and services	Industrie, commerce et services
<b>Theme 5</b>	Landwirtschaft und Fischerei	Agriculture and fisheries	Agriculture et pêche
<b>Theme 6</b>	Internationaler Handel	International trade	Commerce international
<b>Theme 7</b>	Verkehr	Transport	Transports
<b>Theme 8</b>	Umwelt und Energie	Environment and energy	Environnement et énergie
<b>Theme 9</b>	Wissenschaft und Technologie	Science and technology	Science et technologie

## THEME COLOURS

Each Eurostat theme is distinguished by a different colour. The colours chosen for the themes are all medium tones, so that black text as well as white text, when used with these colours, remains readable.

The use of these colours on the cover pages, in the layout and for data visualisation strongly contributes to the identification of Eurostat's publications. They are founding elements of the graphical charter.

	C	M	Y	K	R	G	B	Hexadecimal
<b>Theme 1</b>	85	55	0	0	70	110	180	#466eb4
<b>Theme 2</b>	20	85	5	0	175	75	145	#af4b91
<b>Theme 3</b>	0	40	100	0	230	165	50	#e6a532
<b>Theme 4</b>	95	10	0	0	0	160	225	#00a0e1
<b>Theme 5</b>	65	0	100	5	125	175	75	#7daf4b
<b>Theme 6</b>	0	90	70	10	185	60	70	#b93c46
<b>Theme 7</b>	20	0	100	15	185	195	55	#961e2d
<b>Theme 8</b>	90	0	40	0	65	175	170	#41afaa
<b>Theme 9</b>	0	75	100	0	215	100	45	#d7642d

The chapter concerning colours describes how these colours should be used (see page 21).

# 3

## Graphic guidelines for publications

### General principles

The composition of the publication covers is organised in three areas.

	<p><b>Title area:</b> The title area contains all textual elements of the publication displayed on the appropriate theme colour.</p>
	<p><b>The visual area:</b> It shows either a photograph or an illustration related to the topic of the publication.</p>
	<p><b>The logo area:</b> It displays the Eurostat logo and the collections.</p>

Detailed typography information is found in the layout dedicated section (see page 41).

This horizontal division is repeated for page separators (see pages 44 (A4), 54 (B5) and 63 (A5) for further information on page separators).



## THE LOGO AREA

This area defines the general structure of the cover page for DIN based formats:



**A = logo height**

**B (distance line-logo) = A × 0.6**

**C (distance line-collection) = B rounded up each 0.5 mm**

Example for A4: A = 8 mm → B = 8 × 0.6 = 4.8 mm → C = 5 mm

Example for B5: A = 7 mm → B = 7 × 0.6 = 4.2 mm → C = 4.5 mm

## THE TITLE AREA

All the title components are aligned towards a white line which is a continuation of the line separating the logo and the collection.

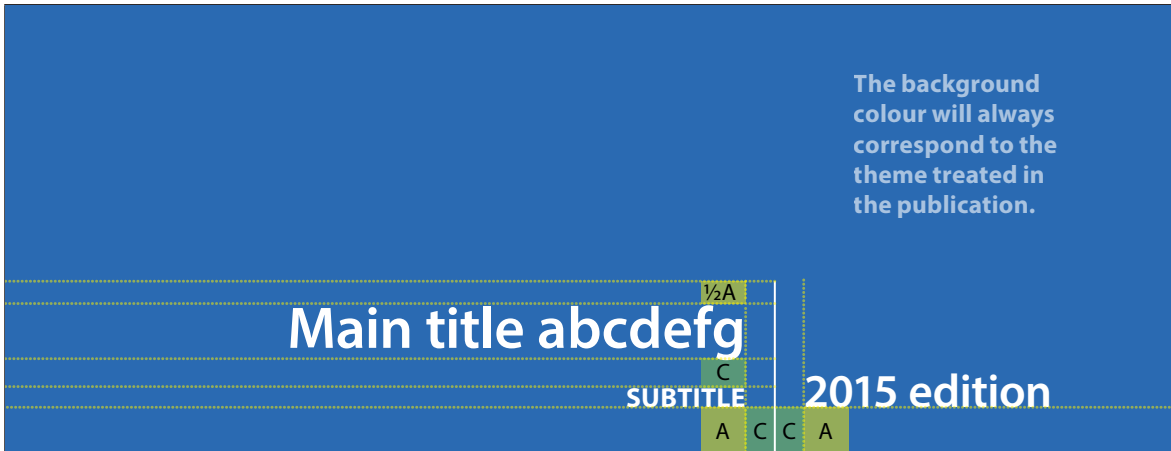
Title and subtitle are displayed on the left.

Edition/year is displayed on the right.





Below you can see the general principles on how to construct the title area.



### THE VISUAL AREA

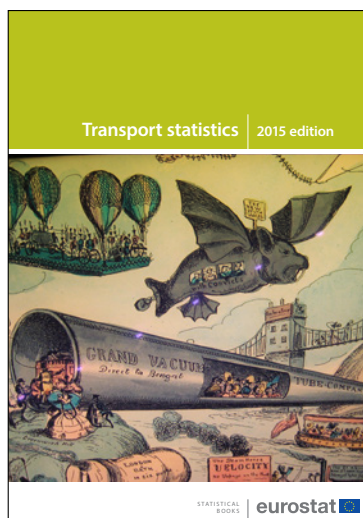
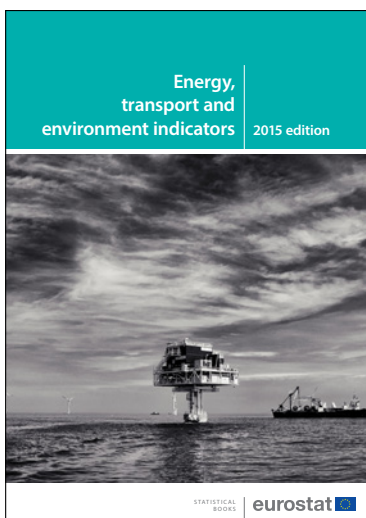
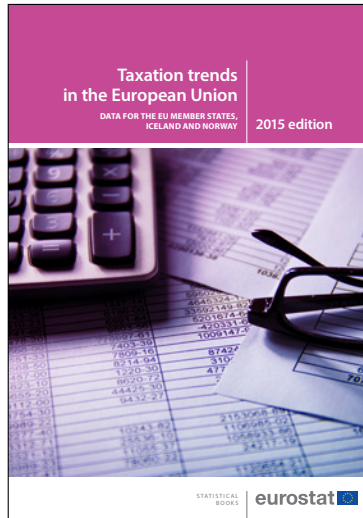
The visual will be the key element to capture the audience’s attention.

The visual should attract the eye. That is why bold pictures should be used.

The selected visual should also be in colour harmony with the theme colour by containing analogous or complementary colours. Ideally the visual should contain one element repeating the theme colour. If your photo fits the topic of the publication perfectly but is not perfectly suitable from a colour point of view, then apply filters to change the shade (see example below).

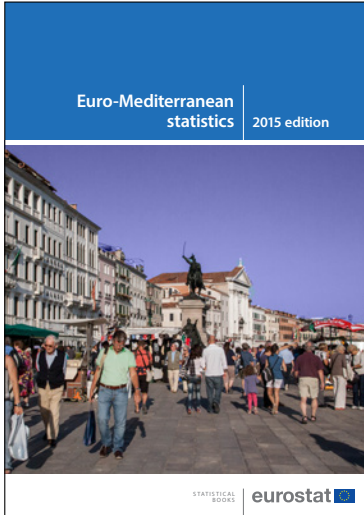


Visual examples

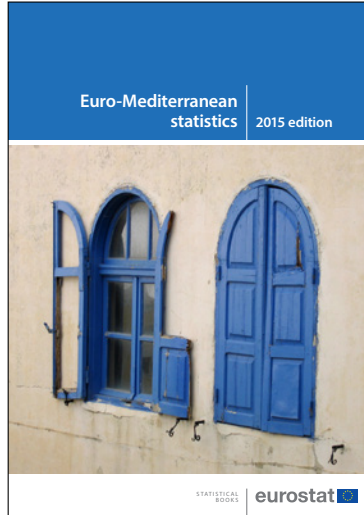


**Visual don'ts**

- Don't use overloaded images.
- Don't use images with a non fitting colour harmony.



Here the image is crowded. It contains too much information. The reader does not know what to look at. The colours do not fit with the theme colour. Image and typography appear as two separate elements. The effect is not global.

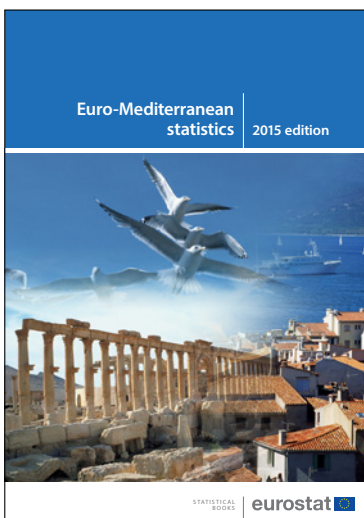


Here the image is minimalistic which confers a more symbolic signification. The eye gets attracted to it because it is bold. The colours in the image are in harmony with the theme colour. This gives a global effect.



Although the image is rather crowded, this effect is toned down by the black and white approach. Black and white is the ultimate way to guarantee colour harmonisation.

- Don't use photo-montage, or photo mosaics.



The effect is crowded and the message complex. It doesn't look attractive. The content of a publication should be inside not on the cover. The cover is an eye-catcher and should therefore be clear and direct.

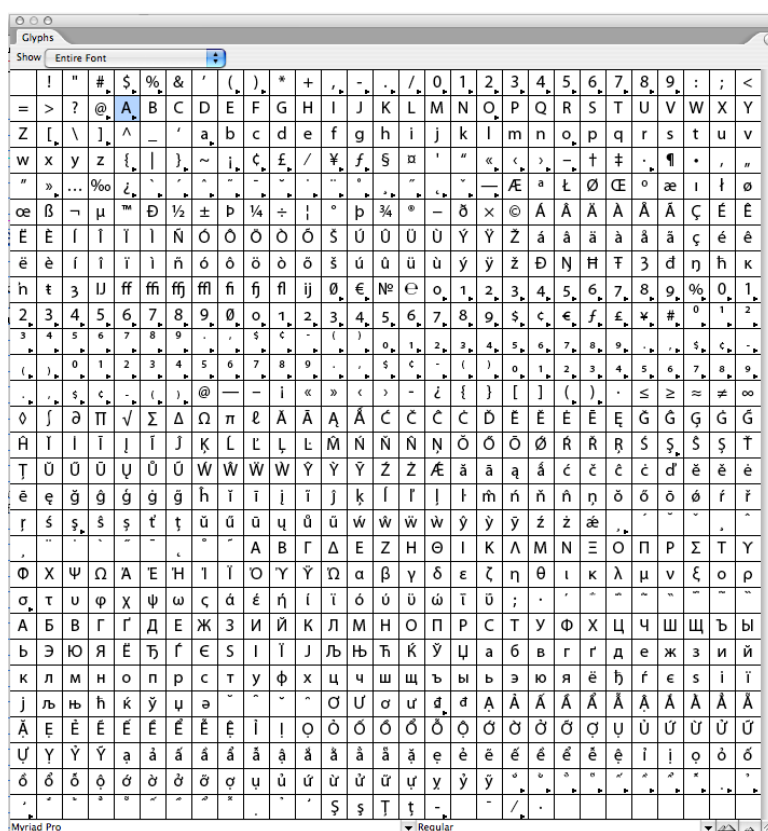
# 4

## Typography

### Myriad Pro

Myriad Pro is a sans serif font, developed in the 1990s. Compared to other fonts, Myriad Pro offers a wide range of additional glyphs of high interest for statistical publications on the European Union. It contains:

- Greek and Cyrillic alphabets,
- the Euro symbol,
- proportional lining figures,
- diagonal fractions,
- superscript/subscript,
- ordinals and superior letters.



Myriad Pro is an OpenType font, which means that it is cross-platform compatible (same font files for Macintosh and PCs).



The Myriad Pro family includes condensed, semi-condensed, normal and extended widths in a full range of weights. This increases layout possibilities for the interior pages.

Still, the style guide foresees mainly the usage of the following styles:

	Cover	Inside
Myriad Pro Light ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz/0123456789		✘
Myriad Regular ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz/0123456789	✘	✘
Myriad Semibold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz/0123456789	✘	✘
Myriad Bold ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz/0123456789	✘	✘

## CONDENSED STYLES

It may happen that for space reasons you need to rely on the more condensed style of the font.

### Myriad Pro SemiCondensed

Myriad Pro Light SemiCondensed: ABCabc123  
 Myriad Pro SemiCondensed: ABCabc123  
**Myriad Pro Semibold SemiCondensed: ABCabc123**  
**Myriad Pro Bold SemiCondensed: ABCabc123**

SemiCondensed can be used inside a publication for:

- body text,
- figures (charts, tables, maps, infographics),
- boxes.

**It cannot be used on cover pages.**

### Myriad Pro Condensed

Myriad Pro Light SemiCondensed: ABCabc123  
 Myriad Pro SemiCondensed: ABCabc123  
**Myriad Pro Semibold SemiCondensed: ABCabc123**  
**Myriad Pro Bold SemiCondensed: ABCabc123**

Condensed should be avoided for body text as it weakens the readability, but it can be used in figures (charts, tables, maps, infographics) and boxes. It can also be used to highlight content e.g. quotes as it provides a high contrast with the normal style.

**It cannot be used on cover pages.**

## Secondary fonts

Normally only Myriad Pro should be used in publications. But some publications may require additional contrast in order to give rhythm to the layout. This is often the case for text-based publications, e.g. magazines.

In that case **Minion Pro** will be used as a support typography on inside pages.

Minion Pro (serif font) has been chosen to create contrast with Myriad Pro (sans serif). Minion Pro offers the same advantages as Myriad Pro in terms of cross-platform compatibility and variety of glyphs. It also offers a wide range of different styles.

### Examples of Minion Pro styles

**Minion Pro Regular**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Italic*  
*The quick brown fox jumps*  
*over the lazy dog*

**Minion Pro Cond**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Cond Italic*  
*The quick brown fox jumps*  
*over the lazy dog*

**Minion Pro Semibold**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Semibold Italic*  
*The quick brown fox jumps*  
*over the lazy dog*

**Minion Pro Semibold Cond**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Semibold Cond Italic*  
*The quick brown fox jumps*  
*over the lazy dog*

**Minion Pro Bold**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Bold Italic*  
*The quick brown fox jumps*  
*over the lazy dog*

**Minion Pro Bold Cond**  
The quick brown fox jumps  
over the lazy dog

*Minion Pro Bold Cond Italic*  
*The quick brown fox jumps over*  
*the lazy dog*

Minion Pro can be used in:

- boxes,
- quotes,
- emphasized sentences,
- parsimoniously in infographics.

**It cannot be used in charts, tables or maps.**

## Microsoft Office documents

When working with Microsoft Office software use Arial and Arial Narrow if Myriad Pro is not installed on your computer.

# 5

## The Eurostat figures

Figures are a key element in Eurostat publications. Figures show data in a direct, efficient and comprehensive way.

Concretely figures are:

- charts,
- maps,
- tables ,
- infographics.

A harmonised display of the figures guarantees the global and coherent look and feel of a publication. That is why figures cannot be created randomly but must follow fixed rules in terms of size, appearance, typography and colour usage. In addition to the visual aspect, there are also some editorial rules to take into consideration.
















### General rules for figures

- **Figures must always be fixed on the layout grid.**
- **Create your figures in original size. This avoids inconsistencies in text sizes for the legends and axis.**
- **Be consistent in colour usage.**
- **The orientation of a graph should not change on facing pages (the y-axis is always on the left).**

### The colour palettes

The usage of colours in Eurostat publications is limited to the nine theme colours.

These colours have been combined in three different colour palettes mixing cold and warm tones in addition to theme 1 colour.

	Palette 1	Palette 2	Palette 3
cold tones	 Theme 8	 Theme 5	 Theme 8
	 Theme 4	 Theme 7	 Theme 7
	 Theme 1	 Theme 1	 Theme 1
warm tones	 Theme 3	 Theme 3	 Theme 2
	 Theme 9	 Theme 9	 Theme 6

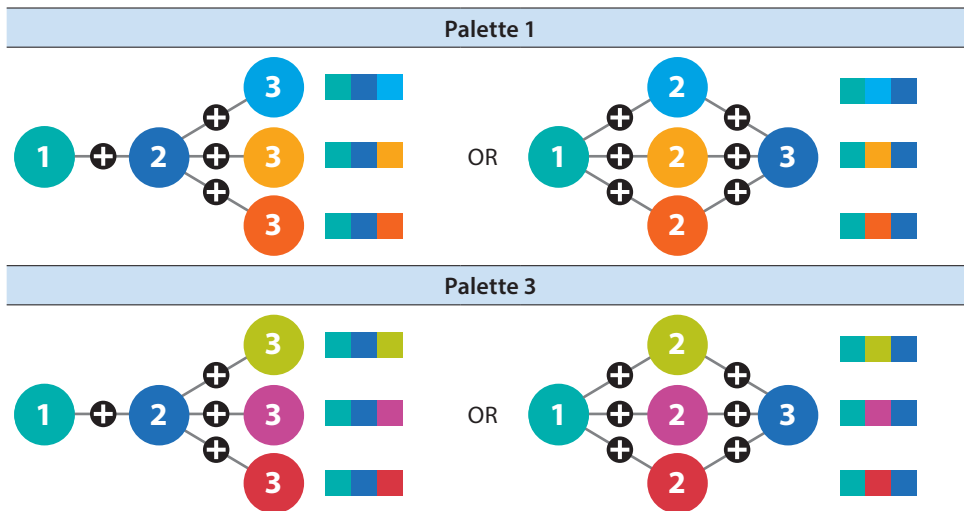
### HOW TO USE THE COLOUR PALETTES

The main colour to use in figures is the relevant theme colour (except specific cases in theme 1). The theme 1 blue should be used as a second or third colour so far colour/legend consistency is respected. The decision depends on the contrast you want to achieve (see figure below). The additional colours are limited to the palette choice.

#### Example: Theme 8 publication

Main colour: 

For additional colours you can use palette 1  or palette 3 . Palette 2 does not include theme 8 colour.



**!**  
When choosing the colours, consider that high contrasts offer a better readability!


### CROSS-CUTTING PUBLICATIONS: THE THEME 1 EXCEPTION FOR FIGURES (\*)

Eurostat theme 1 contains cross-cutting publications in which complete chapters are dedicated to one specific theme (e.g. *Eurostat regional yearbook*). In that case, the main colour for the figures will be the colour of the theme treated in the chapter. If additional colours are needed, use as:

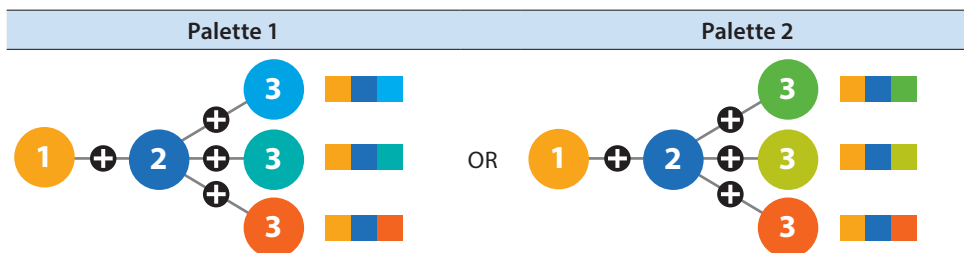
- 1st additional colour: theme 1 colour (blue);
- 2nd and more additional colour: a colour from one of the existing palettes to which the theme dealt with belongs.

The selected colour combination will be applied throughout the whole chapter.

#### Example: Chapter about living conditions

Living conditions are included in theme 3 → Main colour: 

For additional colours you can use palette 1  or palette 2 . Palette 3 does not include theme 3 colour.



**!**  
Do not mix two palettes!

(\*) Note that this rule only applies to the figures. Headers, footers, titles and table headings will use theme 1 colour (blue).



## COLOUR TINTS AND SHADES

When several colours are needed for a figure, use the colour tints. When using colour tints, make sure that the contrast is high enough to secure readability. Ideally, you should proceed by steps of minimum 25 %, except for theme 1 which is a darker colour. In that case steps of 20 % will be fine. In maps you might need darker shades of the colour as well. See below the suggested tints and shades for all themes.

Theme 1	Tints (%)					Shades
	20	40	60	80	100	+
C	18	35	55	70	85	100
M	10	18	30	40	55	80
Y	0	0	0	0	0	0
K	0	0	0	0	0	0

Theme 2	Tints (%)				Shades	
	25	50	75	100	+	++
C	5	10	15	20	30	40
M	21	43	64	85	95	100
Y	1	3	4	5	20	25
K	0	0	0	0	0	0

Theme 3	Tints (%)				Shades	
	25	50	75	100	+	++
C	0	0	0	0	0	0
M	10	20	30	40	55	70
Y	25	50	75	100	100	100
K	0	0	0	0	0	0

Theme 4	Tints (%)				Shades	
	25	50	75	100	+	++
C	24	47	71	95	100	100
M	3	5	8	10	30	45
Y	0	0	0	0	0	0
K	0	0	0	0	0	0

Theme 5	Tints (%)				Shades	
	25	50	75	100	+	++
C	16	32	49	65	75	90
M	0	0	0	0	0	0
Y	25	50	75	100	100	100
K	1	3	4	5	15	20

Theme 6	Tints (%)				Shades	
	25	50	75	100	+	++
C	0	0	0	0	0	15
M	22	45	68	90	100	100
Y	17	35	53	70	85	90
K	3	5	8	10	20	20

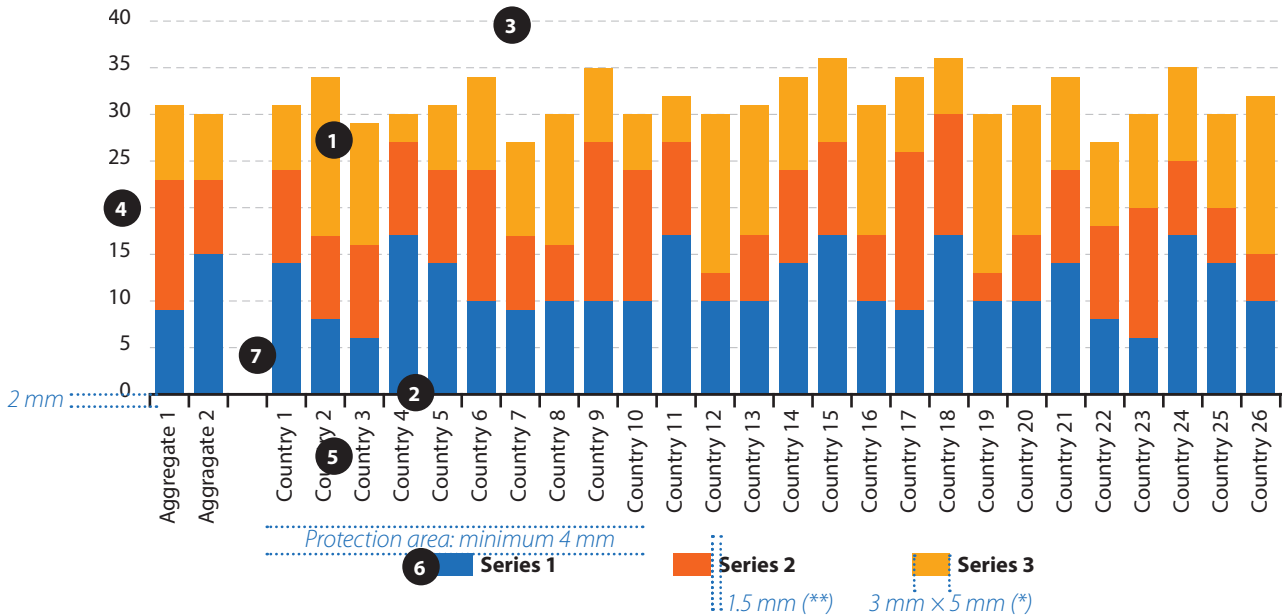
Theme 7	Tints (%)				Shades	
	25	50	75	100	+	++
C	5	10	15	20	25	35
M	0	0	0	0	0	0
Y	25	50	75	100	100	100
K	4	8	11	15	25	35

Theme 8	Tints (%)				Shades	
	25	50	75	100	+	++
C	22	45	68	90	100	100
M	0	0	0	0	15	35
Y	10	20	30	40	45	45
K	0	0	0	0	0	0

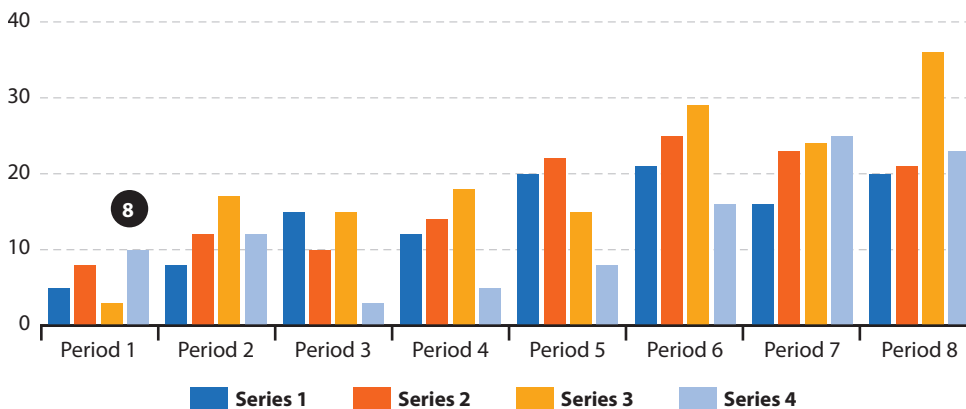
Theme 9	Tints (%)				Shades	
	25	50	75	100	+	++
C	0	0	0	0	0	0
M	19	38	56	75	85	100
Y	25	50	75	100	100	100
K	0	0	0	0	5	10

## Chart attributes

### BAR CHARTS



(\*) Valid for A4 and B4. A5 and Compact guides: 2 mm x 4 mm.  
 (\*\*) Valid for A4 and B4. A5 and Compact guides: 1 mm.



- 1 No stroke for the bars
- 2 Baseline and tick marks — colour: black; weight: 1 pt; Tick marks: height 2 mm
- 3 Gridlines — colour: 30 % black; weight: 0.4 pt; appearance: dotted 3/2
- 4 Typography vertical axis — Myriad Pro Regular 8.5 pt (\*)
- 5 Typography horizontal axis — Myriad Pro Regular 8.5 pt (\*)
- 6 Typography legend — Myriad Pro Bold 8 pt (\*)
- 7 Place an empty column between geographical entity groups
- 8 When more than 3 colours are needed, use a new colour tint rather than a 4th colour.

(\*) These values refer to A4 format, for B5 see page 59, for A5 and Compact guides see page 68.

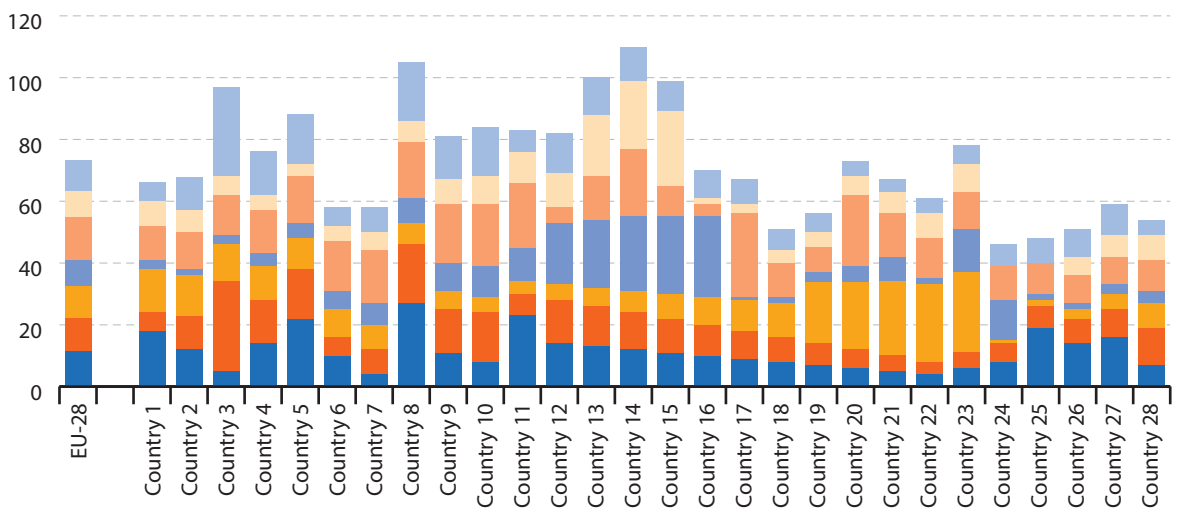
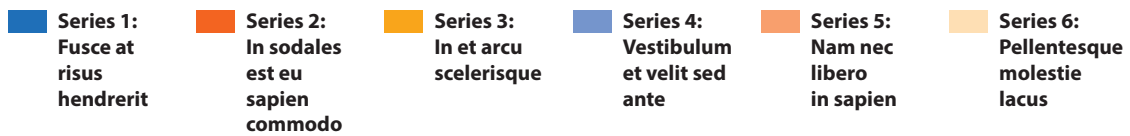
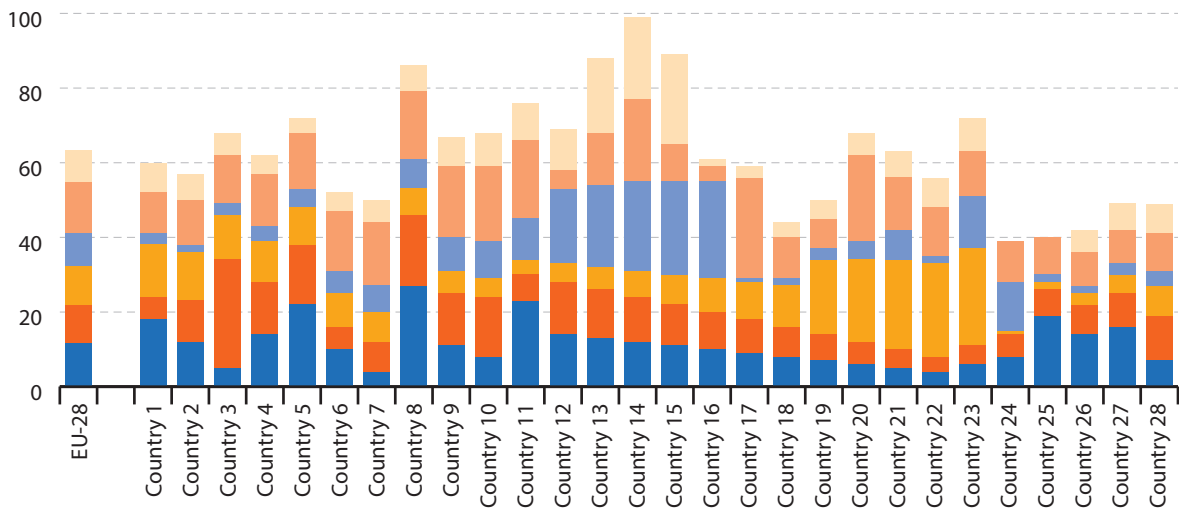
## How to display legends in stacked bar charts

### Horizontally:

Display the legend horizontally if placed below the chart, starting from baseline to the top:

1. Series 1
2. Series 2
3. Series 3
4. Series 4
5. Series 5
6. ...

The legends can be displayed either in different columns, or in centred rows.

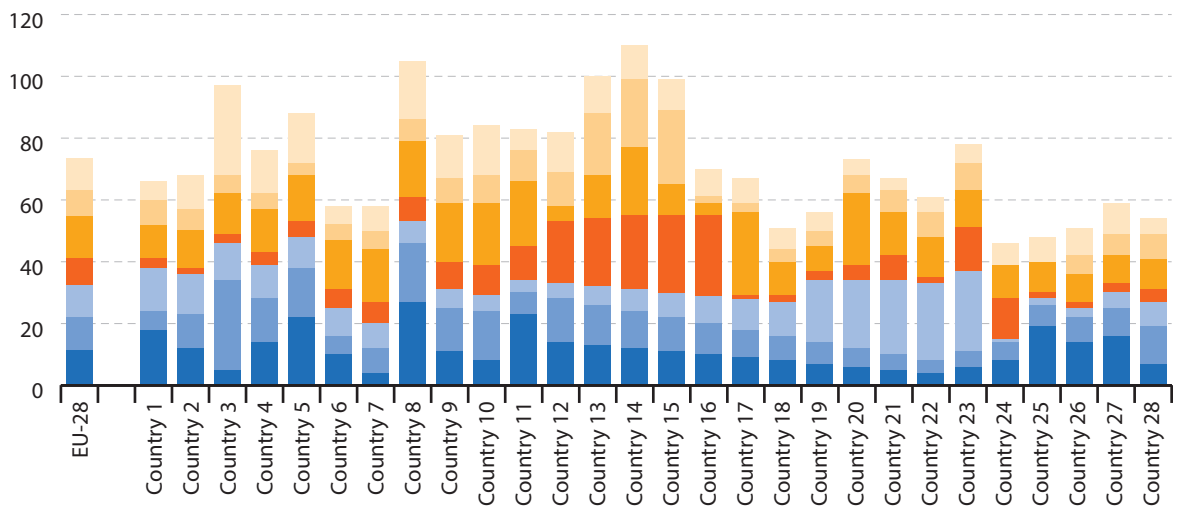
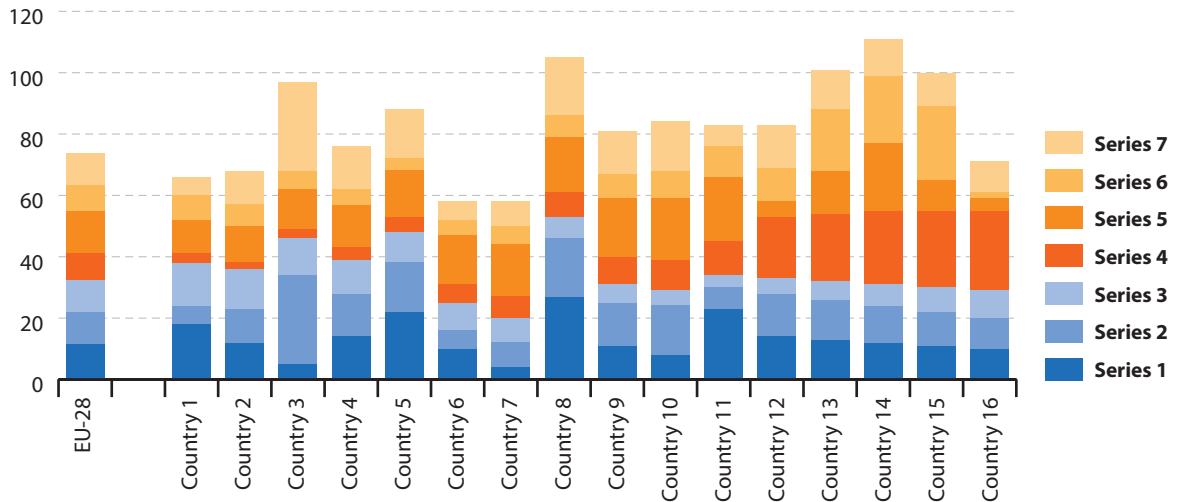


**Vertically:**

Place the legend vertically in one column if it is next to the chart. It can only be placed in one column under the table when

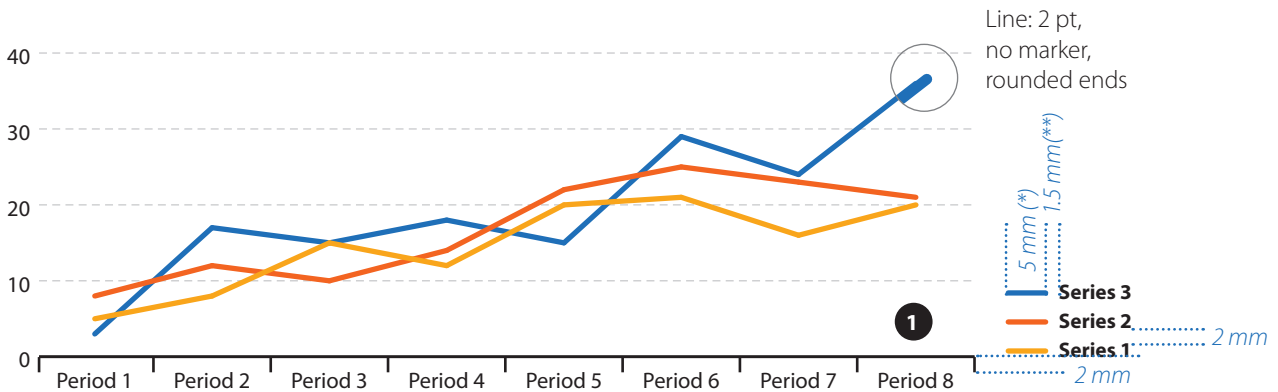
- the legend text is too long to display two series on the same row;
- there are too many series to display them by separate columns.

In that case legends are displayed top-down from series 7 to series 1 to mirror the stacked column.



- Series 7: Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Series 6: Pellentesque molestie lacus non nisi vehicula semper.
- Series 5: Nam nec libero in sapien tempor congue ac sed justo.
- Series 4: Vestibulum et velit sed ante mattis efficitur vitae sed velit.
- Series 3: In et arcu scelerisque, elementum risus vitae, bibendum ex.
- Series 2: In sodales est eu sapien commodo sagittis.
- Series 1: Fusce at risus hendrerit, faucibus nibh dictum

## LINE CHARTS



For line charts, we recommend to use all the colours of the selected palette before using the colours tints.

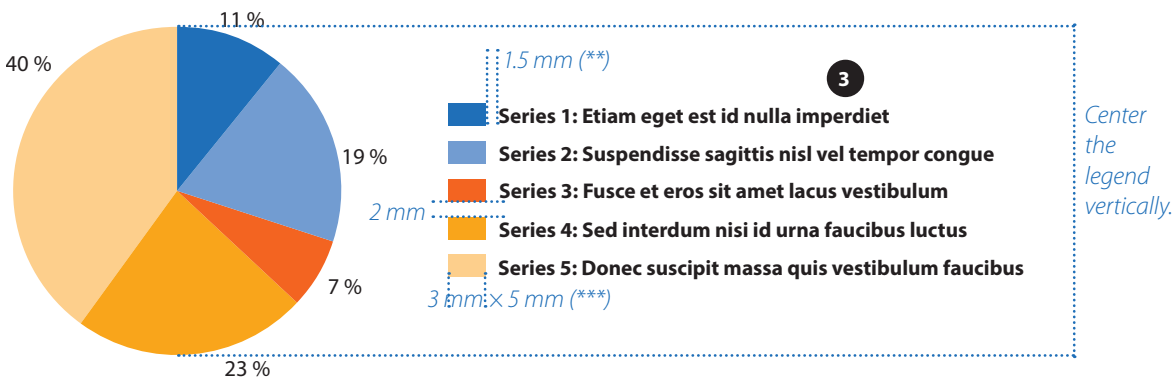
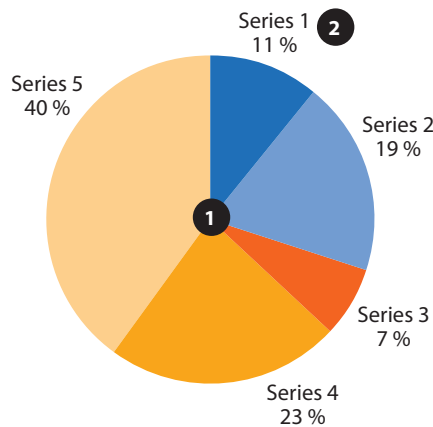
(\*) Valid for A4 and B4.  
A5 and Compact guides: 4 mm.  
(\*\*) Valid for A4 and B4.  
A5 and Compact guides: 1 mm.

### How to display legends in line charts

Similar to the stacked bar charts the legend can either be displayed next to the chart or below. In both cases, legends must appear in descending order based on the last values of the x-axis **1**.

## PIE CHARTS

- 1** The size of the pie chart should be consistent in a publication. Use 50 mm for A4, 45 mm for B5 and 40 mm for A5 and Compact guides. No stroke surrounding the sectors. Make sure that the colours used offer enough contrast.
- 2** Small legends can be displayed with data next to each sector – Myriad Pro Regular 8.5 pt (\*).
- 3** Longer legends will be displayed clockwise in one column next to the chart or underneath – Myriad Pro Bold 8 pt (\*).

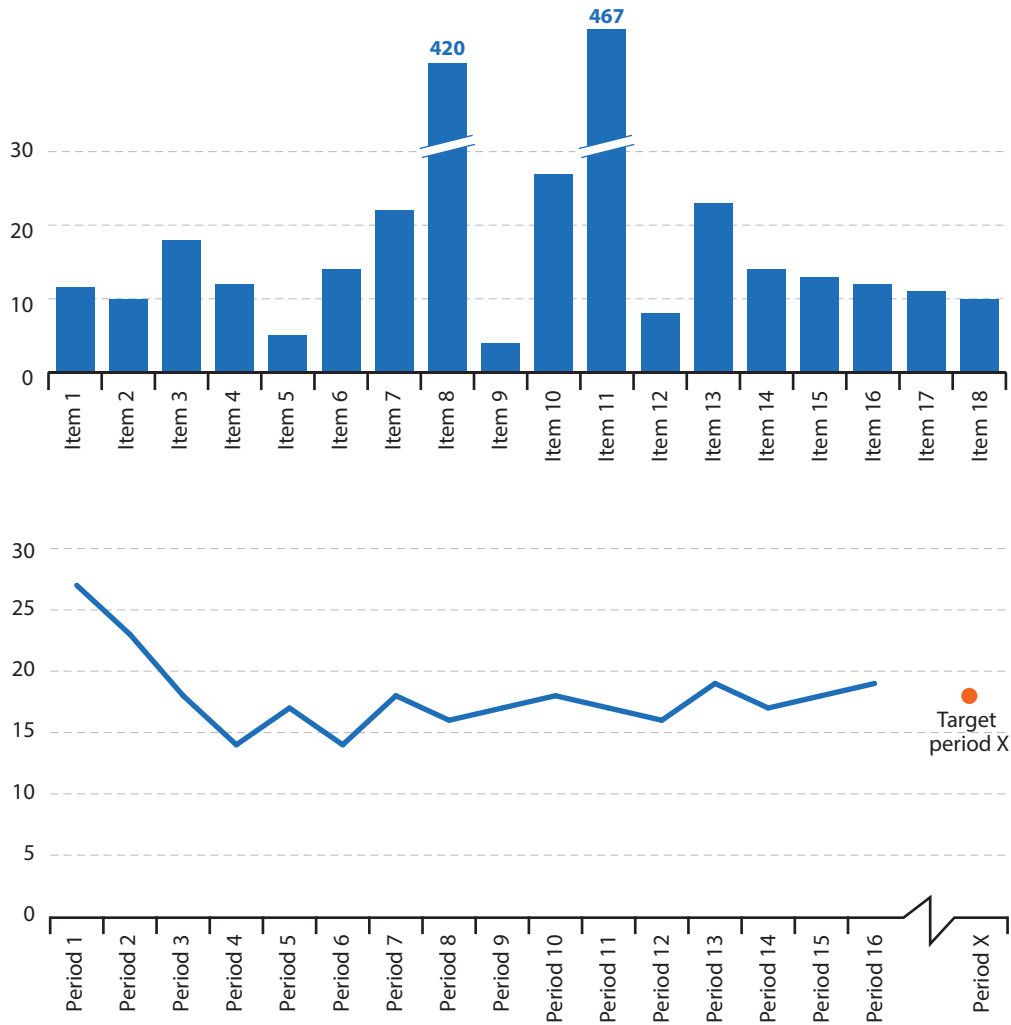


(\*) These values refer to A4 format, for B5 see page 59, for A5 and Compact guides see page 68 (chart axis and chart legend)

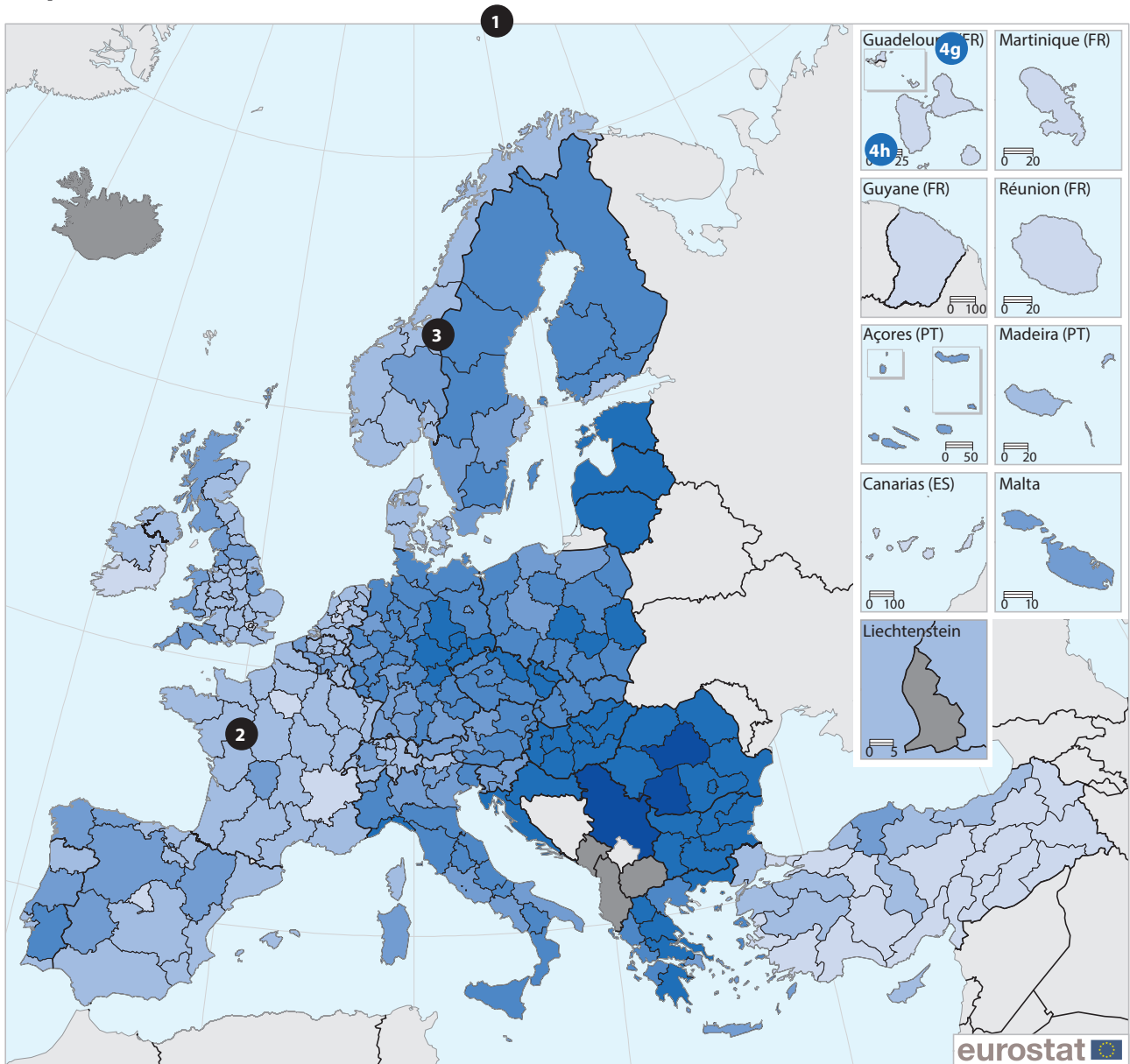
(\*\*) Valid for A4 and B4. A5 and Compact guides: 2 mm x 4 mm.

(\*\*\*) Valid for A4 and B4. A5 and Compact guides: 1 mm.

CHART WITH BREAKS IN THE AXIS



## Maps



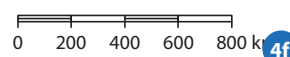
**4a** crude death rates per 100 000 inhabitants

**4b** 28 = 368

- < 200
- 200 – < 300 **4c**
- 300 – < 400
- 400 – < 500
- ≥ 500
- Data not available

Source: Eurostat (online data code: hlth\_cd\_acdr2)

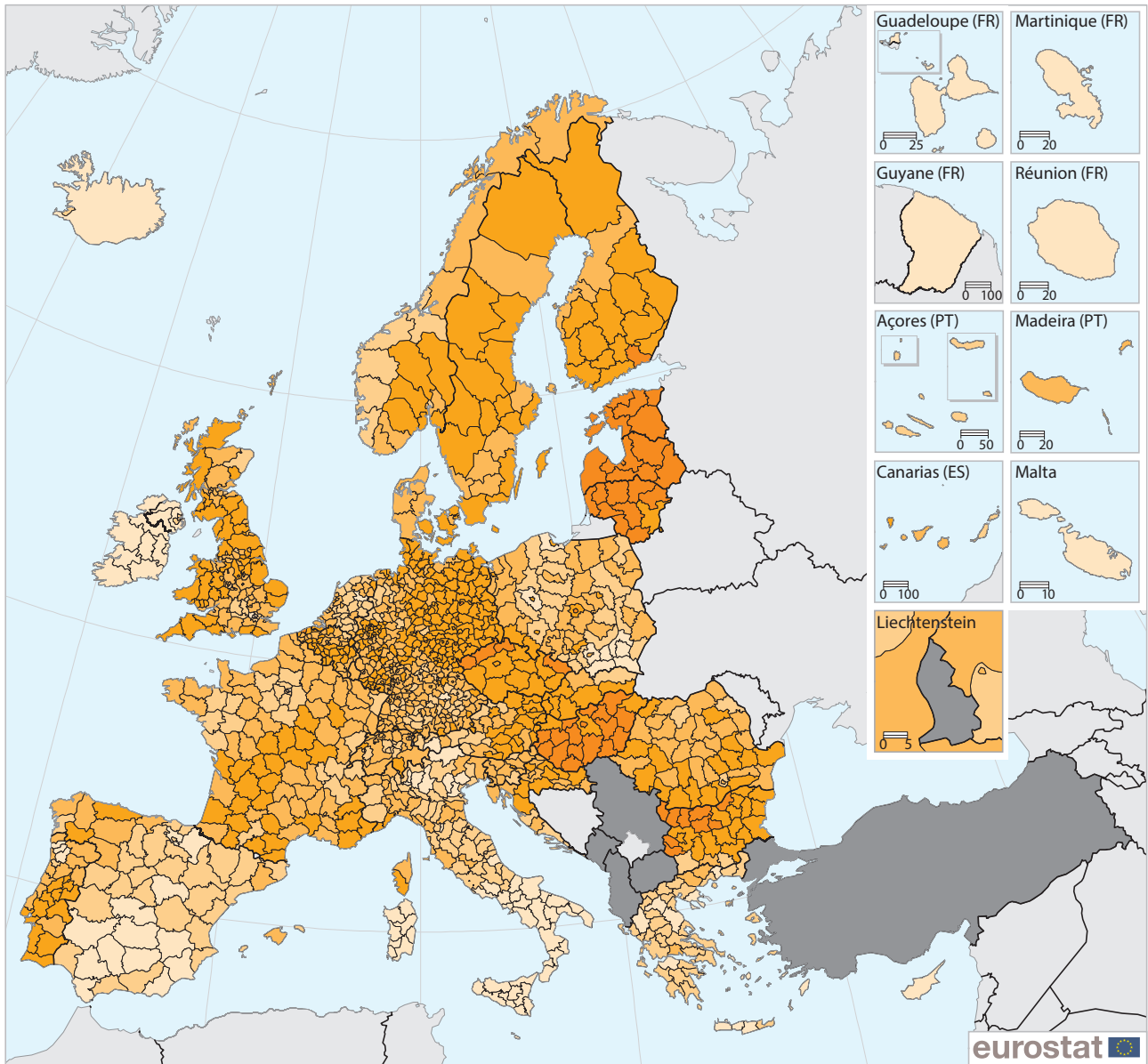
**4e** administrative boundaries: © EuroGeographics © UN-FAO © Turkstat  
Cartography: Eurostat – GISCO, 04/2015



### Proceed as follows with the maps provided by Eurostat

- 1** Resize the map to 170 mm for A4, 140 mm for B5 and 119 mm for A5.
- 2** Apply for all formats 0.3 pt stroke to region borders.
- 3** Apply for all formats a 0.6 pt stroke to country borders.
- 4** Change typography to reflect the appropriate styles (see pp. 50, 59 and 68):
  - 4a** and **4b** Chart axis; **4c** Chart legend
  - 4d** **4e** **4f** **4g** **A4**: Myriad Pro Regular 7.5 pt; **B5**: Myriad Pro Regular 6.5 pt  
**A5** and **Compact guides**: Myriad Pro SemiCondensed 6 pt
  - 4h** **A4**: Myriad Pro Regular 6 pt; **B5**: Myriad Pro Regular 5 pt;  
**A5** and **Compact guides**: Myriad Pro SemiCondensed 5 pt

**Map 1: Example of a monocolour NUTS 3 map**  
(repeat unit here: % of population)



(% of population)

EU-28 = 12.9

< 10

10 - < 12

12 - < 14

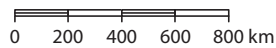
14 - < 18

≥ 18

■ Data not available

Administrative boundaries: © EuroGeographics © UN-FAO © Turkstat

Cartography: Eurostat – GISCO, 04/2015

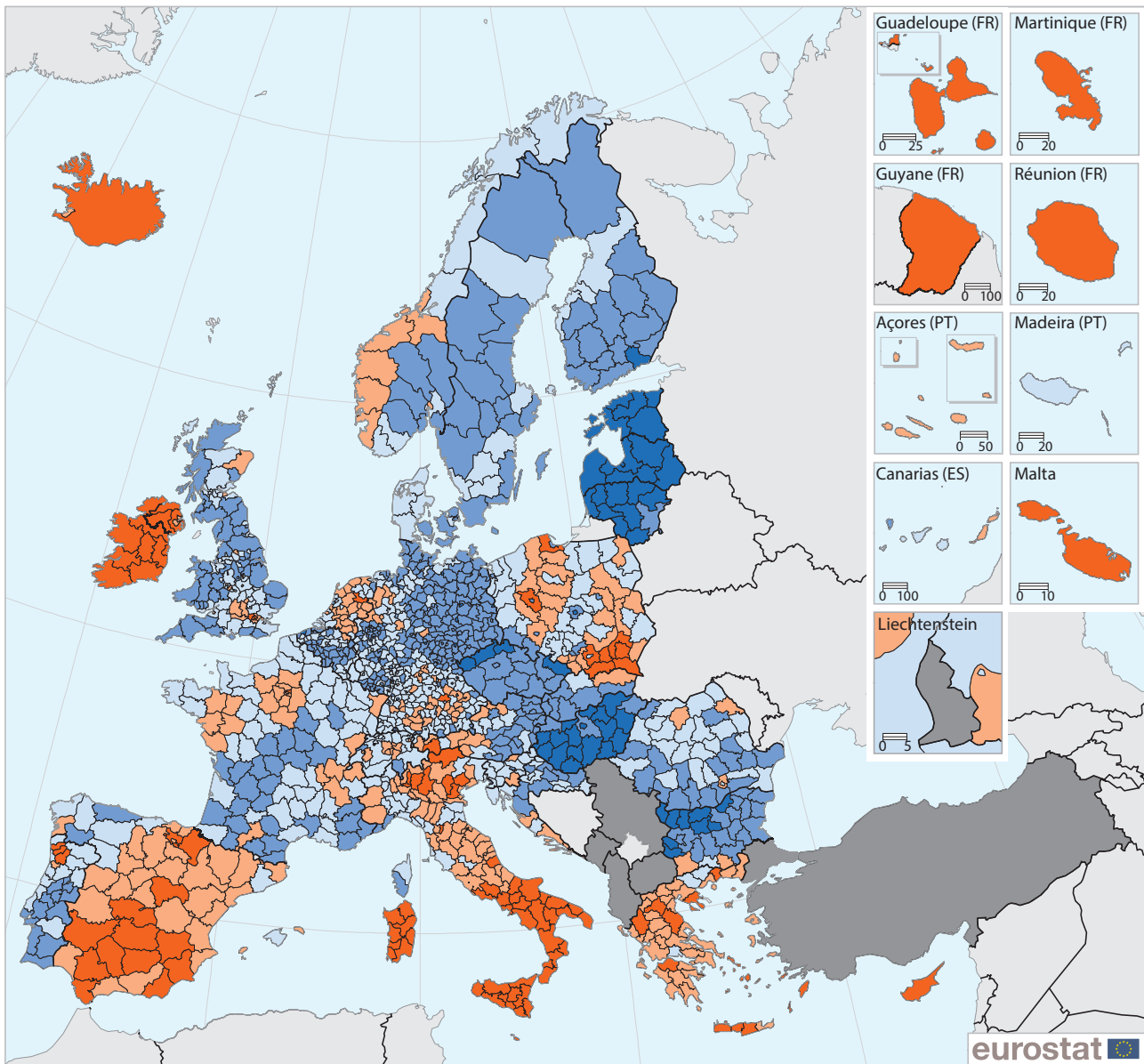


Source: Census hub (<https://ec.europa.eu/CensusHub2>)



When you need to display a contrast map, use the theme colour and contrast it with a colour which is opposite in terms of temperature in the selected palette (see page 21).  
 The example below shows theme 1 in palette 1.  
 Theme 1 is a cold colour. Opposite warm colours in palette 1 are theme 3 and theme 9.  
 Here we contrast theme 1 with theme 9.

**Map 2: Example of a bicolour map in theme 1**  
 (repeat unit here)

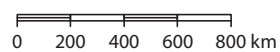


Bicolour map with positive and negative notions

EU-28 = 5

- 20 – >-10
- 10 – > 0
- 0 – < 10
- 10 – < 20
- ≥ 20
- Data not available

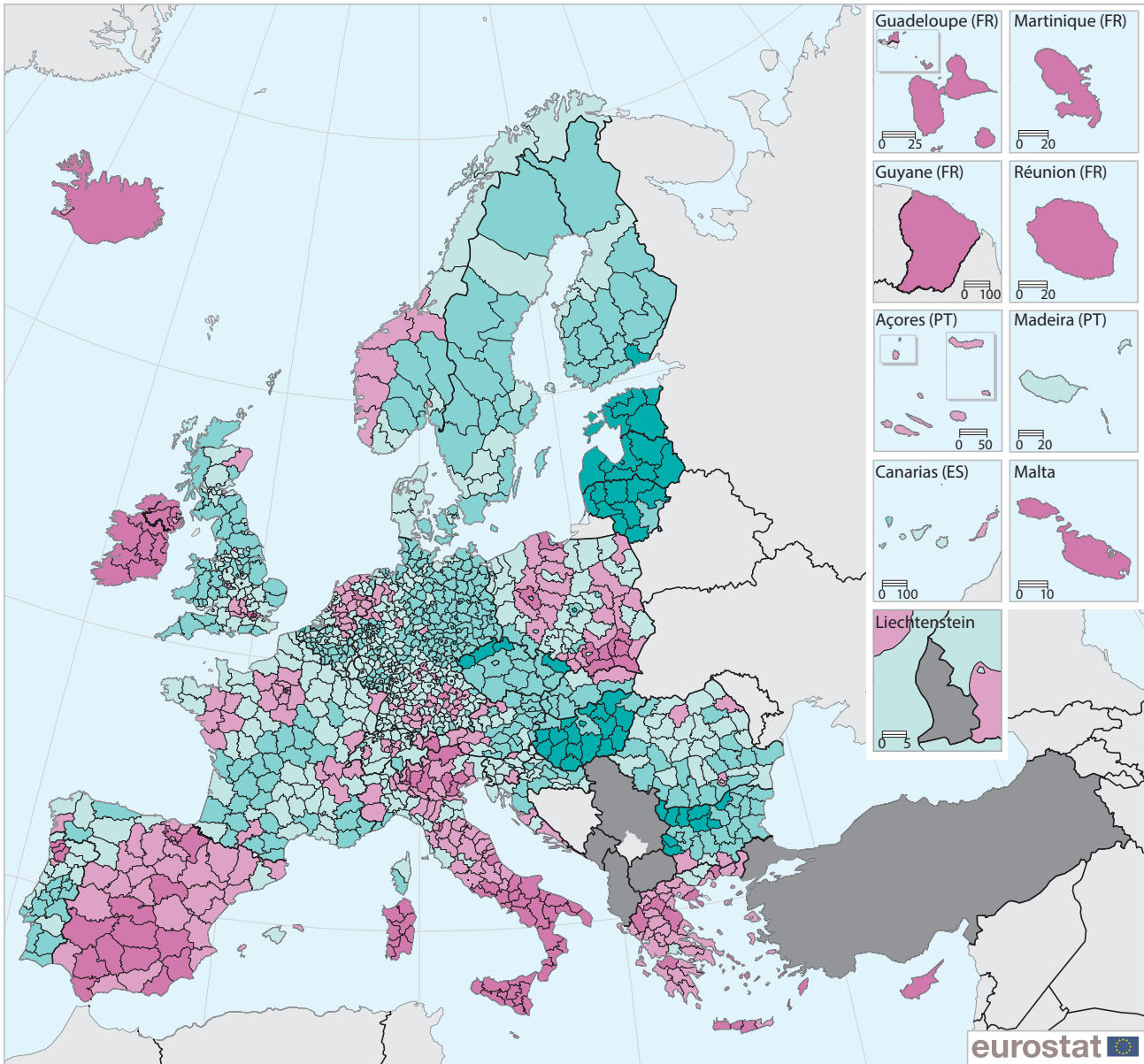
Administrative boundaries: © EuroGeographics © UN-FAO © Turkstat  
 Cartography: Eurostat – GISCO, 04/2015



Source: Census hub (<https://ec.europa.eu/CensusHub2>)

The example below shows theme 8 in palette 3 contrasted with theme 2.

**Map 3: Example of a bicolour map in theme 8**  
(repeat unit here)

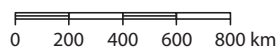


Bicolour map with positive and negative notions

EU-28 = 5

- 20 – >-10
- 10 – > 0
- 0 – < 10
- 10 – < 20
- ≥ 20
- Data not available

Administrative boundaries: © EuroGeographics © UN-FAO © Turkstat  
Cartography: Eurostat – GISCO, 04/2015



Source: Census hub (<https://ec.europa.eu/CensusHub2>)

## Tables

In order to harmonise the table display throughout a complete publication, table, cell and paragraph styles have been created according to the following rules:

	1997		1999		2001
	A	B	A	B	A
EU-28	:	:	:	:	27 947
Belgium	28 901	29 616	30 701	31 644	33 109
Bulgaria	896	1 216	1 330	1 436	1 518
Czech Republic	:	:	:	:	:
Denmark	36 235	37 209	39 515	40 962	41 661
United Kingdom	:	29 370	32 269	37 677	39 233
Iceland	:	:	32 311	37 639	34 101
Norway	:	31 456	33 741	36 202	38 604

### Background

- 1 Header: theme colour 20 %
- 2 Aggregates/averages: theme colour 30 %

*Note that for theme 1 specific 20 % and 30 % tints have been created to avoid a reddish effect when printing. Use the tints provided in the InDesign colour palette.*

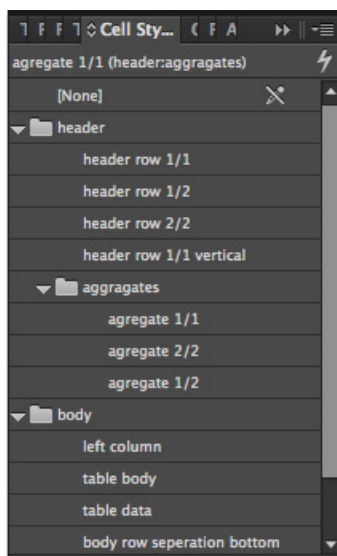
- 3 Countries/table items: white

### Strokes

- 4 Basic row stroke: 0.4 pt; colour: K 30 %
- 5 Separation stroke 0.4 pt; colour: K 100 %



Table style 'Eurostat table' will format the table roughly with the right font size and row strokes (K 30 %).



The cell styles are divided into three groups:

- the header cell styles,
- the aggregates cell styles,
- the body cell styles.

Paragraph styles have been defined for the various table components:

- **Table headers** up to 3 levels: Bold, Semibold, Regular for horizontal and vertical text. **Semibold** is the default style to use for header in simple tables. When you have two levels use Semibold for level 1 and Regular for level 2.
- **Table left column** up to 2 levels: Semibold and Regular. **Regular** is the default style to use for left column in simple tables.
- **Table data** and **Table body** refer to either data or text displayed in the cells.



**If you need to change the cell inset or the font size/width for space reasons, update your styles to make sure your change will apply to all your tables and consequently deliver a consistent look and feel.**

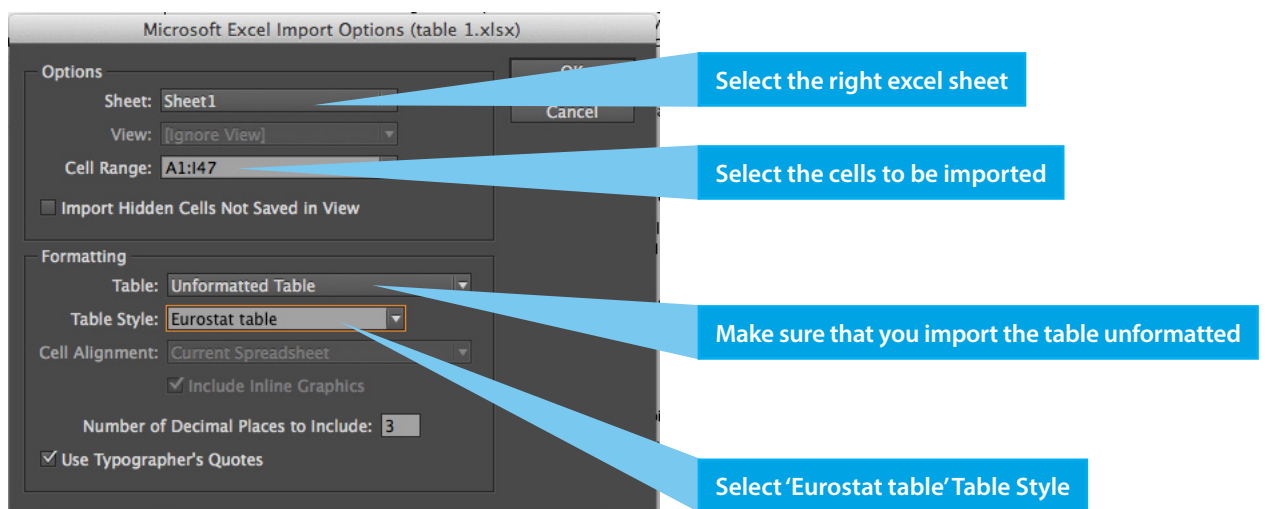
## HOW TO PROCEED WITH FORMATTING TABLES:

### Case 1: The table is included in text format in the manuscript

1. Select the table.
2. Remove all formatting.
3. Format with the 'preformatted table' style.
4. Format rows using cell styles. These will define table strokes and fills.
  - Use vertical alignment
    - when the caption displayed in the header includes too many line breaks;
    - when the number of columns to display is too large to ensure easy reading (too little space in column);
    - when the captions are displayed on more than four lines in very narrow columns.
5. If needed, refine your formatting with the paragraph styles, according to the type of content.
6. Adjust column widths to suit the page layout.
7. Add the separating row lines. Use therefore the appropriate cell style.
8. Column strokes are required when the header is subdivided into different levels. The vertical separation lines are added manually (stroke: 0.4 pt, K 30 %; use K 100 % if a second separation of higher level is needed).
9. Balance your data cell display: increase the right margin of a cell in order to position your data, still right aligned but optically centred under the header caption. If these captions have different widths you need to proceed one by one.

### Case 2: The table is imported from Excel

1. In Excel: Avoid adding empty columns just for layout readability.
2. In InDesign: Only import the cells including your table data. You can define this in the import options when placing the table.



3. Remove formatting (unformatted table) when importing.
4. Follow points 4-9 in Case 1.

## GEOGRAPHICAL ENTITIES ORDER

### 1. **EU and Euro area aggregates**

EU-28  
Euro area

### 2. **EU Member States**

Belgium  
Bulgaria  
Czech Republic  
Denmark  
Germany  
Estonia  
Ireland  
Greece  
Spain  
France  
Croatia  
Italy  
Cyprus  
Latvia  
Lithuania  
Luxembourg  
Hungary  
Malta  
Netherlands  
Austria  
Poland  
Portugal  
Romania  
Slovenia  
Slovakia  
Finland  
Sweden  
United Kingdom

### 3. **EFTA countries**

Iceland  
Liechtenstein  
Norway  
Switzerland

### 4. **Candidate countries**

Montenegro  
FYR of Macedonia  
Albania  
Serbia  
Turkey

### 5. **Other countries** (including potential candidate countries in alphabetical order)

## TABLE EXAMPLES

**Table 1:** Table with footnotes on 2 columns

(Insert unit here)

	Marriages				Divorces <sup>(1)</sup>			
	1970	2011	2012	2013	1970	2011	2012	2013
EU-28	7.9	4.2	:	:	0.9	2.0	:	:
Belgium	7.6	3.7	3.8	:	0.7	2.5	2.3	:
Bulgaria	8.6	2.9	2.9	3.0	1.2	1.4	1.6	1.5
Czech Republic	9.2	4.3	4.3	4.1	2.2	2.7	2.5	2.7
Denmark	7.4	4.9	5.1	4.9	1.9	2.6	2.8	3.4
Germany	7.4	4.6	4.8	4.6	1.3	2.3	2.2	2.1
Estonia	9.1	4.1	4.5	4.3	3.2	2.3	2.4	2.5
Ireland	7.0	4.3	4.5	:	:	0.6	0.6	:
Greece	7.7	5.0	4.5	4.7	0.4	1.1	1.3	:
Spain	7.3	3.4	3.5	3.3	:	2.2	2.2	2.0
France	7.8	3.6	3.7	:	0.8	2.0	:	:
Croatia	8.5	4.7	4.8	4.5	1.2	1.3	1.3	1.4
Italy	7.3	3.4	3.5	3.2	:	0.9	0.9	:
Cyprus <sup>(1)</sup>	8.6	7.3	6.7	6.4	0.2	2.3	2.4	:
Latvia	10.2	5.2	5.5	5.7	4.6	4.0	3.6	3.5
Lithuania	9.5	6.3	6.9	6.9	2.2	3.4	3.5	3.4
Luxembourg <sup>(2)</sup>	6.4	3.3	3.4	3.2	0.6	2.3	2.0	2.1
Hungary <sup>(3)</sup>	9.3	3.6	3.6	3.7	2.2	2.3	2.2	2.0
Malta	7.9	6.2	6.7	6.1	:	0.1	1.1	0.8
Netherlands	9.5	4.3	4.2	3.8	0.8	2.0	2.1	2.0
Austria	7.1	4.3	4.6	4.3	1.4	2.1	2.0	:
Poland <sup>(4)</sup>	8.6	5.4	5.4	4.7	1.1	1.7	1.7	1.7
Portugal	9.4	3.4	3.3	3.1	0.1	2.5	2.4	2.2
Romania	7.2	5.2	5.4	5.4	0.4	1.8	1.6	1.4
Slovenia	8.3	3.2	3.4	3.0	1.1	1.1	1.2	1.1
Slovakia	7.9	4.7	4.8	4.7	0.8	2.1	2.0	2.0
Finland	8.8	5.3	5.3	4.6	1.3	2.5	2.4	2.5
Sweden	5.4	5.0	5.3	5.4	1.6	2.5	2.5	2.8
United Kingdom	8.5	4.5	:	:	1.0	2.1	2.0	:
Iceland	7.8	4.6	:	:	1.2	1.6	:	:
Liechtenstein	5.9	4.5	5.0	:	:	2.5	2.4	:
Norway	7.6	4.6	4.8	4.7	0.9	2.1	2.0	2.0
Switzerland	7.6	5.3	5.3	4.9	1.0	2.2	2.2	2.1
Montenegro	:	:	5.3	6.2	:	0.8	0.8	0.8
FYR of Macedonia	9.0	7.2	6.8	6.8	0.3	0.9	0.9	1.0
Albania	6.8	:	:	8.2	0.8	:	:	:
Serbia	:	4.9	4.8	5.1	:	1.1	1.0	1.1
Turkey	:	8.0	8.0	7.9	:	1.6	1.6	1.6
Bosnia and Herzegovina	9.3	:	4.8	:	:	:	0.6	:
Kosovo	:	9.3	9.5	:	:	0.8	0.7	:

**!**  
If your footnotes are very long, rather display them in two or more columns to enhance readability and/or to resolve space issues.

<sup>(1)</sup> Divorce was not possible by law in Italy until 1970, in Spain until 1981, in Ireland until 1995 and in Malta until 2011. Excluding French overseas departments in 1970. Marriages, 2011: break in series.

<sup>(2)</sup> Marriages, 1970: data refer to total marriages contracted in the country, including marriages between non-residents.

<sup>(3)</sup> Marriages, 2012: break in series.

<sup>(4)</sup> Divorces, 2012: break in series.

Source: Eurostat (online data codes: [demo\\_nind](#) and [demo\\_ndivind](#))

**Table 2: Footnote behaviour on table spanning all columns**  
(Insert unit here)

	Total immigrants	Nationals	Non-nationals		
			Total	Citizens of other EU Member States	Citizens of non-member countries
Belgium	118.3	17.5	100.5	62.0	38.4
Bulgaria	18.6	4.7	13.8	1.6	12.0
Czech Republic	30.1	5.3	24.8	14.0	10.8
Denmark	60.3	19.0	41.3	21.3	19.6
Germany	692.7	83.2	606.8	354.0	252.1
Estonia	4.1	2.5	1.6	0.1	1.5
Ireland	59.3	12.7	46.6	23.3	23.2
Greece	47.1	21.6	25.4	12.2	13.2
Spain	280.8	32.4	248.4	90.4	157.8
France	332.6	115.4	217.2	90.6	126.6
Croatia	10.4	5.1	5.3	1.8	3.4
Italy	307.5	28.4	279.0	77.5	201.5
Cyprus	13.1	1.5	11.5	6.7	4.8
Latvia	8.3	4.8	3.5	0.9	2.6
Lithuania	22.0	19.0	3.0	0.7	2.4
Luxembourg	21.1	1.3	19.7	15.5	4.2
Hungary	39.0	17.7	21.3	10.4	10.8
Malta	8.4	1.8	6.6	3.1	3.5
Netherlands	129.4	36.3	93.1	52.2	40.8
Austria	101.9	9.2	92.6	60.2	32.2
Poland	220.3	131.4	88.7	29.6	59.0
Portugal	17.6	12.2	5.4	1.7	3.7
Romania	153.6	138.9	14.7	1.0	13.7
Slovenia	13.9	2.3	11.6	3.3	8.3
Slovakia	5.1	2.7	2.5	2.0	0.5
Finland	31.9	8.1	23.4	10.2	13.2
Sweden	115.8	20.5	94.9	26.4	64.2
United Kingdom	526.0	76.1	449.9	201.4	248.5
Iceland	6.4	2.8	3.6	2.8	0.8
Liechtenstein	0.7	0.2	0.5	0.3	0.2
Norway	68.3	7.0	61.3	36.4	24.5
Switzerland	160.2	26.1	134.1	96.8	37.2

(<sup>1</sup>) The values for the different categories of citizenship may not sum to the total due to rounding and the exclusion of the category 'unknown citizenship' from the table.

Source: Eurostat (online data code: [migr\\_imm1ctz](#))



**If the table spans all columns, display long footnotes only on two thirds of the grid width.**

**Table 3: Vertical display of the header**  
(Insert unit here)

	Total	General practitioners paediatricians	Gynaecologists and obstetricians	Psychiatrists	Medical Surgical group of group of specialists	Other specialists not elsewhere classified	Generalist medical	Lorem Ipsum
Belgium	293	111.2	12.2	12.2	16.9	80.3	54.8	:
Bulgaria	391	67.0	19.4	18.9	8.0	127.9	76.7	68.5
Czech Republic	367	70.2	12.6	25.2	14.2	149.2	87.1	:
Denmark	348	73.3	6.7	9.5	16.9	57.8	52.2	:
Germany	389	160.0	11.8	19.7	20.8	89.7	78.0	2.2
Estonia	328	84.9	12.3	20.2	13.8	87.0	72.5	11.6
Ireland	271	240.0	11.5	8.4	25.4	83.0	55.5	1.3
Greece	614	30.3	29.6	25.3	16.9	185.7	101.6	4.0
Spain	369	74.3	25.8	12.1	10.1	74.5	83.4	25.5
France	308	155.6	11.6	12.3	22.3	81.8	45.1	3.0
Croatia	299	77.0	17.6	17.3	14.5	99.8	56.1	9.3
Italy	385	98.1	13.0	22.0	18.9	137.5	104.4	24.9
Cyprus	304	:	:	:	:	:	:	:
Latvia	314	64.5	13.3	21.8	16.0	94.0	69.0	34.9
Lithuania	422	85.1	28.2	25.1	21.4	147.0	95.6	7.4
Luxembourg	280	83.1	15.6	15.3	20.5	81.9	61.8	0
Hungary	309	33.5	26.6	12.2	10.5	78.4	37.4	:
Malta	329	192.2	15.0	11.7	6.4	63.9	60.1	:
Netherlands	313	125.5	8.9	7.8	20.5	77.8	36.6	19.2
Austria	490	159.7	15.2	19.6	14.7	103.5	88.7	0.8
Poland	221	41.2	12.5	13.4	8.3	94.0	49.0	0.2
Portugal	410	207.6	15.6	15.1	10.8	91.3	61.2	10.7
Romania	261	87.9	11.3	11.3	9.2	74.1	44.0	16.0
Slovenia	254	52.9	24.2	16.4	10.8	83.3	51.0	5.4
Slovakia	336	:	:	:	:	:	:	:
Finland	329	116.5	9.8	11.1	20.0	62.5	37.9	3.6
Sweden	392	62.9	10.4	14.2	21.9	87.6	62.5	11.1
United Kingdom	275	80.1	14.9	11.9	18.8	63.4	74.2	10.9
Iceland	357	57.1	4.4	11.5	21.2	111.6	69.5	0.3
Liechtenstein	316	100.9	13.6	21.8	27.3	84.6	68.2	0.0
Norway	423	99.2	11.9	9.8	20.2	53.3	43.0	85.8
Switzerland	392	105.6	17.6	18.1	45.1	64.8	68.1	2.2
FYR of Macedonia	279	93.9	19.3	17.4	10.1	76.9	41.9	14.8
Serbia	310	:	:	:	:	:	:	:
Turkey	173	56.4	8.9	8.5	3.8	47.7	38.6	5.8



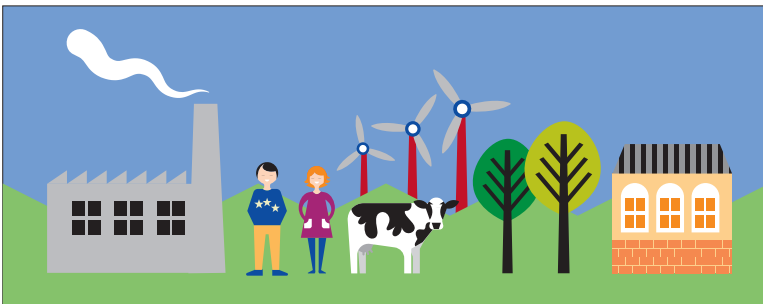
## Infographics

Infographics are graphic visual representations of information or data enabling quick and clear understanding. The ability to package information visually in a small space makes infographics an attractive tool for communication and education.

Making good infographics requires creative skills. It is thus difficult to set up rules. Still, to ensure some harmony, some good practices are to be considered:

- as far as possible, use flat design;
- restrict colour usage to maximum 3 colour + black (only for text information if needed) within one of the Eurostat colour palettes;
- vary tints and shades within the restricted colour palette;
- avoid full white background;
- don't use photos in your infographics;
- be consistent in style;
- if you need to display a map, simplify the country shapes;
- contrast Myriad Pro Regular width with the condensed and semi-condensed.

In the example below, you can see how the right use of colours affects the perception you get of the visuals.



Although the graphic style is consistent, there is no link between the different possible infographic components. This is because too many colours are used. Furthermore, the fact that the colours used try to stick to reality makes it seem childish and amateurish.



Here the colours have been limited to three. The restriction of colours creates a link between the components. It gives a global and harmonious impression.



As long as you limit the number of colours you get a harmonious design.

# 6

## Layout instructions

### General remarks

All layout instructions refer to the Styles (Paragraph, Character, Table, Cell and Object styles) included in the provided InDesign templates.

Layout instructions concerning:

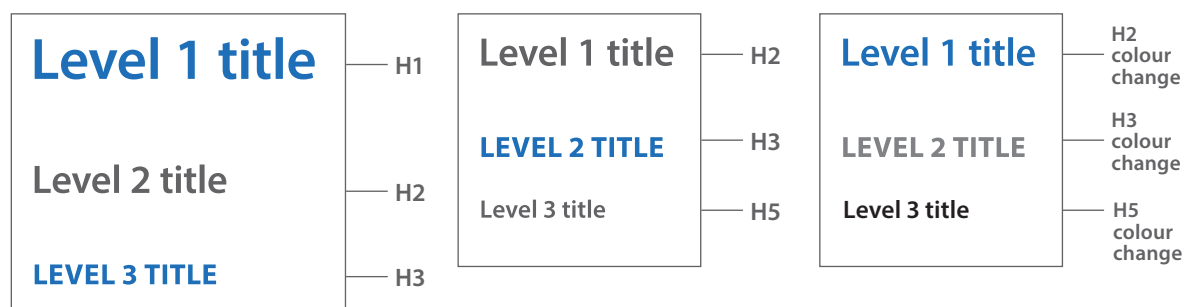
- cover pages,
- title pages,
- separation pages,
- headers and footers,

are to be followed strictly.

Layout instructions concerning content offer the largest range of possibilities to answer almost all potential needs. You can choose according to your layout needs which levels of titles you are going to use. Colours can be changed as well, but you need to stick to theme colour, black or grey.

Example:

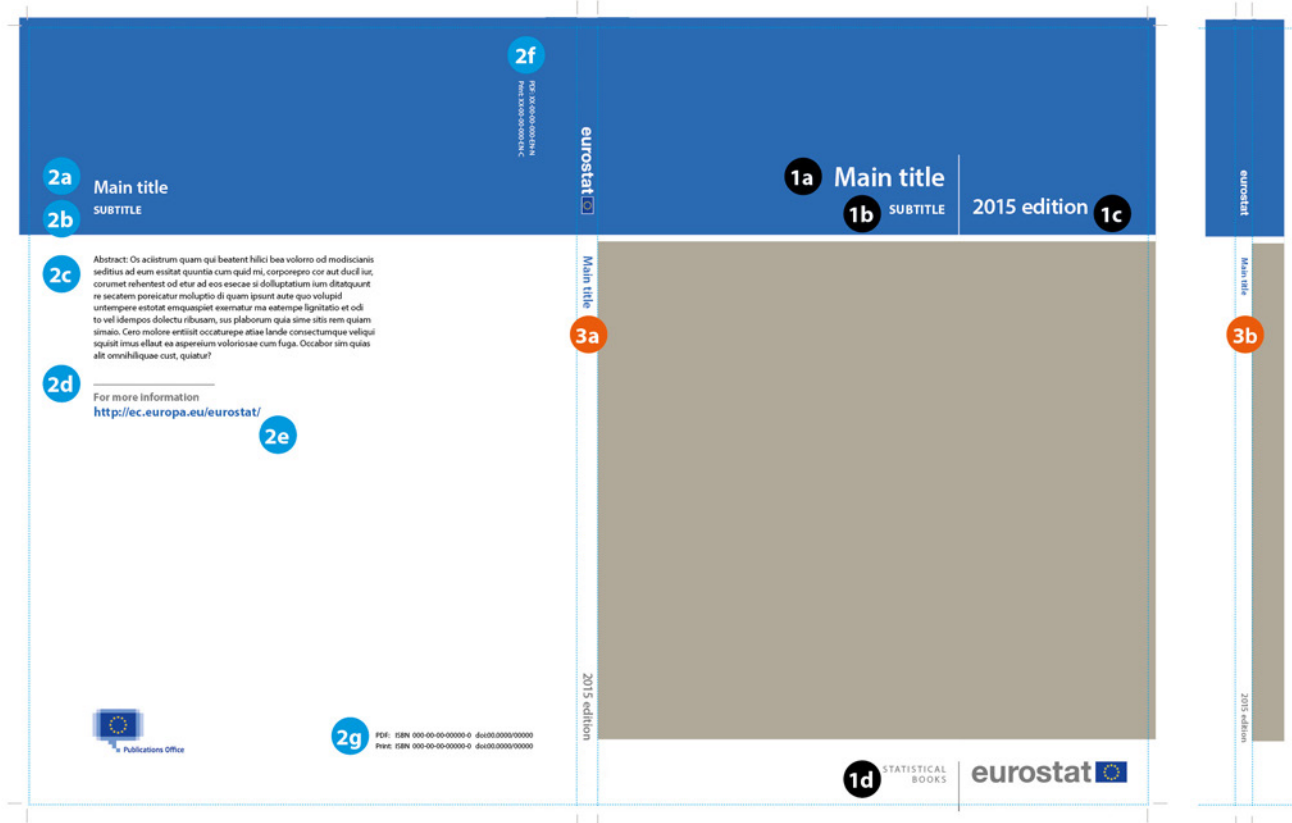
If your layout requires three title levels, you do not necessarily need to respect the order H1, H2, H3. You can also, for example, start with H2 and then jump to H4 and H5.



If you happen to need further styles, boxes or table cells, you can create them, but they need to respect the style guide general principles in terms of font (page 18), colour usage (page 21) and grid (pages 42 (A4), 52 (B5), 61 (A5) and 70 (Compact guides)).

## A4 layout

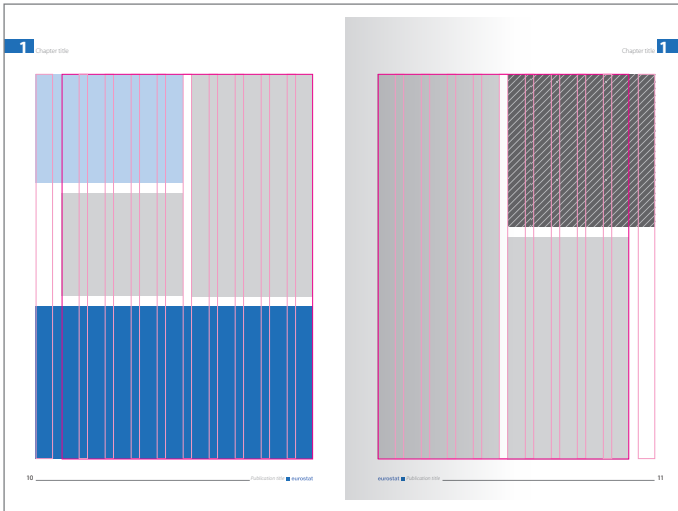
### A4 COVER



Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
1a	Title	Semibold 30/33	right	/	white	/
1b	Subtitle	Bold 14/16	right	5/0	white	All caps
1c	Year	Semibold 24/auto	left	/	white	Start in next frame
1d	Collection	Regular 10/11	right	0/0	65 % K	All caps, tracking 150 Display on 2 lines
2a	Abstract title	Semibold 20/22	left	0/0	white	
2b	Abstract subtitle	Bold 12/14	left	3/0	white	All caps
2c	Abstract body	Regular 10/13	left	0/3	100 % K	
2d	Abstract FMI (for more informations)	Bold 12/auto	left	8/0	65 % K	Rule above: 1 pt; Offset: 6 mm; right indent: -4 mm
2e	Abstract URL	Bold 14/auto	left	0/0	100 % Theme	
2f	Catalogue #	Light 8/auto	left	0/0	white	Table cell style: Catalogue #
2g	IBSN & doi	Light 8/auto	left	0/0	100 % K	Put tabs between entities; table cell style ISBN & doi
3a	Spine 8+ (> 8 mm)	Semibold 14/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab
	<i>Spine</i>				100 % Theme	<i>Character style</i>
3b	Spine -8 (< 8 mm)	Semibold 10/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab

**Object styles have been created for each Text box, helping you to position text elements on the right place.**

## A4 INSIDE PAGES LAYOUT GRID SYSTEM



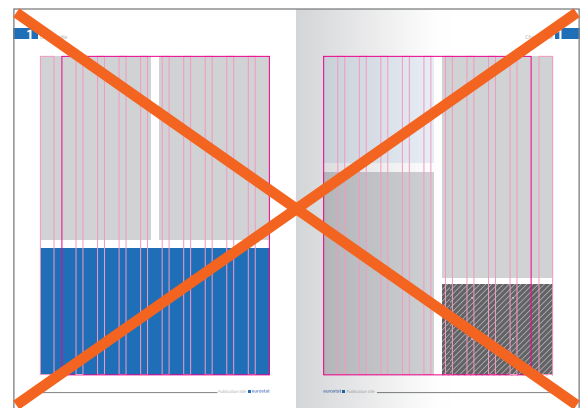
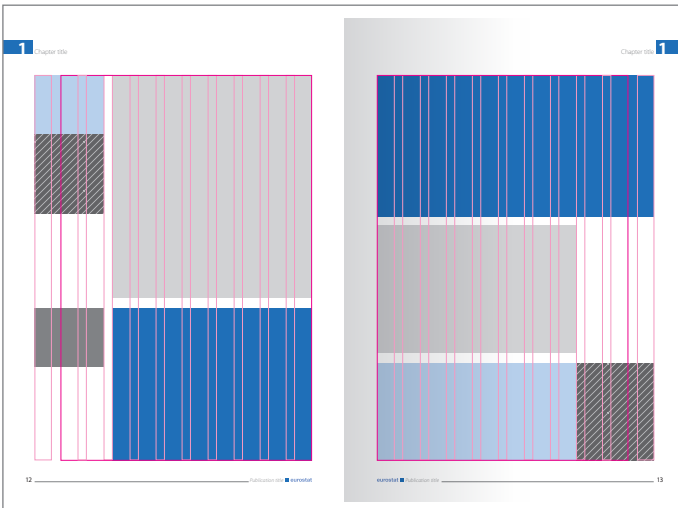
The A4 layout is divided in 11 columns, but the body text will be displayed on

- maximum 10-columns-width for 2 columns layout (2 × 5),
- maximum 9-columns-width for 1 column layout (1 × 9).

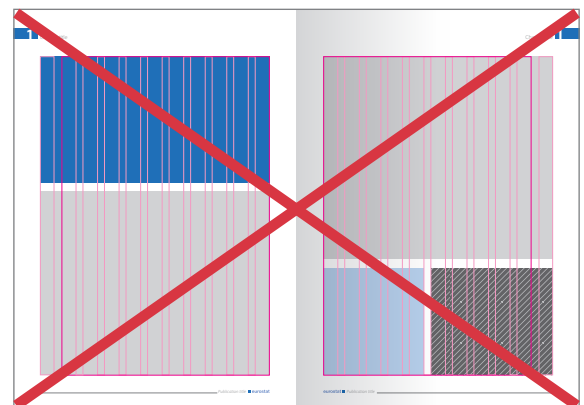
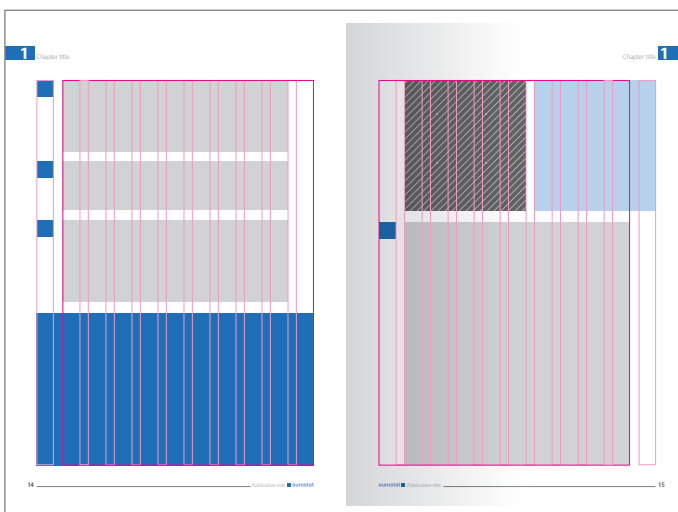
This is to make sure that your layout is not cluttered with content.

In order to make the layout more lively, figures, visuals and boxes can extend up to the 11th column.

By playing around with text, image components and white areas you obtain a more dynamic layout.

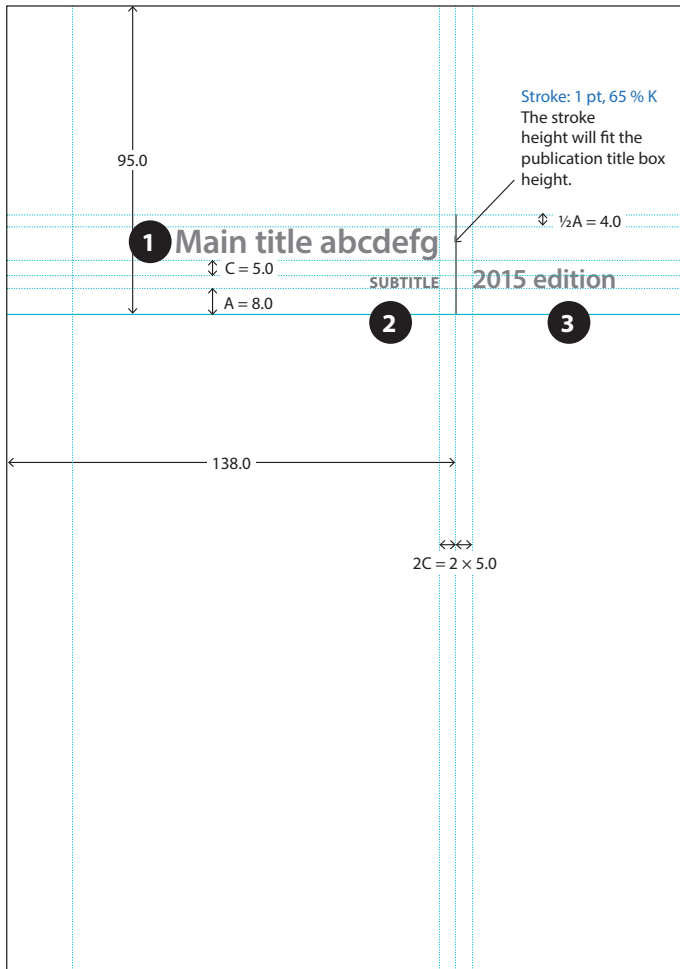


Avoid using the complete A4 width. It would create a very compact layout regarding the format with too little white space to enhance the reading experience.



- Body content
- Figure
- Box
- Photo

**! On A4 never use the whole grid width for one column layout. It ruins readability!**

**A4 TITLE PAGE**


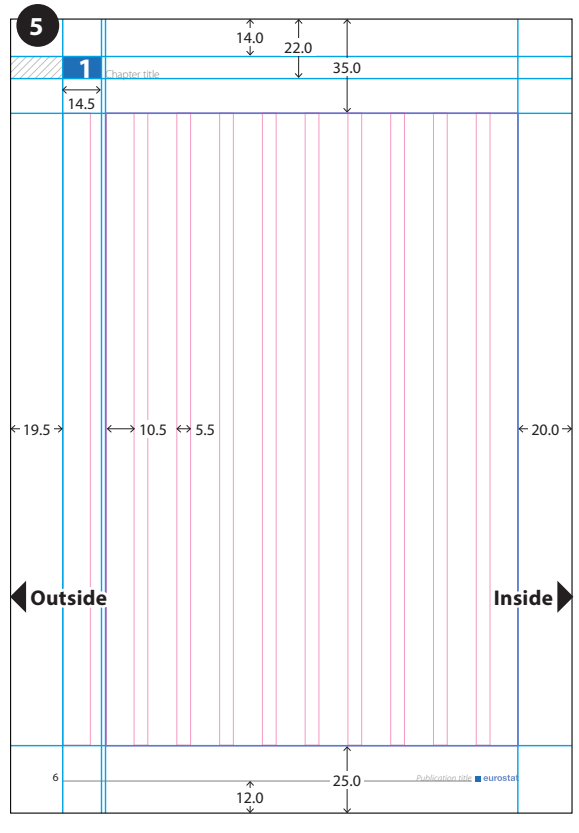
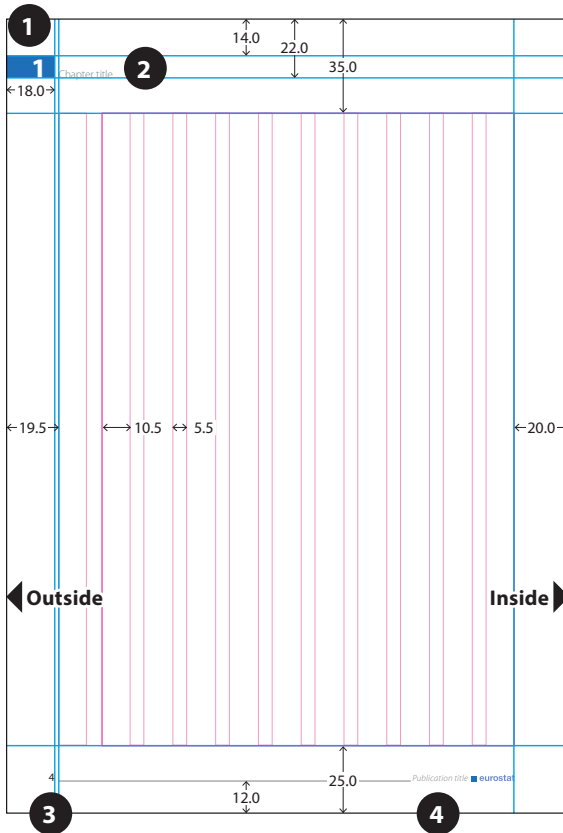
**Object styles have been created for each Text box, helping you to position text elements on the right place.**

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
1 TP Title	Semibold	30/33	right	/	65 % K	/
2 TP Subtitle	Bold	14/16	right	5/0	65 % K	All caps
3 TP Year	Semibold	24/auto	left	/	65 % K	Start in next frame

## A4 GENERAL PAGE GRID

### Regular pages

Regular pages are built on facing pages. Consider this when consulting measurements (in mm). The values have to be mirrored.

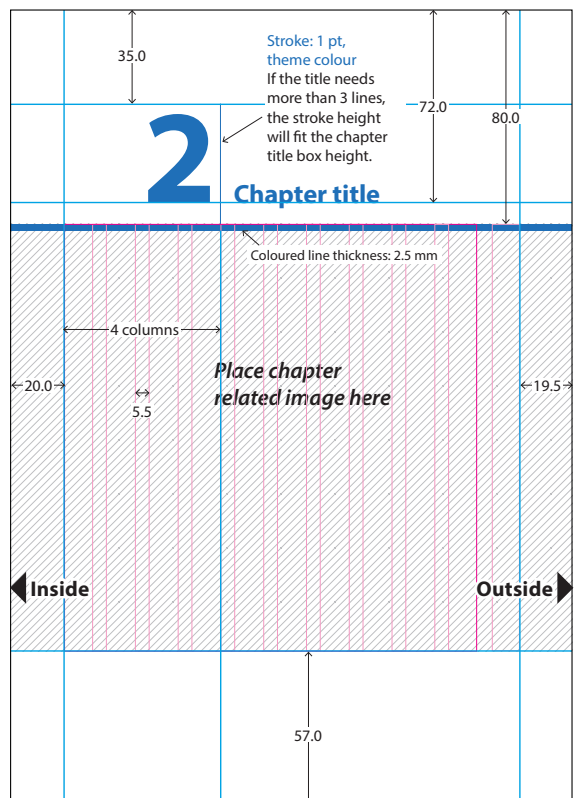
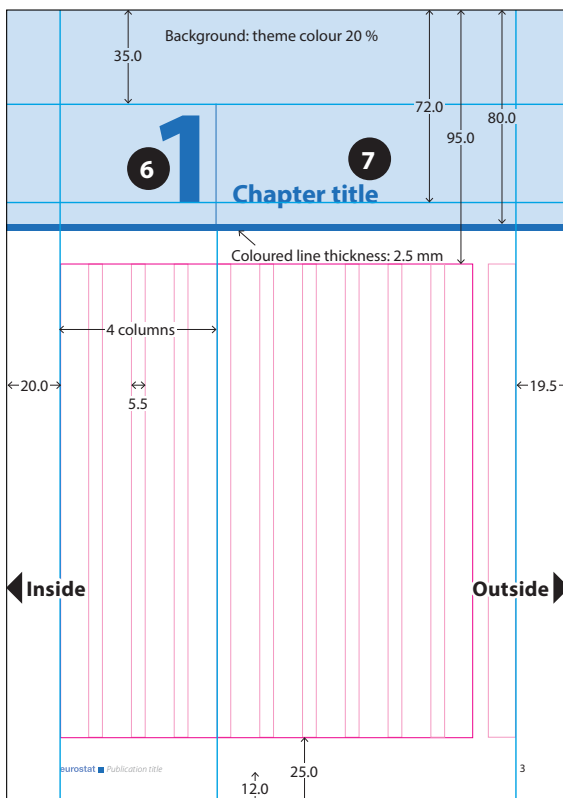


You have two options for the header, either basic (left-hand visual), or repeating a detail of the separation page photo next to the chapter number (right-hand visual, point 5).

### Separation pages

Separation pages without photos can be even or odd pages. For both options the pages are composed the same way, but the inside and outside margins should be mirrored.

Separation pages with photos should always be on odd pages.



Note that nested character styles appear in italic in the table.

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
<b>Header and footer</b>							
1 Header chapter #	Bold	30	towards spine	/	/	100 % K	/
2 Header chapter title	Light	12/14	away from spine	/	/	60 % K	/
3 Folio	Light	12	towards spine	/	/	100 % K	/
4 Footer even	Light Italic	9.5	left	/	/	60 % K	<i>Underline through 1 ^y (!)</i>
Footer odd	Light Italic	9.5	left	/	/	60 % K	None up to 1 ^y <i>Underline through 1 ^y</i>
<i>Underline</i>							<i>Underline: Offset = 0</i>
<b>Separation pages</b>							
6 Chapter #	Bold	142	right	/	/	100 % TH	/
<i>Chapter #</i>	<i>Condensed</i>	2				<i>none</i>	
7 Chapter title	Bold	28/31	left numbered	/	5/0/-5	100 % TH	<i>Chapter # for numbering (List: Publication)</i> <i>^1,^t</i>

(!) '^y' refers to a right indent tab.

## A4 INDESIGN STYLES FOR CONTENT

### Headings

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	H1	Semibold	22/24	left	6/6	/	100 % TH	Span columns
<b>Aa</b>	H2	Semibold	15/18	left	4/3	/	75 % K	/
<b>AA</b>	H3	Bold	11/12	left	4/3	0/15/0	100 % TH	All caps
<b>Aa</b>	H4	Semibold	11/13	left	2/3	/	60 % K	/
<b>Aa</b>	H5	Semibold	9.5/auto	left	1/3	/	75 % K	/
<b>Aa</b>	H6	Semibold Italic	9.5/auto	left	1/3	/	100 % K	/
<b>1.1. Aa</b>	#H1	Semibold	22/24	left numbered	6/6	/	100 % TH	(List: Publication) ^1.^2.^.
<b>1.1.1. Aa</b>	#H2	Semibold	15/18	left numbered	4/3	/	75 % K	^1.^2.^3.^.
<b>1.1.1.1. AA</b>	#H3	Bold	11/12	left numbered	4/3	0/15/0	100 % TH	^1.^2.^3.^4^. All caps
<b>1.1.1.1.1. Aa</b>	#H4	Semibold	11/13	left numbered	2/3	/	60 % K	^1.^2.^3.^4.^5.^.

### Body text

By default the body text has been defined as left aligned, because it guarantees a good layout balance of grey and white. Justified text is more difficult to handle in terms of balance and offers only good results in specific cases: long paragraphs, no lists.

If you use justified text, **hyphenation must be switched on** to avoid unsightly blank spaces between words. Don't use justified text on narrow columns. Don't use justified text if your content is made of small paragraphs less than 10 lines.

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
Aa	body	Light	9.5/auto	left or justified	0/3	/	100 % K	/
Aa	body no space	Light	9.5/auto	left or justified	0/0	/	100 % K	/
• Aa	body UL (°)	Light	9.5/auto	left	0/3	3/0/-3	100 % K	Bullet style: Bold + TH colour
• Aa	body UL no space	Light	9.5/auto	left	0/0	3/0/-3	100 % K	Bullet style: Bold + TH colour
•	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH	
1. Aa	body #	Light	9.5/auto	left	0/3	5/0/-5	100 % K	/
2. Aa	body # no space	Light	9.5/auto	left	0/0	5/0/-5	100 % K	/
(°) Aa	Footnote	Light	7/8	left	0/0	3/0/-3	100 % K	None through 1 ( <i>Superscript</i> up to 1)
°	<i>Superscript</i>							<i>Superscript</i>
Source: Aa	Source	Light	7/8	left	1/3	/	100 % K	<i>Light italic</i> through 1 word
Source	<i>Light italic</i>	<i>Light italic</i>						
http	<i>hyperlink</i>						C 85 %, M 65 %	To be used for URLs, hyperlinks and data codes

(°) UL refers to unordered list.



## Boxes

### Box dotted stroke

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	Semibold	15/18	left	2/3	/	100 % TH	/
Aa	box	Regular	left	0/3	/	100 % K	/
Aa	box no space	Regular	left	0/0	/	100 % K	/
• Aa	box UL bullet	Regular	left	0/3	3/0/-3	100 % K	/
• Aa	box UL no space	Regular	left	0/0	3/0/-3	100 % K	/
•	<i>Bold + TH colour</i>	<i>Bold</i>				100 % TH	



## Box dotted stroke

This box consists of a table cell with following inset:

- Top: 5 mm
- Bottom: 5 mm
- Left: 0 mm
- Right: 7 mm

The text wrap for the text frame including this table is:

- Top: 7 mm
- Bottom: 7 mm
- Left: 5.5 mm
- Right: 5.5 mm

Related cell style: *Box dotted stroke*

Related object style: *Box dotted stroke*

## Box dotted stroke 2 columns width

In this case you need to include a text frame in your cell in order to display your text in two columns.

- Create a text frame and apply the related object style *Box dotted stroke 2 columns*;

- Copy your frame in the table cell.

For A4 format, avoid displaying your text over the whole layout width as it would weaken the readability.

Box with tinted background

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	H box theme colour	Semibold	15/18	left	2/3	/	100 % TH /
<b>Aa</b>	box SB K	Semibold	9.5/auto	left	0/3	/	100 % K /
<b>Aa</b>	box SB K no space	Semibold	9.5/auto	left	0/0	/	100 % K /
<b>• Aa</b>	box SB K UL	Semibold	9.5/auto	left	0/3	3/0/-3	100 % K /
<b>• Aa</b>	box SB K UL no space	Semibold	9.5/auto	left	0/0	3/0/-3	100 % K /
<b>Aa</b>	box SB TH colour	Semibold	9.5/auto	left	0/3	/	100 % TH /
<b>Aa</b>	box SB TH colour no space	Semibold	9.5/auto	left	0/0	/	100 % TH /
<b>• Aa</b>	box SB TH colour UL	Semibold	9.5/auto	left	0/3	3/0/-3	100 % TH /
<b>• Aa</b>	box SB TH colour UL no space	Semibold	9.5/auto	left	0/0	3/0/-3	100 % TH /



**Box BG = 20 % TH**

This box consists of a text frame with text inset of 4 mm all around.

The text wrap is:

- Top: 7 mm
- Bottom: 7 mm
- Left: 5.5 mm
- Right: 5.5 mm

You can also put some coloured text inside.

Related object style: **Box Bg = 20 % TH**

**Box BG = 20 % TH 2 columns width**

Here as well, for A4 format, display your text in 2 columns.

This will ease readability.

Related object style: **Box Bg = 20 % TH 2 columns**

### Box with full colour background

Style	Myriad Pro ...	Size/ Leading	Alignment	Space before/ after	Indent: Left/Right/ 1st line	Colour	Nested styles and other special features
<b>Aa</b>	H box white	Semibold	15/18	left	2/3 /	100 % TH	/
<b>Aa</b>	box SB white	Semibold	9.5/auto	left	0/3 /	100 % K	/
<b>Aa</b>	box SB white no space	Semibold	9.5/auto	left	0/0 /	100 % K	/
• <b>Aa</b>	box SB white UL	Semibold	9.5/auto	left	0/3 3/0/-3	100 % K	/
• <b>Aa</b>	box SB white UL no space	Semibold	9.5/auto	left	0/0 3/0/-3	100 % K	/



**Box BG = 100 % TH**

This box consists of a text frame with text inset of 4 mm all around.

The text wrap is:

- Top: 7 mm
- Bottom: 7 mm
- Left: 5.5 mm
- Right: 5.5 mm

This kind of box should be avoided for content with more than 15 lines and should always be displayed in 1 column width.

Related object style: *Box Bg = 100 % TH*

## Figures

Combine the table styles with the instructions on page 33.

	Style	Myriad Pro ...	Size/ Leading	Alignment	Space before/ after	Indent: Left/ Right/ 1st line	Colour	Nested styles and other special features
<b>Fig 1: Aa</b>	H Figure	Semibold	9.5/auto	left	1/3	/	60 % K	<i>Bold + TH colour through 2 words</i>
<b>Fig 1: Aa</b>	H Figure no space	Semibold	9.5/auto	left	1/0	/	60 % K	
<b>Fig 0:</b>	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH	
(Aa)	H Figure unit	Regular	9.5/auto	left	0/3	/	60 % K	/
<b>Aa</b>	Table header bold	Bold	9/10.5	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header semibold (!)	Semibold	9/10.5	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header regular	Regular	9/10.5	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header bold vertical	Bold	9/10.5	left	/	/	100 % K	/
<b>Aa</b>	Table header semibold vertical	Semibold	9/10.5	left	/	/	100 % K	/
<b>Aa</b>	Table header regular vertical	Regular	9/10.5	left	/	/	100 % K	/
<b>Aa</b>	Table 1st column semibold	Semibold	9/10.5	left	/	/	100 % K	/
<b>Aa</b>	Table 1st column regular (!)	Regular	9/10.5	left	/	/	100 % K	/
<b>Aa</b>	Table body	Light	9/10.5	left	/	/	100 % K	/
123	Table data	Light	9/10.5	right	/	/	100 % K	Right cell inset varies with header width (?)
<b>Aa</b>	Chart X axis	Regular	8.5/9.5	centred or right	/	/	100 % K	/
123	Chart Y axis	Regular	8.5/9.5	right or centred	/	/	100 % K	/
<b>Aa</b>	Chart legend	Bold	8/9	left	0/2	1.5/0/0	100 % K	/
<b>Aa</b>	Map legend	Bold	8.5/9.5	left	0/2	1.5/0/0	100 % K	/
( <sup>1</sup> ) <b>Aa</b>	Footnote Figure	Light	7/8	left	1/0	3/0/-3	100 % K	None through 1( <i>Superscript</i> up to 1)
Source: <b>Aa</b>	Source	Light	7/8	left	1/3	/	100 % K	<i>Light Italic</i> through 1 word

(!) Default style, see page 33.

(?) See instructions page 34 point 9.

## Table of content

The table of content can be generated automatically with the ToC table of content style. It includes H1, H2, and H3 titles. If you have chosen different title levels a new table of content needs to be generated. Styles can also be adapted provided you follow the style guide's general principles.

	Style	Myriad Pro...	Size/ Leading	Alignment	Space before/ after	Indent: Left/ Right/ 1st line	Colour	Nested styles and other specials
<b>1. Aa</b>	# ToC 1	Semibold	9.5/auto	left	2/1.5	5/0/-5	100 % K	between entry and number: 'toc dotted' character style
<b>1.1. Aa</b>	# ToC 2	Regular	9.5/auto	left	1.5/1.5	5/0/0	100 % K	
<b>1.1.1. Aa</b>	# ToC 3	Light	9.5/auto	left	0/1.5	10/0/0	100 % K	
.....	<i>Toc dotted</i>	<i>Light</i>	8					<i>underlined dotted</i>

## B5 layout

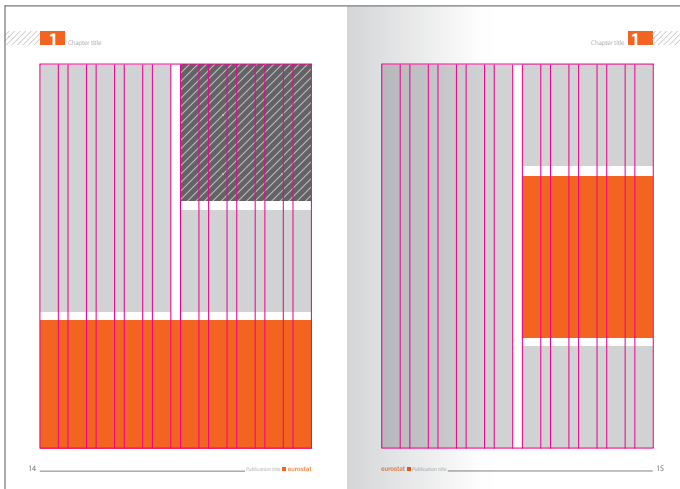
### B5 COVER



Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
<b>1a</b> Title	Semibold	25/28	right	/	white	/
<b>1b</b> Subtitle	Bold	12/13.3	right	4.5/0	white	All caps
<b>1c</b> Year	Semibold	20/auto	left	/	white	Start in next frame
<b>1d</b> Collection	Regular	9/10	right	0/0	65 % K	All caps, tracking 150 Display on 2 lines
<b>2a</b> Abstract title	Semibold	18/21	left	0/0	white	
<b>2b</b> Abstract subtitle	Bold	12/13	left	2.5/0	white	All caps
<b>2c</b> Abstract body	Regular	10/13	left	0/3	100 % K	
<b>2d</b> Abstract FMI (for more information)	Bold	12/auto	left	8/0	65 % K	Rule above: 1 pt; Offset: 6 mm; right indent: -4 mm
<b>2e</b> Abstract URL	Bold	14/auto		0/0	100 % Theme	
<b>2f</b> Catalogue #	Light	8/auto	left	0/0	white	Table cell style: Catalogue #
<b>2g</b> ISBN & doi	Light	8/auto	left	0/0	100 % K	Put tabs between entities; table cell style ISBN & doi
<b>3a</b> Spine 8+ (> 8 mm)	Semibold	12/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab  <i>Spine</i> 100 % Theme <i>Character style</i>
<b>3b</b> Spine -8 (< 8 mm)	Semibold	9/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab

**Object styles have been created for each Text box, helping you to position text elements on the right place.**

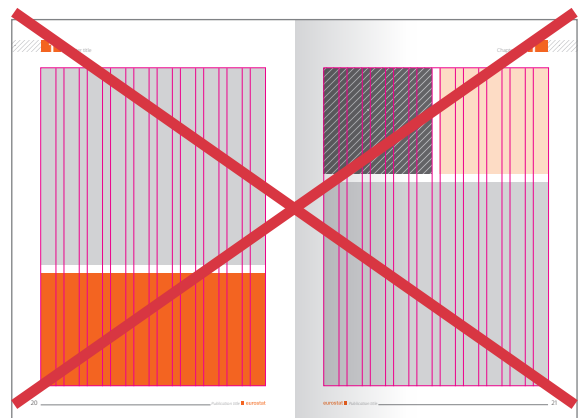
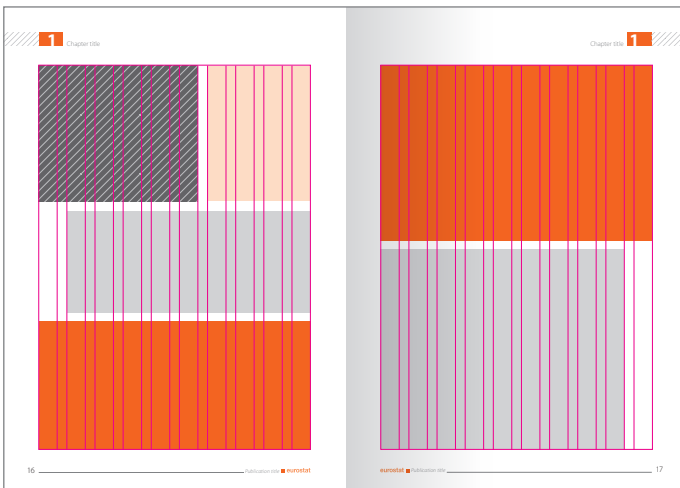
### B5 INSIDE PAGES LAYOUT GRID SYSTEM



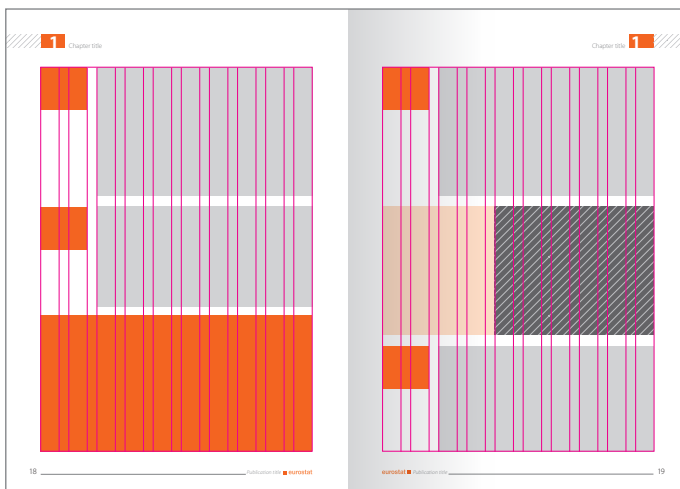
The B5 layout is divided in 11 columns, but the body text will be displayed on

- maximum 10-columns-width for 2 columns layout (2 × 5),
- maximum 9-columns-width for 1 column layout (1 × 9). In order make the layout more lively, figures, visuals and boxes can extend up to the 10th column. This is to make sure that your layout is not cluttered with content.

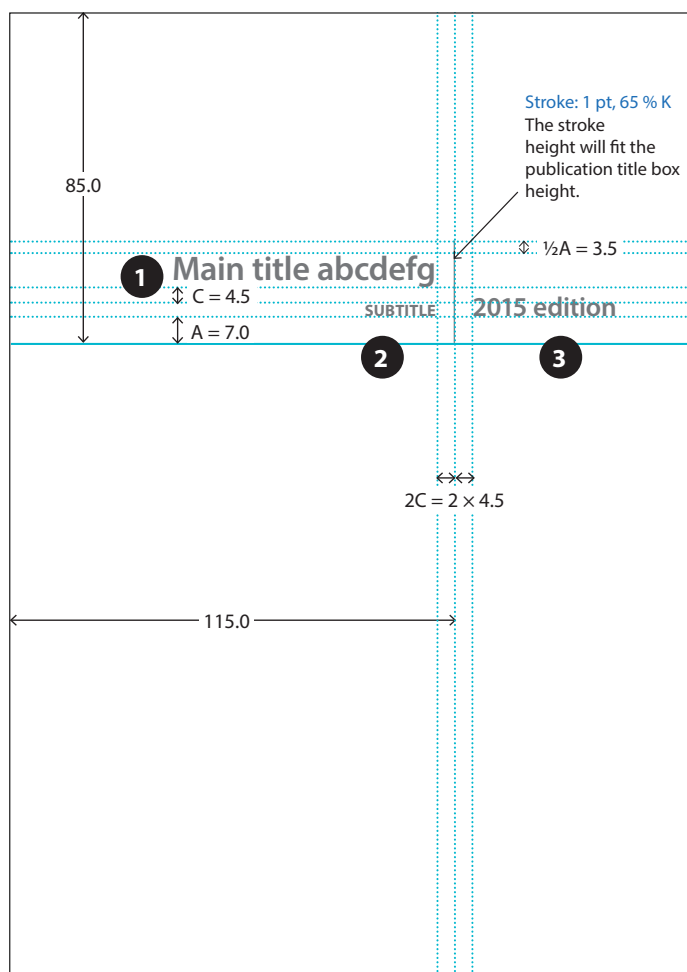
By playing around with text, image components and white areas you obtain a more dynamic layout.



**! On B5 never use the whole grid width for one column layout. It ruins readability!**



- Body content**
- Figure**
- Box**
- Photo**

**B5 TITLE PAGE**


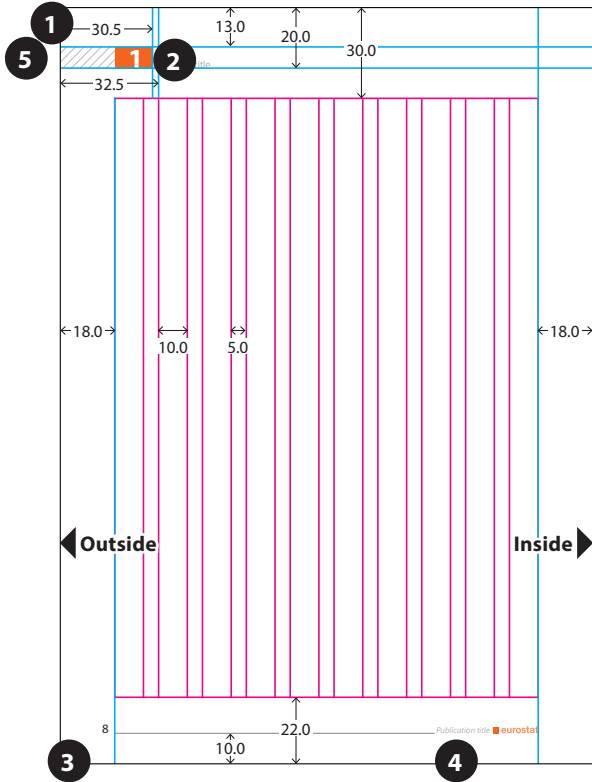
**Object styles have been created for each Text box, helping you to position text elements on the right place.**

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
1 TP Title	Semibold	25/28	right	/	65 % K	/
2 TP Subtitle	Bold	12/13.5	right	4.5/0	65 % K	All caps
3 TP Year	Semibold	20/auto	left	/	65 % K	Start in next frame

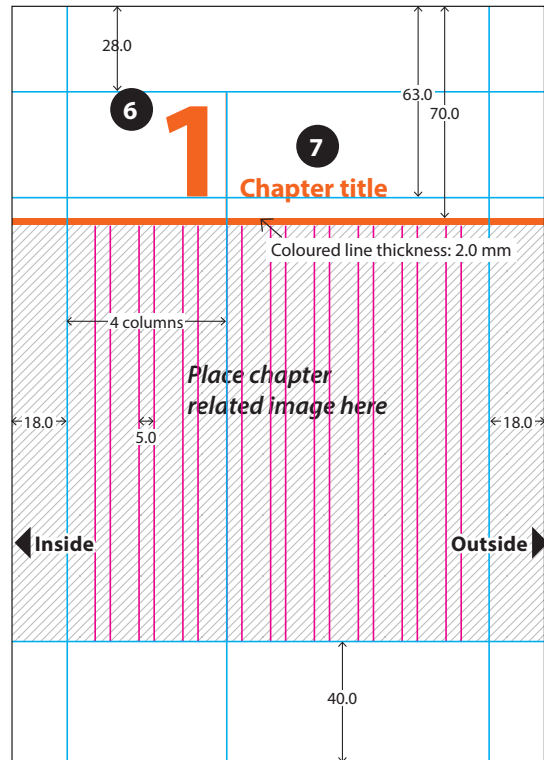
## B5 GENERAL PAGE GRID

### Regular pages

Regular pages are built on facing pages. Consider this when consulting measurements (in mm). The values have to be mirrored.



### Separation pages



5 In this area repeat a detail of the separation page photo.

Note that nested character styles appear in italic in the table.

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Header and footer</b>							
1	Header chapter #	Bold	26	towards spine	/	/	100 % K /
2	Header chapter title	Light	10	away from spine	/	/	60 % K /
3	Folio	Light	12	towards spine	/	/	100 % K /
4	Footer even	Light Italic	8	left	/	/	60 % K Underline through 1 ^y (!)
	Footer odd	Light Italic	8	left	/	/	60 % K None up to 1 ^y Underline through 1 ^y
	<i>Underline</i>						<i>Underline: Offset = 0</i>
<b>Separation pages</b>							
6	Chapter #	Bold	130	right	/	/	100 % TH /
	<i>Chapter #</i>	<i>Condensed</i>	2				<i>none</i>
7	Chapter title	Bold	25/28	left numbered	/	4.5/0/-4.5	100 % TH Chapter # for numbering (List: Publication) ^1,^t

(!) 'y' refers to a right indent tab.



## B5 INDESIGN STYLES FOR CONTENT

### Headings

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	H1	Semibold	20/22	left	5/5	/	100 % TH	Span columns
<b>Aa</b>	H2	Semibold	13/15	left	4/2	/	75 % K	/
<b>AA</b>	H3	Bold	10.5/12	left	4/2	0/10/0	100 % TH	All caps
<b>Aa</b>	H4	Semibold	10.5/13	left	2/2	/	60 % K	/
<b>Aa</b>	H5	Semibold	9.5/auto	left	1/2	/	75 % K	/
<b>Aa</b>	H6	Semibold Italic	9.5/auto	left	1/2	/	100 % K	/
<b>1.1. Aa</b>	#H1	Semibold	20/22	left numbered	5/5	/	100 % TH	(List: Publication) ^1.^2.^.
<b>1.1.1. Aa</b>	#H2	Semibold	14/16.5	left numbered	4/2	/	75 % K	^1.^2.^3.^.
<b>1.1.1.1. AA</b>	#H3	Bold	10.5/12	left numbered	4/2	0/10/0	100 % TH	^1.^2.^3.^4^, all caps
<b>1.1.1.1.1. Aa</b>	#H4	Semibold	10.5/13	left numbered	2/2	/	60 % K	^1.^2.^3.^4.^5.^.

### Body text

By default the body text has been defined as left aligned, because it guarantees a good layout balance of grey and white. Justified text is more difficult to handle in terms of balance and offers only good results in specific cases: long paragraphs, no lists.

If you use justified text, **hyphenation must be switched on** to avoid unsightly blank spaces between words. Don't use justified text on narrow columns. Don't use justified text if your content is made of small paragraphs less than 10 lines.

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
Aa	body	Light	9.5/auto	left or justified	0/2	/	100 % K	/
Aa	body no space	Light	9.5/auto	left or justified	0/0	/	100 % K	/
• Aa	body UL (!)	Light	9.5/auto	left	0/2	3/0/-3	100 % K	Bullet style: Bold + TH colour
• Aa	body UL no space	Light	9.5/auto	left	0/0	3/0/-3	100 % K	Bullet style: Bold + TH colour
•	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH	
1. Aa	body #	Light	9.5/auto	left	0/2	5/0/-5	100 % K	/
2. Aa	body # no space	Light	9.5/auto	left	0/0	5/0/-5	100 % K	/
(!) Aa	Footnote	Light	7/8	left	0/0	3/0/-3	100 % K	None through 1( <i>Superscript</i> up to 1)
<sup>1</sup>	<i>Superscript</i>							<i>Superscript</i>
Source: Aa	Source	Light	7/8	left	1/2	/	100 % K	<i>Light italic</i> through 1 word
Source	<i>Light italic</i>	<i>Light italic</i>						
http	hyperlink						C 85 %, M 65 %	To be used for URLs, hyperlinks and data codes

(!) UL refers to unordered list.

Boxes

Box dotted stroke

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	Semibold	12/14.5	left	2/2	/	100 % TH	/
Aa	box	Regular	9.5/auto	left	0/2	/	100 % K
Aa	box no space	Regular	9.5/auto	left	0/0	/	100 % K
• Aa	box UL bullet	Regular	9.5/auto	left	0/2	3/0/-3	100 % K
• Aa	box UL no space	Regular	9.5/auto	left	0/0	3/0/-3	100 % K
•	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH



Box dotted stroke

This box consists of a table cell with following inset:

- Top: 4 mm
- Bottom: 4 mm
- Left: 0 mm
- Right: 7 mm

The text wrap for the text frame including this table is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

Related cell style: *Box dotted stroke*  
 Related object style: *Box dotted stroke*

Box dotted stroke 2 columns width

In this case you need to include a text frame in your cell in order to display your text in two columns.

- Create a text frame and apply the related object style *Box dotted stroke 2 columns*;

- Copy your frame in the table cell.

For B5 format, avoid displaying your text over the whole layout width as it would weaken the readability.

Box with tinted background

	Style	Myriad Pro...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	H box theme colour	Semibold	12/14.5	left	2/2	/	100 % TH	/
<b>Aa</b>	box SB K	Semibold	9.5/auto	left	0/2	/	100 % K	/
<b>Aa</b>	box SB K no space	Semibold	9.5/auto	left	0/0	/	100 % K	/
<b>• Aa</b>	box SB K UL	Semibold	9.5/auto	left	0/2	3/0/-3	100 % K	/
<b>• Aa</b>	box SB K UL no space	Semibold	9.5/auto	left	0/0	3/0/-3	100 % K	/
<b>Aa</b>	box SB TH colour	Semibold	9.5/auto	left	0/2	/	100 % TH	/
<b>Aa</b>	box SB TH colour no space	Semibold	9.5/auto	left	0/0	/	100 % TH	/
<b>• Aa</b>	box SB TH colour UL	Semibold	9.5/auto	left	0/2	3/0/-3	100 % TH	/
<b>• Aa</b>	box SB TH colour UL no space	Semibold	9.5/auto	left	0/0	3/0/-3	100 % TH	/



**Box BG = 20 % TH**

This box consists of a text frame with text inset of 4 mm all around.

The text wrap is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

You can also put some coloured text inside.

Related object style: *Box Bg = 20 % TH*

**Box BG = 20 % TH 2 columns width**

Here as well, for B5 format, display your text in 2 columns.

This will ease readability.  
Related object style: *Box Bg = 20 % TH 2 columns*

Box with full colour background

	Style	Myriad Pro...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
Aa	H box white	Semibold	12/14.5	left	2/2	/	100 % TH	/
Aa	box SB white	Semibold	9.5/auto	left	0/2	/	100 % K	/
Aa	box SB white no space	Semibold	9.5/auto	left	0/0	/	100 % K	/
• Aa	box SB white UL	Semibold	9.5/auto	left	0/2	3/0/-3	100 % K	/
• Aa	box SB white UL no space	Semibold	9.5/auto	left	0/0	3/0/-3	100 % K	/

**1** Chapter title

**Hendi derovid iasperunt qui solor moluptium re volum resed ea vit quidit**

**Quitate volorem facias doloribus conse nimporro dis sante dolet, ut explicam doluptatis diamenti dolere re qui tem et vilis voluptatis doluptu renatem faccum vel magnihilles corpudis aut rem dit ex eo arum harum et exservid quodis dicto temporita qui remoesed qui id et, sunditi ipitat alit unt.**

Da sequero maximus. Im qui opta doloem porovis dis occusentis imodiatat eos ea dolupte nimporepor acorum harum aut harum ligas simasim olupta sae situs (pugili) bernast volupt aseocidit ut que nobis aut verihili te nimine venita se rimuzi anductat ipiet imus as eos inciant et enribus auditate consequant eaqunt labori quid molupti aerferum aut erit que porum facid moluptatque labore cus alita dolere se viderepi ad et, voluptatis eni ulame- ctatem dolupta dolorem facere amnos eaquidu scation renimporepor itae. Ni aut repudi od mircis et fuga. It qui conse qui beereperit, sunt preum auditas quidusan unt voluptur mox et, volut ut ut modi que offre te volupore cum facit mosimamimus quant ma dolecte moluptio eret re cus encl sum raiquas molono que viderequam sit, si recitata sa none net aut facedp molorit atusam voluptatu? Con re earum ipasme sunt quaepis estur am haribus aut ra volo

**Box title**

Se pitiqui officia quis es ullapstatem. Nem quo beapoi nereserit oris etur?

Occae. Nam estincipia voluptate dionescabo. Un volocat emperrum et volis ente volorestae a ulanti andepra volore beaurum quae re, conse coesed ut omnis et ut esit aut ut volupitari derum forpoe quate aut est alio aut ra et fuga. forestiam.

24 Publication info ■ eurostat

**Box BG = 100 % TH**

This box consists of a text frame with text inset of 4 mm all around.

The text wrap is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

This kind of box should be avoided for content with more than 15 lines and should always be displayed in 1 column width.

Related object style: *Box Bg = 100 % TH*

## Figures

Combine the table styles with the instructions on page 33.

Style	Myriad Pro...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features	
<b>Fig 1: Aa</b>	H Figure	Semibold	9.5/auto	left	1/2	/	60 % K	<i>Bold + TH colour through 2 words</i>
<b>Fig 1: Aa</b>	H Figure no space	Semibold	9.5/auto	left	1/0	/	60 % K	
<b>Fig 0:</b>	<i>Bold + TH colour</i>	<i>Bold</i>					<i>100 % TH</i>	
(Aa)	H Figure unit	Regular	9.5/auto	left	0/2	/	60 % K	/
<b>Aa</b>	Table header bold	Bold	8/9	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header semibold (!)	Semibold	8/9	centred or left	/	/	100 % K	/
Aa	Table header regular	Regular	8/9	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header bold vertical	Bold	8/9	left	/	/	100 % K	/
<b>Aa</b>	Table header semibold vertical	Semibold	8/9	left	/	/	100 % K	/
<b>Aa</b>	Table header regular vertical	Regular	8/9	left	/	/	100 % K	/
<b>Aa</b>	Table 1st column semibold	Semibold	8/9	left	/	/	100 % K	/
Aa	Table 1st column regular (!)	Regular	8/9	left	/	/	100 % K	/
Aa	Table body	Light	8/9	left	/	/	100 % K	/
123	Table data	Light	8/9	right	/	/	100 % K	Right cell inset varies with header width (?)
<b>Aa</b>	Chart X axis	Regular	8/9	centred or right	/	/	100 % K	/
123	Chart Y axis	Regular	8/9	right or centred	/	/	100 % K	/
<b>Aa</b>	Chart legend	Bold	8/9	left	0/2	1.5/0/0	100 % K	/
(!) Aa	Footnote Figure	Light	7/8	left	/	3/0/-3	100 % K	None through 1 ( <i>Superscript</i> up to 1)
Source: Aa	Source	Light	7/8	left	1/2	/	100 % K	<i>Light Italic</i> through 1 word

(!) Default style, see page 33.

(?) See instructions page 34 point 9.

## Table of content

The table of content can be generated automatically with the ToC table of content style. It includes H1, H2, and H3 titles. If you have chosen different title levels a new table of content needs to be generated. Styles can also be adapted provided you follow the style guide's general principles.

Style	Myriad Pro...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials	
<b>1. Aa</b>	# ToC 1	Semibold	9.5/auto	left	2/1.5	5/0/-5	100 % K	between entry and number: 'toc dotted' character style
1.1. Aa	# ToC 2	Regular	9.5/auto	left	1.5/1.5	5/0/0	100 % K	
1.1.1. Aa	# ToC 3	Light	9.5/auto	left	0/1.5	10/0/0	100 % K	
.....	<i>Toc dotted</i>	<i>Light</i>	8					<i>underlined dotted</i>

## A5 layout

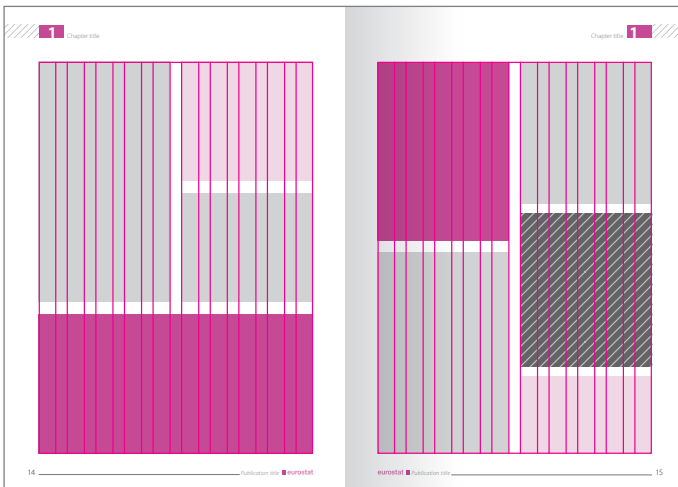
### A5 COVER



Style	Myriad Pro ...	Size/ Leading	Alignment	Space before/ after	Colour	Nested styles and other special features
1a	Title	Semibold 21/23	right	/	white	/
1b	Subtitle	Bold 10/11.2	right	4/0	white	All caps
1c	Year	Semibold 17/auto	left	/	white	Start in next frame
1d	Series	Regular 7.5/8.25	right	0/0	65 % K	All caps, tracking 150 Display on 2 lines
2a	Abstract title	Semibold 16/19	left	0/0	white	
2b	Abstract subtitle	Bold 10/11.2	left	2/0	white	All caps
2c	Abstract body	Regular 9/11	left	0/1.5	100 % K	
2d	Abstract FMI (for more information)	Bold 10/auto	left	5/0	65 % K	Rule above: 1 pt; Offset: 6 mm; right indent: -4 mm
2e	Abstract URL	Bold 12/auto		0/0	100 % Theme	
2f	Catalogue #	Light 7/auto	left	0/0	white	Table cell style: Catalogue #
2g	IBSN & doi	Light 7/auto	left	0/0	100 % K	Put tabs between entities; table cell style ISBN & doi
3a	Spine 8+ (> 8 mm)	Semibold 12/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab
	<i>Spine</i>				100 % Theme	<i>Character style</i>
3b	Spine -8 (< 8 mm)	Semibold 9/auto	left	0/0	65 % K	Nested: <i>Spine</i> up to 1 tab

**Object styles have been created for each Text box, helping you to position text elements on the right place.**

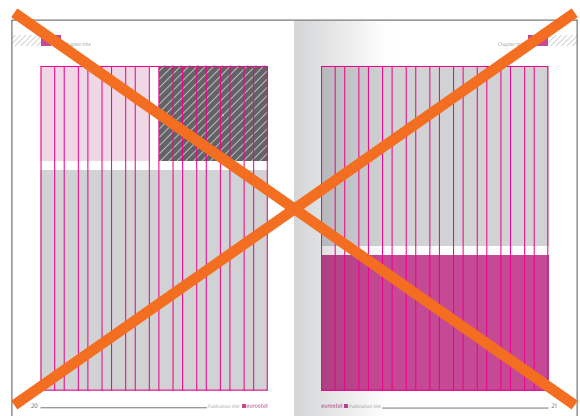
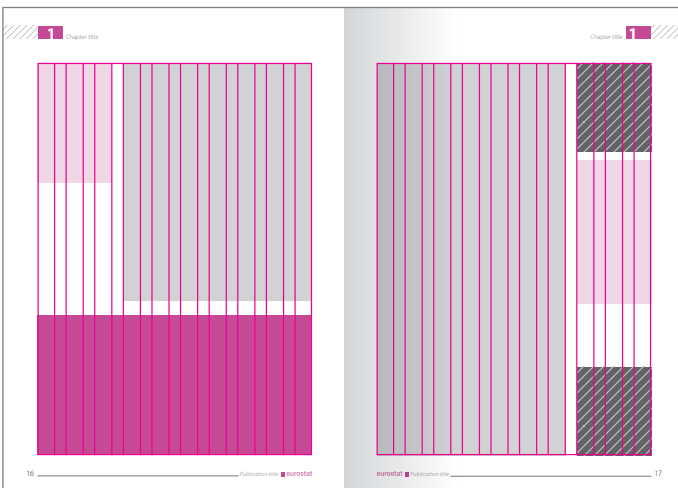
## A5 INSIDE PAGES LAYOUT GRID SYSTEM



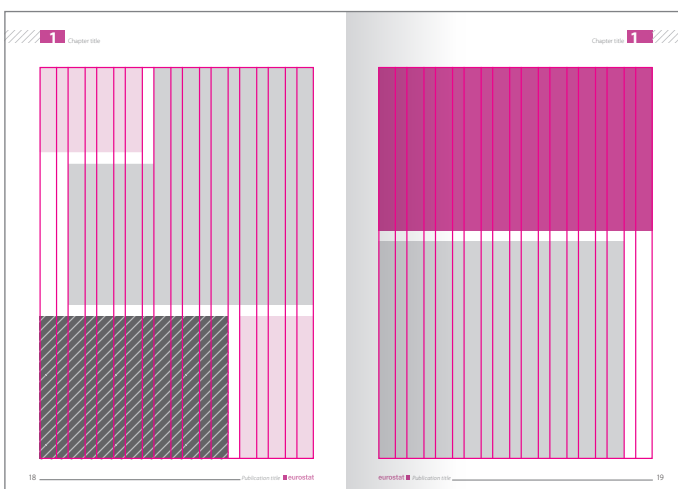
The A5 layout is divided in 11 columns, but the body text will be displayed on

- maximum 10-columns-width for 2 columns layout (2 × 5),
- maximum 9-columns-width for 1 column layout (1 × 9). In order make the layout more lively, figures, visuals and boxes can extend up to the 10th column. This is to make sure that your layout is not cluttered with content.

By playing around with text, image components and white areas you obtain a more dynamic layout.

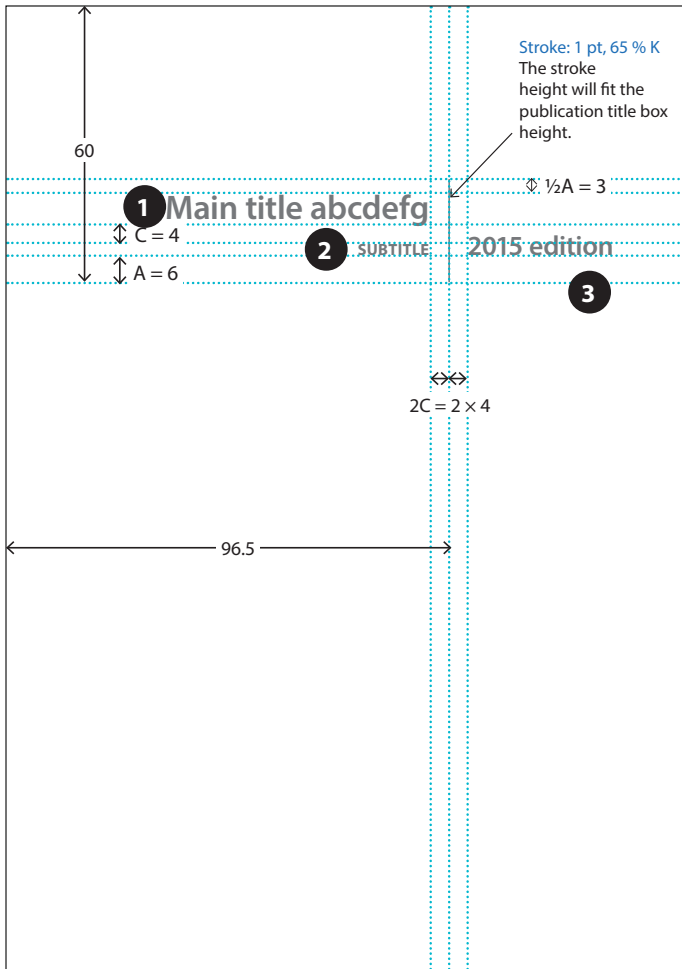


**On A5 avoid using the whole grid width for one column layout. It weakens readability!**



- Body content
- Figure
- Box
- Photo

A5 TITLE PAGE



Object styles have been created for each Text box, helping you to position text elements on the right place.

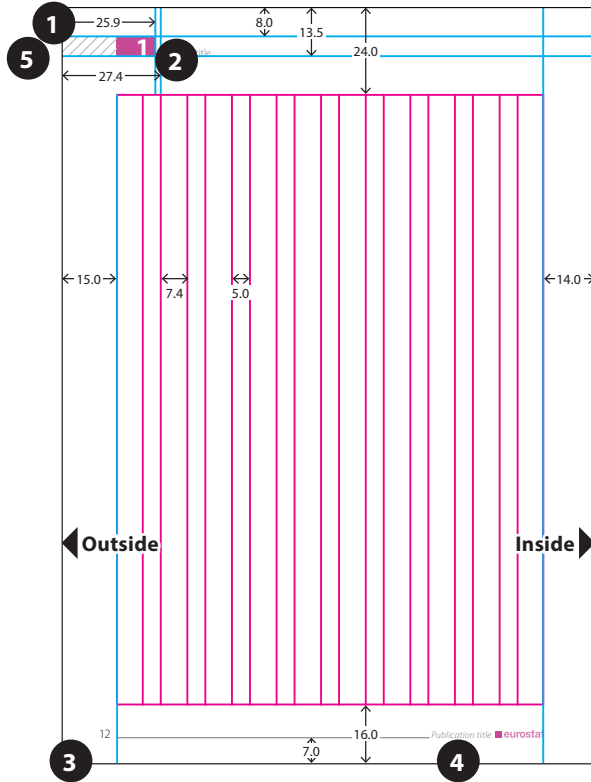
Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
1 TP Title	Semibold	21/23	right	/	65 % K	/
2 TP Subtitle	Bold	10/11.2	right	4/0	65 % K	All caps
3 TP Year	Semibold	17/auto	left	/	65 % K	Start in next frame



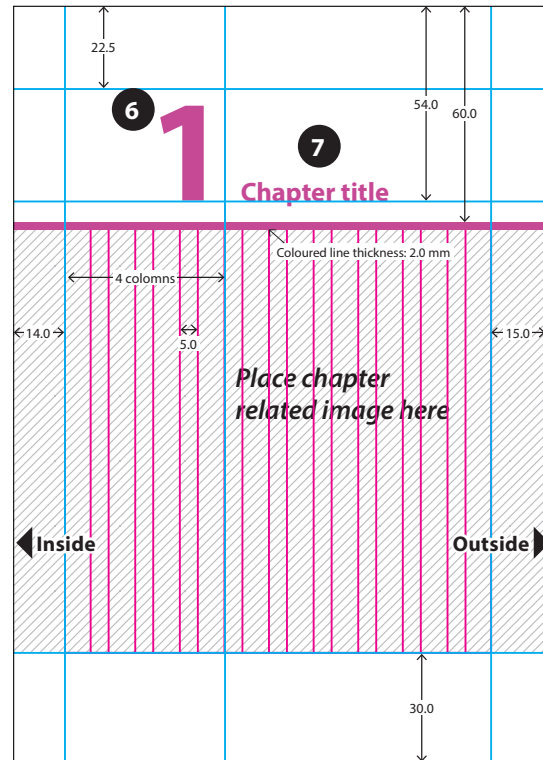
### A5 GENERAL PAGE GRID

#### Regular pages

Regular pages are built on facing pages. Consider this when consulting measurements (in mm). The values have to be mirrored.



#### Separation pages



**5** In this area repeat a detail of the separation page photo

Note that nested character styles appear in italic in the table.

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
<b>Header and footer</b>							
<b>1</b> Header chapter #	Bold	20	towards spine	/	/	100 % K	/
<b>2</b> Header chapter title	Light	8	away from spine	/	/	60 % K	/
<b>3</b> Folio	Light	10	towards spine	/	/	100 % K	/
<b>4</b> Footer even	Light Italic	7.5	left	/	/	60 % K	<i>Underline through 1 ^y (!)</i>
Footer odd	Light Italic	7.5	left	/	/	60 % K	None up to 1 ^y <i>Underline through 1 ^y</i>
<i>Underline</i>							<i>Underline: Offset = 0</i>
<b>Separation pages</b>							
<b>6</b> Chapter #	Bold	115	right	/	/	100 % TH	/
<i>Chapter #</i>	<i>Condensed</i>	2				<i>none</i>	
<b>7</b> Chapter title	Bold	21/23	left numbered	/	4.5/0/-4.5	100 % TH	<i>Chapter # for numbering (List: Publication)</i> <i>^1.^t</i>

(!) ^y refers to a right indent tab.

## A5 INDESIGN STYLES FOR CONTENT

### Headings

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	H1	Semibold	15/17	left	4/4	/	100 % TH	Span columns
<b>Aa</b>	H2	Semibold	12/14	left	2/2	/	75 % K	/
<b>AA</b>	H1.5	Bold SemiCondensed	9.5/10.5	left	2/2	0/8/0	100 % TH	All caps
<b>Aa</b>	H4	Semibold	9.5/11	left	1/1.5	/	60 % K	/
<b>Aa</b>	H5	Semibold	9/auto	left	1/1.5	/	75 % K	/
<b>Aa</b>	H6	Semibold Italic	9/auto	left	1/1.5	/	100 % K	/
<b>1.1. Aa</b>	#H1	Semibold	15/17	left numbered	4/4	/	100 % TH	(List: Publication) ^1.^2.^.
<b>1.1.1. Aa</b>	#H2	Semibold	12/14	left numbered	2/2	/	75 % K	^1.^2.^1.5.^.
<b>1.1.1.1. AA</b>	#H1.5	Bold SemiCondensed	9.5/10.5	left numbered	2/2	0/4/0	100 % TH	^1.^2.^1.5.^4.^ all caps
<b>1.1.1.1.1. Aa</b>	#H4	Semibold	9.5/11	left numbered	1/1.5	/	60 % K	^1.^2.^1.5.^4.^5.^.

### Body text

By default the body text has been defined as left aligned, because it guarantees a good layout balance of grey and white. Justified text is more difficult to handle in terms of balance and offers only good results in specific cases: long paragraphs, no lists.

If you use justified text, **hyphenation must be switched on** to avoid unsightly blank spaces between words. Don't use justified text on narrow columns. Don't use justified text if your content is made of small paragraphs less than 10 lines.

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
Aa	body	Light SemiCondensed	9/auto	left or justified	0/1.5	/	100 % K	/
Aa	body no space	Light SemiCondensed	9/auto	left or justified	0/0	/	100 % K	/
• Aa	body UL (!)	Light SemiCondensed	9/auto	left	0/1.5	2/0/-2	100 % K	Bullet style: Bold + TH colour
• Aa	body UL no space	Light SemiCondensed	9/auto	left	0/0	2/0/-2	100 % K	Bullet style: Bold + TH colour
•	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH	
1. Aa	body #	Light SemiCondensed	9/auto	left	0/1.5	4/0/-4	100 % K	/
2. Aa	body # no space	Light SemiCondensed	9/auto	left	0/0	4/0/-4	100 % K	/
(!) Aa	Footnote	Light	6/7	left	0/0	3/0/-3	100 % K	None through 1( <i>Superscript</i> up to 1)
<sup>1</sup>	<i>Superscript</i>							<i>Superscript</i>
Source: Aa	Source	Light	6/7	left	1/1.5	/	100 % K	<i>Light italic</i> through 1 word
Source	<i>Light italic</i>	<i>Light italic</i>						
http	hyperlink						C 85 %, M 65 %	To be used for URLs, hyperlinks and data codes

(!) UL refers to unordered list.

## Boxes

### Box dotted stroke

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Aa</b>	Semibold SemiCondensed	11/12.5	left	2/1.5	/	100 % TH	/
Aa	box	SemiCondensed	9/auto	left	0/1.5	/	100 % K
Aa	box no space	SemiCondensed	9/auto	left	0/0	/	100 % K
• Aa	box UL bullet	SemiCondensed	9/auto	left	0/1.5	2/0/-2	100 % K
• Aa	box UL no space	SemiCondensed	9/auto	left	0/0	2/0/-2	100 % K
•	<i>Bold + TH colour</i>	<i>Bold</i>				100 % TH	



### Box dotted stroke

This box consists of a table cell with following inset:

- Top: 4 mm
- Bottom: 4 mm
- Left: 0 mm
- Right: 6 mm

The text wrap for the text frame including this table is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

Related cell style: *Box dotted stroke*

Related object style: *Box dotted stroke*

### Box dotted stroke 2 columns width

In this case you need to include a text frame in your cell in order to display your text on two columns.

- Create a text frame and apply the related object style *Box dotted stroke 2 columns*;

- Copy your frame in the table cell.

For A5 format, avoid displaying your text over the whole layout width as it would weaken the readability.

## Box with tinted background

Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
Aa	H box theme colour	Semibold SemiCondensed	left	2/1.5	/	100 % TH	/
Aa	box SB K	Semibold SemiCondensed	left	0/1.5	/	100 % K	/
Aa	box SB K no space	Semibold SemiCondensed	left	0/0	/	100 % K	/
• Aa	box SB K UL	Semibold SemiCondensed	left	0/1.5	2/0/-2	100 % K	/
• Aa	box SB K UL no space	Semibold SemiCondensed	left	0/0	2/0/-2	100 % K	/
Aa	box SB TH colour	Semibold SemiCondensed	left	0/1.5	/	100 % TH	/
Aa	box SB TH colour no space	Semibold SemiCondensed	left	0/0	/	100 % TH	/
• Aa	box SB TH colour UL	Semibold SemiCondensed	left	0/1.5	2/0/-2	100 % TH	/
• Aa	box SB TH colour UL no space	Semibold SemiCondensed	left	0/0	2/0/-2	100 % TH	/

Chapter title

**Box title**

Se pitiqui officia quis es ullamptatem. Nem quo boaqui nesprip erisid estur?

Sus dis aute illuptatla nis doluptae omnimperum velesed quaessi quassimilit que comnis pa dis moluptendiam qui odit occum eaarimi nictioss equam, cusae re eumiquatlar re con rem repuae et lunt.

- **Ocae. Nam estiscippa voluptae diocacabo.**
- **Ut volecat emperrum et veles ente volorestiae s ullanti andaeptra volorio beaurum que.**

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**Box BG = 20 % TH**

This box consists of a text frame with text inset of 3 mm all around.

The text wrap is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

You can also put some coloured text inside.

Related object style: **Box Bg = 20 % TH**

**Box BG = 20 % TH 2 columns width**

Here as well, for A5 format, display your text in 2 columns.

This will ease readability.  
Related object style: **Box Bg = 20 % TH 2 columns**

**Box with full colour background**

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
Aa	H box white	Semibold SemiCondensed	11/12.5	left	2/1.5	/	100 % TH	/
Aa	box SB white	Semibold SemiCondensed	9/auto	left	0/1.5	/	100 % K	/
Aa	box SB white no space	Semibold SemiCondensed	9/auto	left	0/0	/	100 % K	/
• Aa	box SB white UL	Semibold SemiCondensed	9/auto	left	0/1.5	2/0/-2	100 % K	/
• Aa	box SB white UL no space	Semibold SemiCondensed	9/auto	left	0/0	2/0/-2	100 % K	/

**1** Chapter title

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**Box title**

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6 Publication rate ■ eurostat

**Box BG = 100 % TH**

This box consists of a text frame with text inset of 3 mm all around.

The text wrap is:

- Top: 4 mm
- Bottom: 4 mm
- Left: 5 mm
- Right: 5 mm

This kind of box should be avoided for content with more than 15 lines and should always be displayed in 1 column width.

Related object style: *Box Bg = 100 % TH*

## Figures

Combine the table styles with the instructions on page 33.

	Style	Myriad Pro...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other special features
<b>Fig 1: Aa</b>	H Figure	Semibold	9/auto	left	1/1.5	/	60 % K	<i>Bold + TH colour through 2 words</i>
<b>Fig 1: Aa</b>	H Figure no space	Semibold	9/auto	left	1/0	/	60 % K	
<b>Fig 0:</b>	<i>Bold + TH colour</i>	<i>Bold</i>					100 % TH	
(Aa)	H Figure unit	Regular	9/auto	left	0/1.5	/	60 % K	/
<b>Aa</b>	Table header bold	Bold SemiCondensed	7/8	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header semibold (¹)	Semibold SemiCondensed	7/8	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header regular	SemiCondensed	7/8	centred or left	/	/	100 % K	/
<b>Aa</b>	Table header bold vertical	Bold SemiCondensed	7/8	left	/	/	100 % K	/
<b>Aa</b>	Table header semibold vertical	Semibold SemiCondensed	7/8	left	/	/	100 % K	/
<b>Aa</b>	Table header regular vertical	SemiCondensed	7/8	left	/	/	100 % K	/
<b>Aa</b>	Table 1st column semibold	Semibold SemiCondensed	7/8	left	/	/	100 % K	/
<b>Aa</b>	Table 1st column regular (¹)	SemiCondensed	7/8	left	/	/	100 % K	/
<b>Aa</b>	Table body	Light SemiCondensed	7/8	left	/	/	100 % K	/
123	Table data	Light SemiCondensed	7/8	right	/	/	100 % K	Right cell inset varies with header width (²)
<b>Aa</b>	Chart X axis	SemiCondensed	7/8	centred or right	/	/	100 % K	/
123	Chart Y axis	SemiCondensed	7/8	right or centred	/	/	100 % K	/
<b>Aa</b>	Chart legend	Bold SemiCondensed	7/8	left	0/2	1/0/0	100 % K	/
(¹) <b>Aa</b>	Footnote Figure	Light	6/7	left	/	3/0/-3	100 % K	None through 1( <i>Superscript</i> up to 1)
Source: <b>Aa</b>	Source	Light	6/7	left	1/1.5	/	100 % K	<i>Light Italic</i> through 1 word

(¹) Default style, see page 33.

(²) See instructions page 34 point 9.

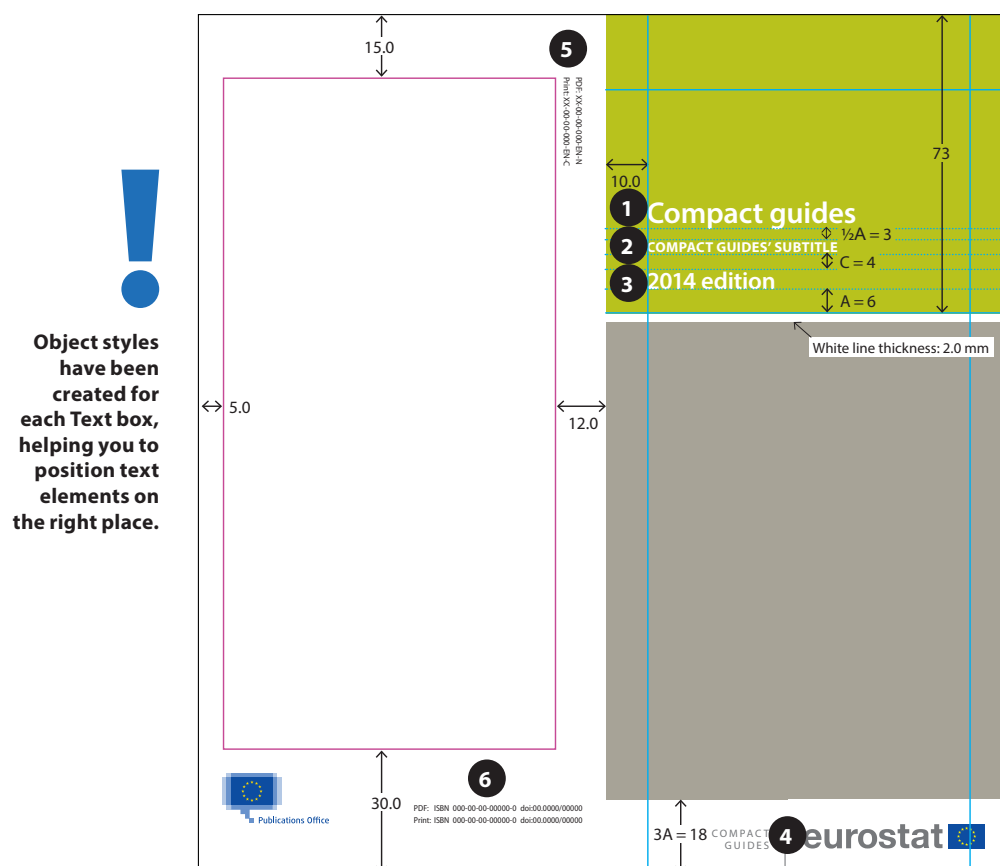
## Table of content

The table of content can be generated automatically with the ToC table of content style. It includes H1, H2, and H1.5 titles. If you have chosen different title levels a new table of content needs to be generated. Styles can also be adapted provided you follow the style guide's general principles.

	Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Indent: Left/Right/1st line	Colour	Nested styles and other specials
<b>1. Aa</b>	# ToC 1	Semibold SemiCondensed	9/auto	left	1/0.5	4/0/-4	100 % K	between entry and number: 'toc dotted' character style
<b>1.1. Aa</b>	# ToC 2	SemiCondensed	9/auto	left	0.5/0.5	4/0/0	100 % K	
<b>1.1.1. Aa</b>	# ToC 1.5	Light SemiCondensed	9/auto	left	0/0.5	8/0/0	100 % K	
.....	<i>Toc dotted</i>	<i>Light</i>	8					<i>underlined dotted</i>

## Compact guide layout

### COMPACT GUIDE COVER

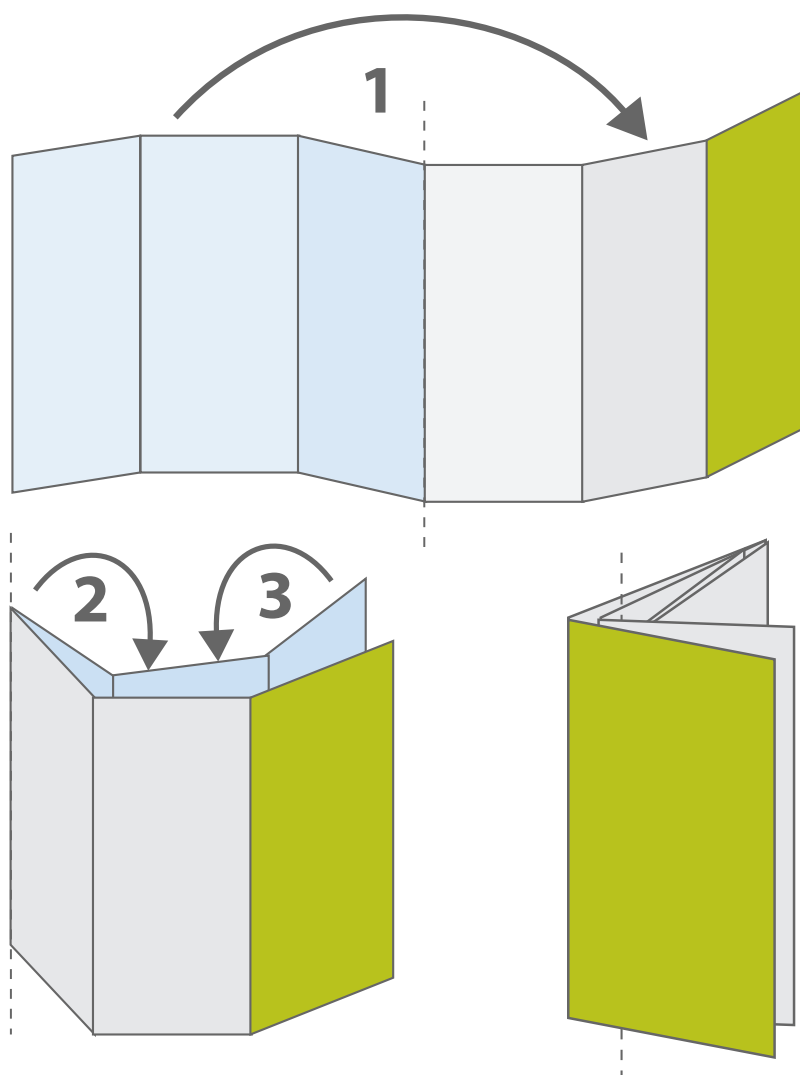


Style	Myriad Pro ...	Size/Leading	Alignment	Space before/after	Colour	Nested styles and other special features
<b>1</b> Title	Semibold	21/23	right	/	white	/
<b>2</b> Subtitle	Bold	10/11.2	right	3/0	white	All caps
<b>3</b> Year	Semibold	17/auto	left	/	white	
<b>4</b> Series	Regular	7.5/8.25	right	0/0	65 % K	Tracking 150 Display on 2 lines
<b>5</b> Catalogue #	Light	6/auto	left	0/0	100 % K	Table cell style: Catalogue #
<b>6</b> ISBN & doi	Light	6/auto	left	0/0	100 % K	Put tabs between entities; table cell style ISBN & doi





**COMPACT GUIDE FOLDING SCHEMA**



**COMPACT GUIDE INDESIGN STYLES FOR CONTENT**

Use the A5 styles for compact guides. See details page 64.

# Contact

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