

Background document guidance

Background documents should – if possible – be written using Microsoft Word (see template attached), and should contain **no more than 10,000 words**. If substantial material is required to underpin the text, please add tables etc. in an ANNEX. Figures and Tables can be finally formatted later, but it would be good to have the preparation of a print-ready document in mind when adding Figures to the background document.

Please use “Fig. 1.1” and “Table 1.1” when referring to the Figure/Table in the text, and captions as seen below.

Background Document outline structure

The following tentative headings should be reflected in each background paper:

- Executive Summary (*key messages from the document*)
- Introduction
- Relevance for ammonia abatement (*source contribution to emissions*)
- State-of-the-art, existing literature (*available measures & options*)
- Discussion (*applicability, potential barriers, costs, effectiveness, ...*)
- Uncertainties, data gaps and research needs
- Conclusions for policy development and implementation

Title (18pt, Arial, aligned left)

Lead author: First name Surname^a

Contributing authors: First name surname^b, First name surname^c, ...

- a. affiliation 1
- b. affiliation 2
- c. affiliation 3
- d. ...

1 Heading 1 (16pt, Arial, aligned left)

1.1 Heading 2 (14pt, Arial, aligned left)

Text, 12pt, Times New Roman, aligned justified, with the exception of the first paragraph, separation of paragraphs by indentation (one Tab) for every following paragraph, as displayed here.

The second paragraph starts like this. Further headings should be Arial 12pt, bold, numbered 1.1.1 and the following levels not numbered. References to figures in the Text should be as (see Fig 1.1), tables should be referred to in the same way.



Fig. 1.1. This is an example caption for the first figure in the document and it is BELOW the figure

Table 1.1. This is an example caption for a table and will be ABOVE the table

Table heading 1	Table heading 2	Table heading 3
Text 1	Text	Text
Text	Text	Text

2 References

For citations and references, please follow the ACS Style Guidelines found here:

<http://chemistry.library.wisc.edu/writing/acs-style-guidelines.html>