

## Instructions for the Executive Summary

- Start your executive summary with a list of participants and coaches. For the coaches indicate their affiliation, for examples see previous issues of the book
- Do not apply any form of lay-out other than separation of sections and chapters by empty lines
- Use Times New Roman 12 pt as the font for your text
- Do not indent anywhere in the text
- Separate sections (alinea's) by one empty line
- Do not place pictures next to each other
- Do not place pictures in boxes
- Pictures will be printed black and white, therefore full colour pictures are not necessary or can even harm the result.
- Suggestions for full colour pictures for the front cover are welcome. Add them separately and indicate them clearly with this purpose. Make sure these pictures have a high resolution
- Switch off the option "float over text" for all pictures
- Put all pictures in the right location in the text. Add all pictures separately as TIF files with meaningful names
- Do not put a border around the pictures
- Do not lay out the text around pictures
- Number pictures and tables. The numbering system is such that it starts with the chapter number. For your chapter number see below. For group one the chapter number is 2 so the numbering should be as follows: Figure 2.1, 2.2, Table 2.1, 2.2 etc. Use the same numbering for the sections you want to distinguish.

The following division will be made for the chapters in the book:

group chapter

1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12	13

- Put the description of pictures and tables below the picture/table.
- For tables use the table option in Word, do not make tables otherwise.
- One level of section numbering is allowed. Use the same system as for the pictures/tables. E.g. group 1 makes chapter 2 of the book and numbers the sections as 2.1, 2.2 etc. Section numbering like 2.1.3.4.1 is not allowed!
- Maximum number of page is 8 using A4 size paper and Times New Roman font with 12 pt font size and with single line spacing.
- Give a name and e-mail address of a contact person of the group to the student-assistants (OSSA) for further reference when necessary
- The executive summary will be submitted to the Principal Tutor in hardcopy as well as on floppy disk and in electronic form to the OSSAs.
- All pages must be typewritten using Word 2000.
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