

Draft Title

The title must be significant and explain the content of the document. If an acronym is used, it must be followed by the expanded text.

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**Date (month and year)**

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by <Insert names of authors without brackets>, <Insert year and remove brackets>.

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**If you use formatted headings then you can compile and update the table of contents automatically.**

# Introduction/Preface

At the beginning of the document, may be useful to have an introduction and/or preface explaining,

* Background (creation or revision process in detail);
* Scope of the document, including, the problem addressed, the goal of the document;
* Intended audience;
* Acknowledgements (or in a separate section if necessary – see below).

# Chapters/Sections

Each main issue should be discussed in individual chapter (numbered).

For each issue, an action should be proposed (i.e. recommendations, suggestions, etc.)

Depending of the length of the document and issues discussed, a list of recommendations should be added at the end of the document.

## Subchapter heading 2

Use Heading 2 for a sub-chapter.

### Sub-subchapter heading 3

Use Heading 3 for a sub-sub-chapter. Preferably don’t use more than 3 heading types. If it’s necessary to use a fourth heading, then the table of contents will need editing.

The sections should also include when relevant:

* Glossary
* References
* Bibliography
* Index
* Appendices.

# Appendix A

Please refer to the IFLA Standards Procedures Manual, Appendix B for guidance on using this template.