

LOGFRAME STYLE GUIDE

Introduction

The following is a guide to format and presentation of logframes. Please note that this is not intended to provide guidance to methodology and contents. For further information on these aspects, please consult the RBB help files. The list has been kept deliberately short, and addresses the most common and serious issues encountered.

Logframes can be completed accessing the link <http://rbb.coe.int/RBB/interface/Projects.asp>. Please note that there will be a separate logframe per programme (a programme is defined in each line in the table in Appendix 1 to document CM(2010)42rev). In addition, independent mechanisms and partial agreements (indicated respectively in green and blue in Appendix 1 to document CM(2010)42rev) will have a separate logframe. Where a given programme concerns more than one Major Administrative Entity, the entities concerned should liaise with each other to ensure than one single logframe be submitted for publication.

General Points

1. Carefully check the conformity of English to French **for final versions** of logframes. Ensure the confirmity between the two in terms of acronyms, punctuation (commas, sentence breaks etc.). English and French native speakers should check their respective languages. This process should be iterative to ensure a final result where both French and English are acceptable, and they should both correspond exactly. The Text **must** also be checked for spelling and typing errors.

2. Remember, before submitting any logframe, to consider whether the expected results are "**SMART**":

- **S**pecific
- **M**easurable
- **A**chievable and **V**erifiable at an **A**cceptable cost
- **R**elevant to the objective concerned
- **V**erifiable within a reasonable period of **T**ime

3. When defining **objectives** (or **expected results, performance indicators**)... state them as completed actions in the future (for more details see RBB Help).

Examples:

- The 3rd evaluation round is completed.
- Modern and fair systems of property legislation are further developed.
- In May 2003, in at least 5 (pilot) states modern property laws and law reform are known in relevant circles.

4. If space limits the size of the text, be more terse, concise or summarise better, do not take short cuts in the text such as missing out essential spaces, punctuation, non-standard acronyms etc. The character limit is there to encourage conciseness, not inventive methods of passing the limit.

Punctuation and Layout

5. Full stops at the end of each sentence (including the last sentence).
6. Avoid double spaces – particularly prevalent at the end of lines in RBB, and between sentences.
7. Punctuation marks at the end of a phrase should have a space before them in French (eg. ‘;’, ‘:’) except for full stops and commas. No space before punctuation in English.
8. Capitalisation should follow CoE style guides. Please refer to the style guides at the following links:
 - http://home.coe.int/t/e/dlog/StyleGuide_2005edition_agfa.pdf
 - <http://home.coe.int/t/f/dlog/TypomemoF2006.pdf>
9. Do not put blank lines between paragraphs.
10. If acronyms are used, they should be used in both the English and the French versions. If the acronym is not used in one language, then it should not be used in the other language either. Use only well known acronyms without prior definition (eg. SG, PACE, CoE). Less well known acronyms should be defined on first usage, first specifying the whole name then the acronym in brackets after the name.
11. Figures and monetary amounts in French and English should appear as follows (for general readability and avoidance of confusion, the Council follows its own format):

French	English
10 345,1 (not 10.345,1)	10 345.1 (not 10,345.1)
10 345,10 €	€ 10 345.10
25 %	25%

12. Denote bullet points with a simple hyphen.
13. The first item of a list should start with a capital letter (unless following something like ‘:’). Each line should end with a ‘;’ (English) or ‘,’ (French – note the space). The last line should end with a full stop. The semi-colons can be replaced by commas in a simple list.
14. Avoid ‘&’ in order to replace ‘and’ (in English) or ‘et’ (in French).

Common mistakes

15. The initial letter of website should be lower case in English (no capital, no space between web and site), but ‘site Web’ in French. Please refer to point 7 concerning capitalisation for more details.
16. If speaking of the Council Intranet, use a capital ‘I’. If speaking of other intranets, use a lower case ‘i’ (as with the Organisation, meaning the CoE, and another organisation). For the Internet however, this is a proper noun (such as ‘the Web’), so use capital I.
17. Use the correct character in œuvre (not oeuvre). Tip: ‘œ’ can be obtained holding down ‘Alt’ while typing ‘0156’ on the numeric keypad – make sure the numeric lock is on.
18. ‘Elaborer’ in French is **not** ‘to elaborate’ in English. Use ‘develop’, ‘draft’, ‘write’, ‘create’ etc.
19. ‘Support’ in English is not ‘support’ in French. Use ‘soutien’.
20. When mentioning Conventions, use ETS n° 144/ (CETS n° 194 for more recent treaties)
21. Please ensure ‘steering committees’ (and ‘ad hoc committees’) have **no** hyphen, however subordinate committees **should** contain a hyphen.