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STYLE GUIDE FOR PAPERS – POSITION PAPERS AND OTHER PUBLISHED TECHNICAL PAPERS INCLUDING EANS

Papers prepared for publication by the AAE should, as far as possible, follow the style guide below. Any exceptions should be noted with reasons to the peer reviewer and officers reviewing the paper.

- 1) **Titles:** As well as a title which must be clearly shown, a subtitle might also be appropriate.
- 2) **Purpose:** The purpose of the paper should be made clear in the introductory paragraphs.
- 3) **Author:** The author's name, relevant qualifications and – if relevant – the capacity in which he or she is writing (e.g. chairperson of the AAE Insurance Committee) should be given.
- 4) **Target Audience:** The group(s) of people expected to read the paper and for whom the paper was written should be stated at the beginning of the paper.
- 5) **Peer Review:** All papers for publication should be subject to a peer review by someone with a high level of knowledge of the subject. This is likely to be an actuary or, at least, someone with sufficient actuarial training, dependent on the subject matter.
- 6) **English Language Review:** Papers written in English should be reviewed by a native English speaker with some knowledge of terms actuaries use. This could be fulfilled by the author(s) or peer reviewer(s). If this is not possible, then those AAE Officers who later review should carry out or obtain a review by a native English speaker.
- 7) **Other language papers:** Such papers should be translated into and also published in English, and this version reviewed by a native English speaker with some knowledge of terms actuaries use.
- 8) **Board members' Review:** The paper should be reviewed by two Board members. If neither is a native English speaker, a separate language review should be carried out by such a person with some knowledge of terms actuaries use. The Board members should be given a short briefing of the relevant background experience of the author(s) and peer reviewer(s) because the Board members may not have specialist knowledge of the topic involved, so will wish to be able to rely on the specialism of author(s) and peer reviewer(s).
- 9) **Table of Contents:** For a paper more than a few pages long, a table is necessary indicating each section with a descriptive title (or a short title with further brief explanatory wording).
- 10) **Executive Summary:** A summary of the paper very briefly covering the salient point(s) from each of the main sections and overall conclusion(s) should be available and provided near the top of the paper.

- 11) **Paragraph Numbering:** Paragraphs should be numbered for easy cross referencing within the paper and for readers making later comments in correspondence, in further papers or in meetings.
- 12) **Conclusions:** Conclusions should be clearly shown, preferably at the end of the paper. If some or all sections have their own conclusions, consideration should be given to collating and repeating the conclusions all together in an appendix at the end of the paper.
- 13) **Bibliography and Acknowledgments:** Depending on the nature of the paper, a list of sources and acknowledgments may be appropriate and should, in any case, be considered.
- 14) **Extra issues for EANs:** Any document proposed as an European Actuarial Note (EAN):
 - a. Must be written in straightforward language in whatever style and format that suits the need (E.g. question and answer format). The style and format selected by the drafting committee should be acceptable to the Professionalism Committee
 - b. Must not contain directive words such as "must" and "should", other than in a citation.
 - c. Must not contain sections such as "Scope" or "Application" which suggest to the reader that it is a standard
 - d. Any citation from another document should be quoted verbatim and not paraphrased. The citation should be delimited by quotation marks and the reference (source) given so it is very clear it is a citation

Prepared by David Martin
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