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# ACTUARIAL ASSOCIATION OF EUROPE

# STYLE GUIDE FOR EUROPEAN STANDARDS OF ACTUARIAL PRACTICE AND EUROPEAN ACTUARIAL NOTES

This style guide has been developed to complement the Due Process for the Development of European Standards of Actuarial Practice (ESAPs) and the Due Process for the Development of European Actuarial Notes (EANs). The ESAPs and the EANs prepared for publication by the AAE should, as far as possible, follow the guidance below.

## Style guide for ESAPs

1) **Cover page:** On the cover page the title should be expressed in the form of "European Standards of Actuarial Practice x (ESAP x)" followed by the the full name of the ESAP. It should also include the date of approval by the General Assembly of the AAE.
2) **Table of Contents**: After the cover page should follow the table of contents.
3) **Preface:** will explain the general nature of ESAPs and practical advice for standard-setting bodies when considering their actions in respect to the ESAP.
4) **Structure:** The paper should be divided into sections and subsections as appropriate depending on the content and using numbering for easy cross-referencing within the paper.
5) **General:** Section 1 "General" should include at least subsections of the purpose, the scope, the language used, cross-references and the effective date.
6) **References**: If an ESAP is prepared to elaborate regulation or other existing guidance or documents, as far as possible, references should be used instead of citing the other documents.
7) **Language**:
    a. Must be written in precise language avoiding examples and other descriptive wording. The subject-specific terms should be defined in the AAE Glossary.
    b. The language used should be reviewed by an English speaker with sufficient knowledge of the subject.

## Style guide for EANs

1) **Cover page:** On the cover page the title should be expressed in the form of "European Actuarial Note x (EAN x)" following with the full name of the EAN. It should also include the date of approval by the General Assembly of the AAE.
2) **Table of Contents**: After the cover page should follow the table of contents.

3) **Preface:** will explain the general nature of an EAN as expressed in the Due Process for EANs (paragraphs 1.1. - 1.2.)
4) **Structure:** The paper should be divided into sections, subsections and annexes as appropriate depending on the content and using numbering for easy cross-referencing within the paper.
5) **Executive Summary**: A brief summary of the EAN 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.
6) **Purpose**: The purpose of the EAN should be made clear in the introductory paragraphs. The EAN must not contain sections such as “Scope” or “Application” which suggest to the reader that it is a standard.
7) **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.
8) **Language**:
    a. Must be written in straightforward language in whatever style and format that suits the need (e.g. question and answer format). Usage of practical examples and descriptive wording is recommended as far as they are not suggested to be comprehensive.
    b. Must not contain directive words such as "must" and "should", other than in a citation.
    c. 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 that it is a citation.
    d. The language used should be reviewed by an English speaker with sufficient knowledge of terms actuaries use.
9) **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 at the end of the paper.
10) **Bibliography and Acknowledgements**: A list of sources and acknowledgements may be appropriate and should, in any case, be considered.

Approved by the Professionalism Committee
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