Document Revisions (Title style)

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**IALA Guideline No. ####**

**On**

**VTS Communications**

**Edition 1**

**[Date issued]**

**[Previous Edition; Date issued]**

Revisions to the IALA Document are to be noted in the table prior to the issue of a revised document.

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| **Date** | **Page / Section Revised** | **Requirement for Revision** |
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VTS Communications (Title style)

# Introduction

Followed by body text

Information that is used to introduce the document, including reference to lead-up to the creation of the document. This should also include references to any IALA Conference or Symposium recommendations that led to the document creation.

All text should be English UK

General rationale – not just for non-native English speakers.

## Objective

This document should provide support to VTS personnel that will promote best practice in effective oral communication. It should be a working document that is practical, limited in length and user friendly. The document should, where possible, be harmonised with other existing relevant documentation that provide communication guidance. It will review and supplement the IMO SMCP VTS section. It should also provide fresh advice, that not only coaches new VTS personnel but guards against complacency with more experienced operators.

Key areas included in this document will be ground rules, message structure and a limited number of common phraseology.

### Heading 3

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#### Heading 4

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It should not be necessary to go to more than 4 levels of numbering and it is preferable to keep to 3.

# Background

SMCP – supplementation, and this document will inform a review of SMCP in the future.

# ACronyms and Definitions

Background would be a section of the introduction, if required. It could refer to previous editions or other IALA documents that have been used / are superseded by this document.

Over - Out

## Heading 2 again

1. List 1

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* Bullet 1

Can be followed by Bullet 1 text

* Bullet 2

Can be followed by Bullet 2 text

* Bullet 3

Can be followed by Bullet 3 text

### Heading 3 again

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Followed by Body Text Indent 3

# Ground Rules

Pace / Tone / length / use of VHF

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Note. Titles of Tables go above them. This example has font size 10 with 3 pt above and below text and with the text centred vertically

# message structure

Esp – Overview / theory

Call Sign this is VTS

MM

Phrase

MM

Phrase

Over or Out

Body Text



1. Title required

Figure titles come after the figures. Graphics should, preferably be inserted at a text point and then centred.

# Common Phrases / Words

Framework for formulation

Selective

**CONSIDERATIONS**

tO THINK ABOUT AT vts 40:

tIME dISTANCE gEOGRAPHIC SEPERATION (Waterspace management)

eMERGENCY

TRAFFIC CLEARANCE

1. Annex

Guidelines should have Annexes. Appendices are attached to Annexes.

1. ANNEX HEAD1

Body Text

To restart the Annex Heading numbering at 1:

* Office 2003, go to Format / Bullets and Numbering / Restart numbering (lower left in the box)
* Office 2007, go to down arrow next to Numbering icon and select Set Numbering Value
  1. Annex Heading 2

Body text

Annex Heading 3

Body Text Indent

Annex Heading 4

Body Text Indent 2

1. Appendix title
2. APPENDIX Heading 1

Followed by Body Text

* 1. Appendix Heading 2

Followed by Body Text

* + 1. Appendix Heading 3

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