MICS

MICS Final Report Cover Template
Detailed Instructions

To ensure consistency throughout the world, the layout of the MICS report cover should be standardized. The layout comprises the location, font size and style of the various elements of the cover such as the country name, the survey title and year; the position of the photo and the MICS logo; the option to add relevant logos of key MICS national and international partners; etc.

The template is divided into four components: 1) front cover, 2) back cover, 3) spine (which is the "side" of the cover), and 4) all three components together. Each of these components is offered in *PDF* and *InDesign* formats.

The template is available in A4 size and letter size.

For those relying on the PDF version, exact dimensions of all the cover elements are provided.

Please note the following:

1. Use of UNICEF logo is **<u>optional</u>**. Countries that choose to use the UNICEF logo should contact their UNICEF focal point for the guidelines available in different languages on the UNICEF intranet[1].

2. The year displayed on the **<u>front cover</u>** as well as on the **<u>spine</u>** and **<u>back cover</u>** should be the **<u>year of survey fieldwork</u>** which could be 2013, 2013-2014, 2014, etc.

3. On the front page, it is recommended that only the logos of the key partners involved in the survey be displayed.

4. The font size of the text accompanying the logos can be adjusted according to the number of logos displayed. The text accompanying the logos can be presented on a single line.

5. The photo should be country-specific. Photo credit should be provided inside the report.

6. Any combination of colors can be used for the cover.

7. It is recommended not to change the font size and the location of the text displayed on the template (country name, survey title, year of fieldwork as well as the sentence "Monitoring the situation of children and women") as these are **<u>key standard</u>** elements of the cover layout (front, back and spine).

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[1] https://intranet.unicef.org/docny/branding.nsf/Logos