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information about Public statement templates

The Public statement template has been the official format to use for Amnesty public statements since 2018. If you need a joint statement with partner logos, they should be added to the header with space around logos. Try and keep your public statement title as short as possible, ideally no more than about six words. This template is useful to adapt for other documents as well, just edit the header and footers to delete the ‘Public statement’ text and where appropriate add in new text.

What templates?

There are versions of this template in Arabic, English, French and Spanish. All to be found and downloaded from the [Brand hub](https://brandhub.amnesty.org/report-public-statement-templates/). When using an approved Amnesty laptop, you can also find the templates by choosing ‘new’ where you should see the English language Public Statement template in the top level, and then a sub-folder for the three language versions.

Please do not use any other styles for your public statements. We are aiming for more consistency in the way that we present public statements. Many of the ones that have been published in the past do not even have the Amnesty logo, and most do not use approved look for type. It is better when they look similar and important that they are clearly identified as being from Amnesty. Please encourage all colleagues to use the new template for all Public Statements from now on.

**What if I need to create a public statement in a different language?**

So far there are English, Arabic, French and Spanish versions. Contact LRC for support if you are experiencing problems with creating public statements in other languages

**adding partner logos in the header**

If you need a joint statement where Amnesty is collaborating with other organisations who need the partner logos to be shown, they should be added to the header with space around them. To access the header, try double clicking in the top left corner of the document, or use the Design part of the top ribbon and select 'header' in the top left corner. You should be able to insert images of partner logos using the normal Word 'insert image' controls. (the logos will need to be image formats, either JPG or PNG are best). Please use your discretion to ensure that partner logos are sized and spaced appropriately. Generally, aim to keep the height of the partner logos the same height as the Amnesty wordmark and adjust the ‘See More’ tab of the image layout dialogue box to ensure that all the logos are correctly sized and positioned.

Who do I talk to if I have problems using the template?

There is no longer any official support for using these templates. Please note that IT do not provide help, so if you are unable to resolve your template problem yourself, then try and find a colleague who can help, or search online.