

Formatting Guidelines for the Template

I. Structure of the Article

1. Title Page

- Enter the authorship and the corresponding university here
- Enter the title of your article

2. Blank Page

- Here is a section break in the template, which is required for the subsequent header and footer formatting
Caution: Do not delete this page and the section break from your article!

3. First page (starting right, odd)

- This page has a **different** header and footer and **no** page number
- Lists the authorship (template "Authors Journal")
- Contains the title of your article (title length: no more than two lines!)
- Gives the readership an insight into the topic of the following article through an abstract (english) with keywords (max. 5) and a summary ("Zusammenfassung") (german) with keywords (max. 5)
- The length of the abstract and the summary must not exceed one page

4. Second page (left, even)

- Start of your contribution with the first heading level
- Header with page number: enter the authorship here

5. Third page (right, odd)

- Header with page number: enter the title of your article here
- If your title is very long, enter a short form

5. Bibliography

- Literature references are given following the examples in the template.

6. Author information

- TITLE, FIRST NAME, SURNAME (in lowercase characters, 10pt)
- University, Institute, Department
- Street, House Number, Postcode, City
- E-mail address

II. Font and paragraph formatting

Italics and bold can be used for highlighting.

Continuous text

- Do not use spaces between paragraphs
- Use a protected narrow space character for abbreviations (e. g., ...) (key combination "Ctrl" + "Alt" + "Space")
- Insert the first line of a paragraph using the "Base type indent" style
- The first line after headlines, figures, and tables as well as quotations are not indented
→ use the style sheet "Base type" for this purpose

Quotes

- For quotes that are more than three lines, use the format template "Quotations"

Footnotes

- For the formatting of the footnote text, please use the format template "Footnote"

Short quotations in the text

- Analogous quotations: (cf. Author Year, p. x) → Indication of the page number is optional
- Literal quotations: (author year, p. x) → Indication of page number is compulsory
- Several authors: (author1 & author2 year, p. x), (author1, author2 & author3 year, p. x),
- Four or more authors → author1 et al. year, p. x)
- If a reference covers page x and the following page, write: p. x f.
- If the reference covers more than two pages, please indicate the exact number of pages: p. x-x. → Use of ff is not allowed.
- **Between "p." and "x" (side number)** please insert a protected space, which is represented with a small circle (key combination "Ctrl" + "Shift" + "Space")
- **Between "x" (page number) and "f."** please insert a protected narrow space line (key combination "Ctrl" + "Alt" + "Space")

Bibliography

- Please format the references per the "Bibliography" style

III. Headlines

- Limit your article to three headline levels
- Employ the following styles to format the headlines:
 - First level: "Headline 1"
 - Second level: "Headline 2"
 - Third level: "Headline 3"
- Sub-chapters (for headline levels two and three) should not start on a new page. Exception: If less than 4 lines of sub-chapter still fit on the page
- **No headline without subsequent text:** a headline is not directly followed by another headline

IV. Tables

- Use of horizontal lines
- Title: above the table; Style "Tab. Title"
- Notes: below the table; style sheet "Tab. Note"
- An example of this can be found in the template

V. Figures

- Graphics: Resolution of at least 600 dpi
- File format: JPG, PNG, TIFF or GIF
- Title: below the figure; style sheet "Fig.Title"

VI. Other

Apart from the specified styles, no other styles should be used.

The article, including abstract and bibliography, should not exceed the **upper limit of 60,000 characters** (including spaces).

The conversion of the document into PDF format as well as the final numbering of pages will be carried out by the editorial staff.

If you have any questions regarding the formatting of your article, please contact the editorial staff at:

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