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**Instructions for Preparing
a Camera-Ready Copy for
Monographs in Standard Format**

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1. Basic Requirements for Generating a Camera-ready Copy

- **Formatting** with MS-WORD using templates
- **Installation** of a program for generating PDF files. Aside from Adobe Acrobat, which is available for a charge, we recommend the free PDF software “PDFCreator”.
(<http://www.pdfforge.org/>)
- **Submitting a PDF file with embedded fonts.** The file you submit forms the basis for the printing process – we will not send you any proofs afterwards.
- PDF files generated directly using Word (“Save as”) are not suitable for printing.


→ See **Appendix** on how to generate PDF files using Adobe Acrobat and PDFCreator

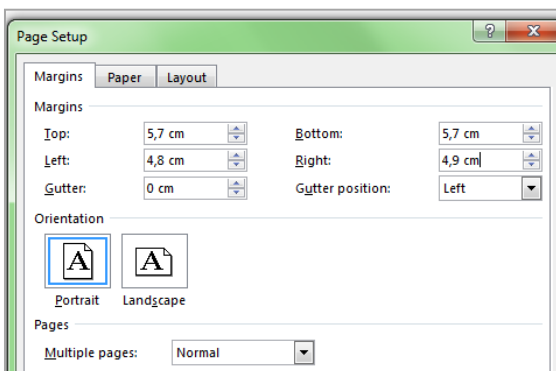
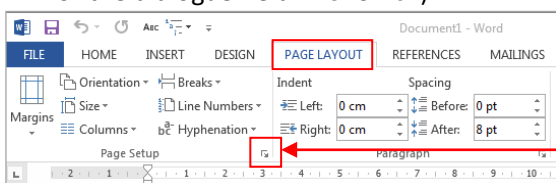
2. Structure of the Book or Document

Front matter (pagination with Roman numerals)	Book block text (Arabic numerals)	Back matter (Arabic numerals)
<ul style="list-style-type: none"> ▪ Front matter ▫ Dedication ▪ Preface ▪ Table of Contents ▫ List of tables ▫ List of illustrations ▫ List of abbreviations ▫ List of symbols 	<ul style="list-style-type: none"> ▪ Introduction ▪ First chapter ▪ Further chapters 	<ul style="list-style-type: none"> ▫ Appendixes (materials, etc.) ▪ Bibliography ▪ Index; if more than one, the subject index comes last

→ For more details, see **4. Pagination**

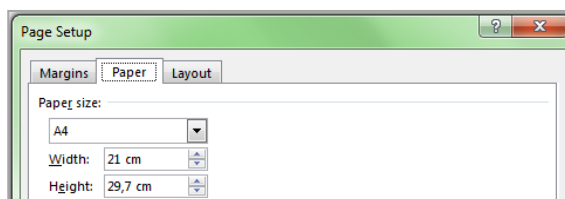
3. Document Set-up

- The printing area is 11.3 × 18.3 cm (width × height) plus header
- **Margins** (WORD tab PAGE LAYOUT / Click on the starter program  for the dialogue field PAGE SETUP)



Top 5.7 cm Bottom 5.7 cm
Left 4.8 cm Right 4.9 cm

- **Paper size: A4**



4. Pagination

	Part of book	Pagination	Notes
<i>Pagination using Roman numerals</i>	Title pages	I–IV	Will be typeset by the publisher and sent to the author for proof-reading. Generally this includes the series title / half-title page, a blank page, the title page and the copyright page.
	Dedication	V VI blank	
	Preface	<ul style="list-style-type: none"> ▪ VII with dedication ▪ V without dedication 	A maximum of two pages: it should contain, in either the first or the last paragraph, a short explanation of when and how the book being published resulted from a doctoral or postdoctoral thesis.
	Table of contents	New odd page (IX resp. VII)	See sample pages
	List of abbreviations, illustrations, symbols, tables	Each starting on a new even or odd page	<ul style="list-style-type: none"> ▪ A <i>list of abbreviations or symbols</i> is only necessary for uncommon abbreviations and symbols. ▪ A <i>list of tables or illustrations</i> is almost always unnecessary.
<i>Pagination using Arabic numerals</i>	Introduction	1	
	Chapter	New odd page	Subsequent chapters start on a new (even or odd) page
	Appendixes	New odd page	Additional appendixes start on a new (even or odd) page
	Bibliography	New odd page	
	Indexes	New odd page	Additional indexes start on a new (even or odd) page <ul style="list-style-type: none"> ▪ Sequence: Index of references (optional) Index of names (optional) Subject index



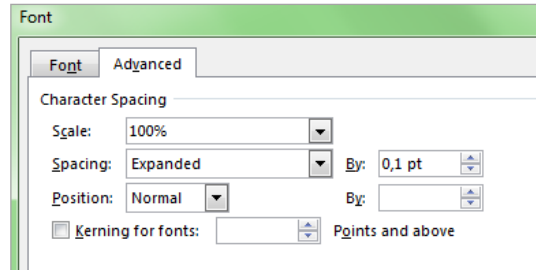
5. Typeface

▪ Typeface

- Times New Roman

▪ Character spacing

- The character spacing in all type sizes should be expanded by **0.1 pt**.



▪ Foreign-language alphabets

Foreign-language alphabets such as Hebrew, Greek, or a transcription/transliteration in the text, small print or footnotes are to be visually adjusted to conform to the basic typeface. In Greek the x-heights are the standard for conforming to the basic typeface. Hebrew characters must be dealt with in a special manner, as they look very bold in comparison to the basic typeface. If you are going to use any of the above languages, please send samples to the publisher before submitting the final draft.

We recommend the Greek and Hebrew font packages *Galatia* (only regular and bold) and *Ezra* from *SIL International*, which are available from the following websites and which come without limitations as to licence and embedding:

- SIL Galatia: http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=SILGrk_home
- SIL Ezra: http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=EzraSIL_Home

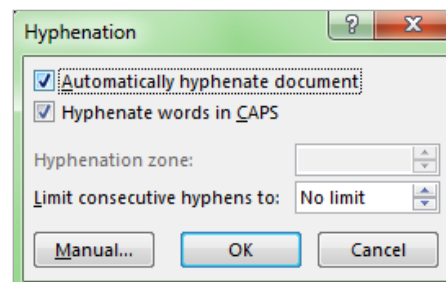
▪ Emphasis (“highlighting”)

Emphasis should always be in *italics*. **Boldface** type and underlining are to be avoided.

▪ Hyphenation

(PAGE LAYOUT / HYPHENATION / HYPHENATION OPTIONS)

- Automatically hyphenate document
- Hyphenation zone: if activated, 0.75 cm
- Limit consecutive hyphens to: No limit



→ See also **10. Special Typographic Features**

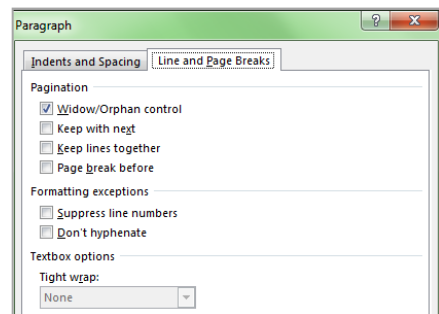
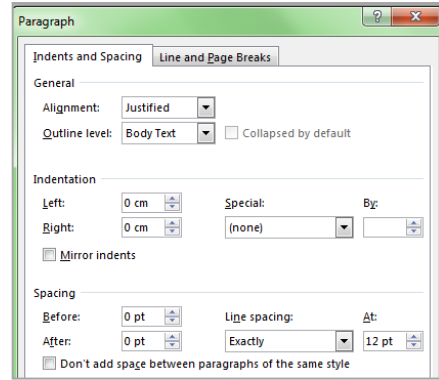


6. Text Formatting

→ See sample pages, page 14

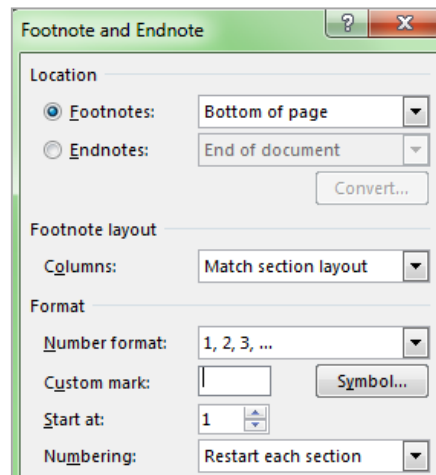
■ Regular text:

- Font size: 10 pt
- Line spacing: "Exactly" 12 pt
- Spacing before: –
- Spacing after: –
- Alignment: Justified
- Character spacing: Expanded by 0.1 pt
- Indentations: The first line following a heading, a passage in small print or a blank line is not indented. Subsequent paragraphs have a "First line" indentation of 0.4 cm. (INDENTATION/SPECIAL/FIRST LINE by 0.4 cm)
- Hyphenation: Automatic (see 5. Hyphenation)
- Widow/Orphan control: Activate (HOME/PARAGRAPH ▾ / LINE AND PAGE BREAKS)



■ Footnotes:

- Font size: 8.5 pt
- Line spacing: "Exactly" 10.5 pt
- Spacing before: –
- Spacing after: –
- Alignment: Justified
- Character spacing: Expanded by 0.1 pt
- Indentations: Special "First line" 0.4 cm
- Location: Bottom of page
- Numbering: Restart in each chapter to avoid four-digit footnotes
- Hyphenation: Automatic
- Widow/Orphan control: Activate
- Footnote numbers: The *footnote numbers* in the text and the notes section are superscripted. This is generally the default formatting in word processing programs. If possible, a hard space should be inserted between footnote number and the following footnote text (Ctrl+Shift+Space).
- Footnote separator: Short line to separate text and footnotes, in Word generally already preset. Long footnote text may extend over more than one page. In this case Word automatically uses the "FOOTNOTE CONTINUATION SEPARATOR". Please reduce the length of the "FOOTNOTE CONTINUATION SEPARATOR" to that of the regular footnote separator as follows:
 - In the "VIEW" menu, switch to "DRAFT" mode. Go to the menu point "REFERENCES" and select "SHOW NOTES". In the pop-up window at the bottom of the document, select FOOTNOTE SEPARATOR and copy it. Then select "FOOTNOTE CONTINUATION SEPARATOR" and replace it.
- Footnote text should begin with a capital letter and end with a period.



- **Passages in small print:**

(e.g., quotes with four lines or more, sample texts, or additional explanations)

- Font size: 8.5 pt
- Line spacing: "Exactly" 10.5 pt
- Spacing before: 6 pt
- Spacing after: 6 pt

Passages in small print are separated from the preceding and following paragraphs in regular print size with extra spacing of 6 pt. There is no extra spacing within small print passages.

- Indentations: The first paragraph is not indented. Subsequent paragraphs have a "First line" indentation of 0.4 cm. Further indentations aren't required.
- Alignment: Justified
- Character spacing: Expanded by 0.1 pt
- Hyphenation: Automatic
- Widow/Orphan control: Activate

- **Headings**

- **Chapter headings (first level):**

	Chapter heading with chapter numbering	Chapter heading without chapter numbering (e.g. preface, table of contents, bibliography, index)
▫ Position:	New page, top	←
▫ Numbering:	"Chapter" and chapter number:	
	▫ Font size: 10 pt	
	▫ Line spacing "Exactly" 12 pt	
	▫ Spacing before: 36 pt	
	▫ Spacing after: 12 pt	
▫ Font size:	14 pt	←
▫ Line spacing:	"Exactly" 16 pt	←
▫ Font style:	Regular	←
▫ Spacing before:	0 pt	60 pt
▫ Spacing after:	24 pt	←
▫ Alignment:	Centred	←
▫ Character spacing:	Expanded by 0.1 pt	←
▫ Indentations	–	←
▫ Hyphenation:	None, insert meaningful line breaks (Ctrl + Enter)	
▫ Widow/Orphan control:	Activate + activate "Keep with text"	

- **Section headings (second level):**

- Position: Continuous
- Font size: 12 pt
- Line spacing: "Exactly" 14 pt
- Font style: Regular
- Spacing before: 24 pt
- Spacing after: 12 pt



- Alignment: Centred
- Character spacing: Expanded by 0.1 pt
- Indentations: –
- Hyphenation: None, insert meaningful line breaks
- Widow/Orphan control: Activate + check “Keep with text”

▪ **Subsection headings (third level and all subsequent levels):**

- Position in the text: Continuous
- Font size: 10 pt
- Line spacing: “Exactly” 12 pt
- Font style: Italic
- Spacing before: 12 pt
- Spacing after: 6 pt
- Alignment: Left
- Character spacing: Expanded by 0.1 pt
- Indentations: –
- Hyphenation: Insert meaningful line breaks
- Widow/Orphan control: Activate + activate “Keep with text”

■ If two headings follow one right after the other, the space between them is the same as that which is normally inserted after the first heading. Spaces before and after do not accumulate.

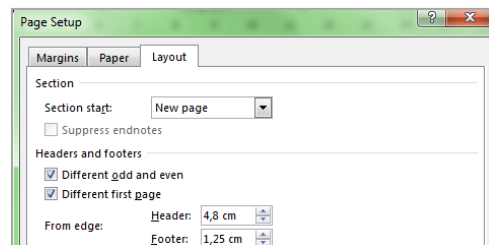
▪ **Header / Running headline:**

Typically, the design of headers should be as follows: the chapter heading appears on the even pages, and the odd pages show the next lower heading level in the hierarchy. Both headers are centred and shortened if necessary. The page number appears in the outside margin.

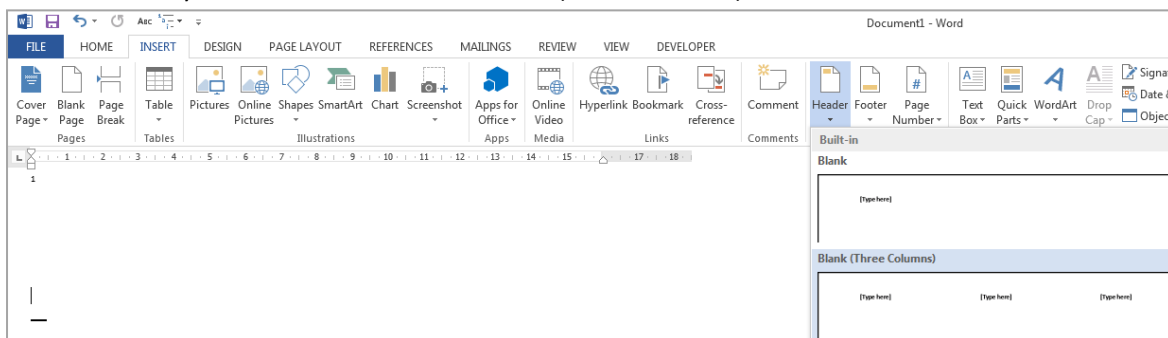
▪ **Basic settings**

(PAGE LAYOUT / PAGE SETUP  / LAYOUT)

- Check boxes for
 - “DIFFERENT ODD AND EVEN”
 - “DIFFERENT FIRST PAGE”
- FROM EDGE/HEADER: 4.8 cm



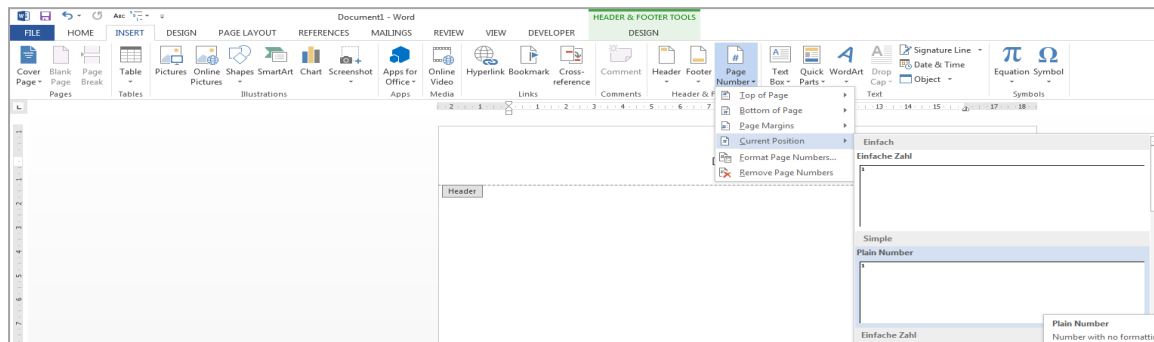
→ Select the style sheet INSERT / HEADER / BLANK (THREE COLUMNS).



→ Delete the two fields on the outside [TYPE HERE]



→ Insert the page numbers: place the cursor at the outside left or right with the mouse and select
INSERT / PAGE NUMBER / CURRENT POSITION / SIMPLE – PLAIN NUMBER



▪ **Text formatting:**

- Page number: regular, type size: 10 pt line spacing: “Exactly” 12 pt
- Header: italic, type size: 8.5 pt line spacing: “Exactly” 12 pt

▪ **Inserting the headings in the running headers:**

▫ **Even pages:** To obtain changing headers on the even pages of the same document, insert a “Next page” section break in Word **before** a chapter heading. You must now manually deactivate the function “Link to previous” for each section and insert the current chapter heading (plus chapter number; see also the sample pages).

▫ **Odd pages:** This only works if the headings have been formatted using the style templates! To automatically get the headings in abbreviated form in the header sections, please proceed as follows:

- Step 1: Change the style of the heading level which is to appear in the odd header
 → Spacing after: 0 pt.
- Step 2: Create a new style (name, e.g. “Odd header”) with the following details:
 type size 8.5 pt ▫ line spacing 12 pt ▫ colour white.
- Step 3: After the heading which is to appear in the header, insert a line with the header text (shortened, if necessary).
- Step 4: Select the style for the header text for this line (in the example, “Odd header”).
- Step 5: Repeat this procedure for the remaining headings of this level.
- Step 6: Then select the centre field [Type here] in the odd header. Via “INSERT” / “QUICK PARTS” / “FIELD” from the categories “LINKS AND REFERENCES” insert the field called “STYLEREF”. Under “STYLE NAME” select the style you want (for example, “Odd header”). Confirm your selection with “OK” and close the dialogue.

Now the text that was formatted with the “Odd header” style should appear in the header.

Please note: If you want to make the text in the header visible again, for instance because you want to correct it, reset the colour of the typeface to “black” in the pertinent style sheet (e.g., “Odd header”). The header text will then be visible again. Before printing the document, you must set the font colour back to “white”.



7. Bibliography

As a general rule concerning bibliographies, depending on your special field or the monograph series, you should decide on a specific style of quotation and emphasis, and apply it consistently in footnotes and the bibliography. Special instructions may exist for individual monograph series; please consult the editorial department and the editors.

- Type size: 8,5 pt
- Line spacing: "Exactly" 10.5 pt
- Spacing before: –
- Spacing after: –
- Alignment: Justified
- Character spacing: Expanded by 0.1 pt
- Indentations: Special "Hanging" 0.4 cm
- Hyphenation: Automatic
- Widow/Orphan control: Activate
- Sequence: Last name, first name: book title. Subtitle, place of publication year of publication.
- Multiple entries: Three options: (1) the name is repeated; (2) replace with an en-dash; or (3) with "Idem". (The en-dash is followed by a 0.4 cm tab stop.)
- Emphasis: According to the instructions of the editorial department.

→ See **Sample pages**: Bibliography

8. Index

An index is generally – and in the case of monographs, always – required. Please follow the specific instructions or ask the editor in charge to find out which indexes are required.

- Type size: 8.5 pt
- Line Spacing: "Exactly" 10.5 pt
- Columns: Two columns; a continuous section break must be inserted after the last entry for the automatic column balancing.
- Alignment: Left
- Character spacing: Expanded by 0.1 pt
- Indentations: Special "Hanging" 0.4 cm
- Sub-entries: Insert an en-dash + tab (0.4 cm) before a bullet point. The subsequent lines have a hanging indent of 0.4 cm.
- Hyphenation: Automatic
- Widow/Orphan control: Activate

→ See **Sample pages** concerning formatting samples for index of subjects and references



9. Tables, Illustrations and Formulas

■ Tables:

- Table properties: Preferred width: 11.3 cm
Alignment: centred
Indent from left: 0 cm
- Borders: If possible, limit to horizontal lines (width 0.5 pt)
- Type sizes: Headings: 10 pt
Table content: 8,5 pt
- Line spacing: Headings: “Exactly” 12 pt
Table content: “Exactly” 10.5 pt
- Spacing before: 12 pt
- Spacing between heading and table: 6 pt
- Spacing after: 12 pt
- Alignment: Left
- Character spacing: Expanded by 0.1 pt
- Hyphenation: Automatic
- Widow/Orphan control: Activate

→ See sample pages

■ Illustrations:

- Whether and to what extent figures and illustrations can be used must always be discussed in advance with the publisher.
- Insert figure:
 - WRAP TEXT: “In Line with Text”
 - Alignment: centred
 - Spacing before: 12 pt or 1 blank line respectively
 - Space between figure and caption: 6 pt or ½ blank line respectively
 - Space between caption and text: 12 pt or 1 blank line respectively
- Caption:
 - Consecutive numbers
 - Type size: 8.5 pt
 - Line spacing “Exactly” 10.5 pt
 - Alignment: left
- If illustrations are scanned by the author, the following rules apply:

The data should always be saved as TIFF or JPEG files (highest quality settings).

Halftone illustrations (= black-and-white pictures with greyscales, e.g. black-and-white photographs): they should be scanned in greyscale mode, with a minimum resolution of 300 dpi. The size should be at least that of the printed version.

Line art (= black-and-white illustrations which contain full black as the only colour, e.g. pencil drawings, charts) should be scanned as bitmaps with maximum resolution (600 dpi minimum, optimally 1,200 dpi). Here, too, the size should be at least that of the planned printed version.



■ Formulas:

- Type size: 10 pt (in the text and in single lines)
- Indices: will superscripted or subscripted by 4 pt and are set in 8.5 pt type size
- Spacing before: 6 pt
- Spacing after: 6 pt
- Other spacing: at least one word spacing before and after operating symbols
- Alignment: left
- Character spacing: expanded by 0.1 pt
- Indentation: The formulas should be indented consistently, e.g. to tab 1.5 cm. This will differentiate them sufficiently from the indentation of a new paragraph and leave enough room for clearly visible formula numbering, which is placed at the front left and appears in round brackets.
- Emphasis: Please always set mathematical symbols, brackets, sum signs, partial integral and other operating symbols in roman type. Variables, on the other hand, appear in *italics*.

Example:

$$(1) \quad M^Y - M^X = \tau_{ka} (KP_K - Dp), P_K < 1.$$

10. Special Typographic Features

■ Quotation marks

In an English-language book, please use the English quotation marks “top and top”. If a great many individual words are ‘listed’, ‘single’ quotation marks should be used. The double quotation marks should be reserved for actual quotations.

■ Dashes

For dashes – with a space before and after them – the en-dash (shortcut key: Ctrl+Num -) should be used. En-dashes should also be applied for “up to and including”, for example “pages 13–45” (without space before and after). Hyphens and ellipsis hyphens, on the other hand, are short.

Tip: Search and replace is a relatively simple feature which can be employed to make typographic adjustments that help to give your document a professional appearance. (When commands are italicized, the pertinent key should be pressed.)

- Replacing the hyphen by the en-dash:

Press HOME / FIND / ADVANCED FIND / “Find what:” *spacebar-spacebar*
“Replace with:” *spacebar–spacebar*

(The en-dash is generated (1) with the key combination *Ctrl+Num –* or *Alt+0150*, or (2) in the “Search and replace” dialogue by selecting MORE / SPECIAL / “En Dash”)

- Replacing the hyphen with the en-dash in “from–to” phrases (e.g. in page references)

1st step:

“Find what:”, select “More” → “Special” → “Any Digit” *hyphen* →
“More” → “Special” → “Any Digit”

“Replace with:”, select “More” → “Special” → “Find what text” and “More” →
“Format” → “Font...” → “Font color: Red”

→ REPLACE ALL



2nd step: "Find what:", enter *hyphen* and in "More" → "Format" → "Font..." → select "Font color: Red"

"Replace with:" *en-dash* (please see above for how to generate it)
→ REPLACE ALL

3rd step: "Find what:" "More" → "Format" → "Font..." → "Font color: Red"

"Replace with:", select "More" → "Format" → "Font..." → "Font color: automatic"
→ REPLACE ALL

▪ Page references

Page references in the book should be used with care. They are a constant source of error even in automatic page make-up. In the text, they can be shortened in the same manner as in the bibliography, i.e. by using "p." for a single page or "pp." for multiple pages followed by a hard (= non-breaking) space (in Word: Ctrl+Shift+spacebar) and the page number(s). The abbreviation "no." (for "number") should be protected from separation from the pertinent numbers in the same way: a non-breaking space is inserted between the number and the following "et seq."

Tip: Replace the regular word spacing ("spacebar") with a non-breaking space. Under "Find what:", enter *spacebare*t seq.

Under "Replace with:", select "More" → "Special" → "Non-breaking space"et seq. or *spacebar*p. → "More" → "Special" → "Non-breaking space"

▪ Emphasis ("highlighting")

When italicized passages are in parentheses, the brackets must also be set (*in italics*). Punctuation directly following italicized passages are also *italicized*; (the footnote symbol is not considered a punctuation sign).



Sample pages

type_area (11,3 x 18,3 cm)

Table of Content

Preface V

List of Abbreviations XI

Chapter 1: Leviticus and the Priestly Account 1

A. The Current Discussion on P's Ending 1

 I. Incorporation of a Dualistic Worldview 4

 II. A Developing Anthropology 5

B. P's Conclusion at Mt. Sinai (Exodus 25–31; 35–40) 7

 I. Psalm 33: A Hymn Emphasizing God's Role in Creation
 and Redemption 10

 1. This Is All Just Dummy Text 11

 2. Dummy Text 15

 a) Image of the Invisible God 16

 b) And He Is the Head of the Body, the Church 16

 3. The Epode: Recapping the Main Idea of the Hymn 20

 4. Dummy Text 21

 a) Dummy Text 25

 b) Dummy Dummy Dummy Dummy Dummy Dummy Dummy
 Text Text Text 27

 c) This Is All Just Dummy Text 30

 d) The Prose Hymns of Aristides 32

 e) Conclusion 35

 5. Praise of Gods in the Rhetorical Handbooks
 and *Progymnasmata* 50

 a) Twentieth-Century Studies on Oral Communication 60

 b) This is a Long Row of Dummy Text 75

 c) Editorial Language and the Jesus Tradition 80

 6. Dummy Text 89

► The page number and the running header do not appear on the first page of a new chapter.

Space: 60 pt or 5 blank lines

Type size: 14 pt, centred
Line spacing: "Exactly" 16 pt

Space: 24 pt or 2 blank lines

1st category (= chapter):
Type size: 12 pt
Line spacing: 14 pt
Spacing before: 24 pt or
2 blank lines
Spacing after: 12 pt or
1 blank line

2nd category (= A):
Type size: 10 pt, italic
Line spacing: 12 pt
Spacing before: 12 pt or
1 blank line
Spacing after: 6 pt or
½ blank line

**All further categories
(= I, 1 a):**
Type size: 10 pt
Line spacing: 12 pt
No extra spaces

Page numbers and leader:
Font size is always 10 pt.
► The page number is right-aligned (flush with the right margin). Therefore, a tab should be inserted before the page number (Position: 11.3 cm; Alignment: Right; leader: 2. ...).



II. A Brief History of the Problem.....	90
III. Rudolf Bultmann, Martin Dibelius, Bigger Gerhardsson and Some Others.....	100
1. Early Christian Exegesis of Ps 110:1 and Ps 2:7 and Jesus' Preexistence	100
2. Dummy Text.....	101
IV. Original Setting and Subsequent Function of the Psalm	105
1. Christology	108
2. Dummy Text	112
Chapter 6: Reception of the Watcher Tradition in the Dead Sea Scrolls.....	259
A. Psalm 2:7 in Rom 1:3–4	160
B. Psalm 2:7 in Heb 1:5 and 5.5	180
C. Different Interpretations.....	190
I. Rebellion of the Angels	210
1. Dummy Text	211
2. The Nature of the Gibborim and Etiology of Evil Spirits.....	215
II. Giantology versus Anthropology	225
Bibliography	260
Index of References.....	270
Index of Modern Authors.....	290
Index of Subjects	300

► Insert 24 pt space or two blank lines between the last heading of the main part and the Bibliography.

12 pt space or 1 blank line.



Page number: type size: 10 pt,
line spacing: "Exactly" 12 pt
alignment: outside

Header

► The current chapter heading should be put on the verso (even) pages (shortened, if necessary).
Type size 8,5 pt, italic, centered
Line spacing: "Exactly" 12 pt

text paragraph as it follows a blank line or a heading. The first line starts flush left. The first line starts flush left.

Space: 6 pt or ½ blank line

Passages in smaller print (i.e., lengthy quotations from secondary literature or a primary source, examples, excursions or additional explanations) are separated from the rest of the text by additional spaces.

Type size: 8.5 pt, justified
Line spacing: "Exactly" 10.5 pt

This does not apply to spacing within the small-print passage. The first lines of the second and all subsequent paragraphs of a passage in small print is indented by 0.5 cm as well. There should be no further indentations.

Following Paragraphs:
First line indent: 0.4 cm

This first sample paragraph represents a regular text paragraph as it follows a small-print passage. The first line starts flush left. This first sample paragraph represents a regular text paragraph as it follows a blank line or a heading. The first line starts flush left.

Space: 6 pt or ½ blank line

B. Section Heading

Space: 12 pt or 1 blank line

II. Subsequent Subsection Heading

Space: 6 pt or ½ blank line

1. Subsequent Subsection Heading

► If two headings follow each other directly, the "spacing before" the lower heading should be omitted.

This first sample paragraph represents a regular text paragraph as it follows a blank line or a heading. The first line starts flush left. This first sample paragraph represents a regular text paragraph as it follows a blank line or a heading. The first line starts flush left.

Space: 12 pt or 1 blank line

Table 1: Comparison of production growth, 1820–1973

Type size: 10 pt, justified
Line spacing: "Exactly" 12 pt
Space: 6 pt or ½ blank line

	1820– 1870	1870– 1890	1890– 1913	1913– 1929	1929– 1938	1938– 1950	1950– 1960	1960– 1973
Germany	0.9	1.3	2.0	0.8	3.1	0.4	6.9	5.2
France	0.7	1.3	1.8	2.4	2.9	0.6	4.6	5.3
Italy	0.5	1.4	2.3	2.1	3.1	1.0	4.6	6.8
UK	1.1	1.4	1.1	1.5	0.9	2.2	2.3	3.9

Type size: 8,5 pt, left
Line spacing: "Exactly" 10.5 pt

Table: Preferred width = 11,3 cm
Table alignment: center

Source: Federal Bureau of Statistics.

Space: 6 pt or ½ blank line
Type size: 8,5 pt, justified
Line spacing: „Exactly“ 10,5 pt

Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This cre-

Space: 12 pt or 1 blank line



Header

► The current section heading should be put on the right hand (odd) pages (shortened, if necessary).

ates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins.

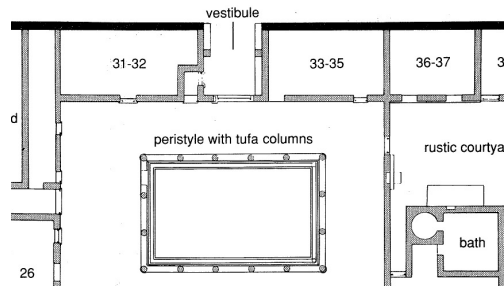


Figure 1: Layout of the home of Max Müller, 1 August 1889 (source: Humboldt University Archive, Berlin, Law Dept. 253, Sheet 45).

Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins. Subsequent paragraphs are marked by the first line being indented. This creates a homogeneous print image while still guiding the eye, indicating where a new paragraph begins.



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Space: 60 pt or 5 blank lines

Type size: 14 pt, centred
Line spacing: "Exactly" 16 pt

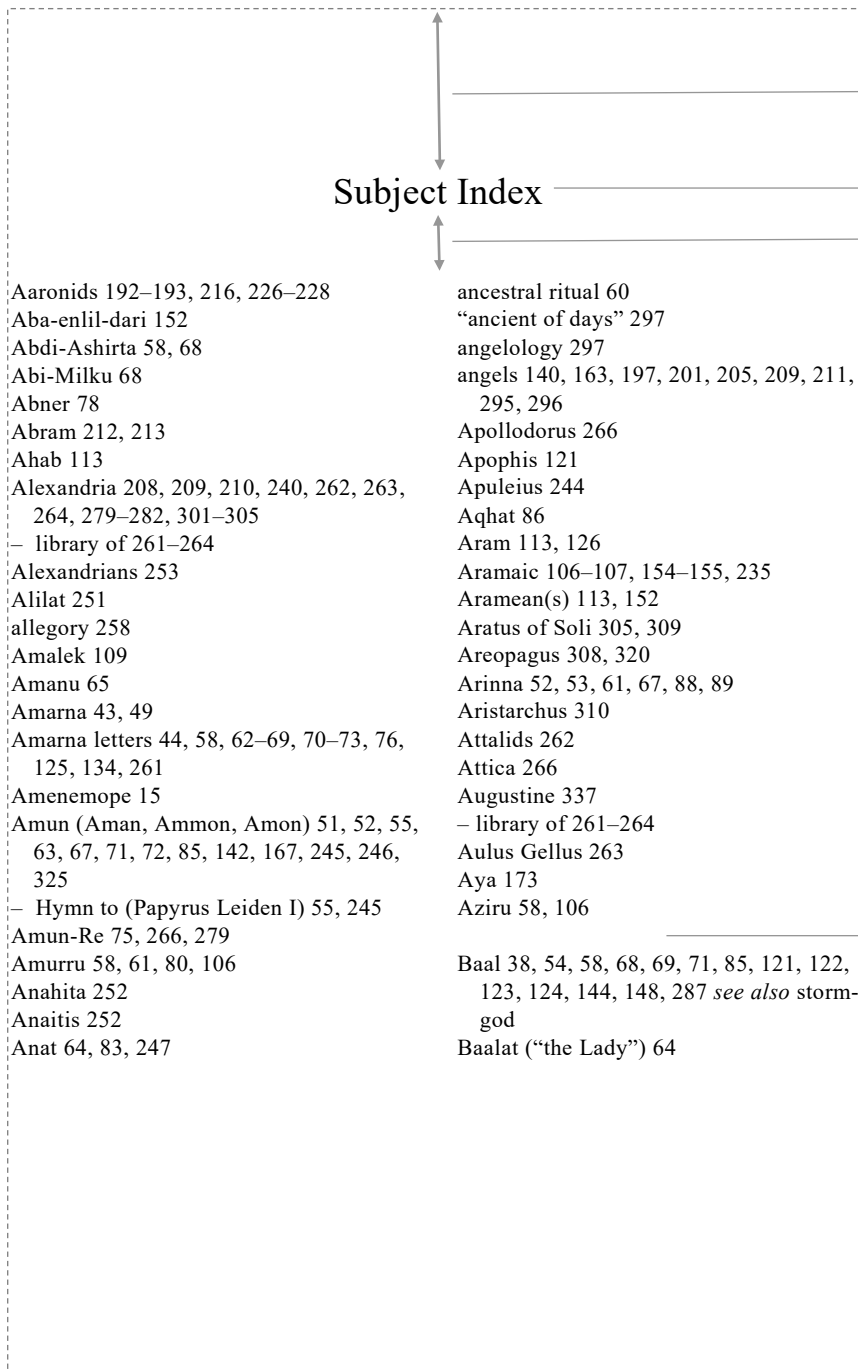
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Type size: 8.5 pt, justified
Line spacing: "Exactly" 10.5 pt

Hanging indent: 0.4 cm

► If an author is listed with more than one work, the author's name should be replaced by an en-dash, a colon, or comma, or period and a tab from the second work on. (en-dash + : + tab 0.4 cm)





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Line spacing: “Exactly” 16 pt

Space: 24 pt or 2 blank lines

Two columns
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Line spacing: “Exactly” 10.5 pt
Hanging indent: 0.4 cm

Sub-entries should have an en-
dash and a 0.4 cm tab stop.

Insert one blank line before each
new letter.

At the end of the index, the col-
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equal length. Insert a continuous
section break after the last entry
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Space: 24 pt or 2 blank lines

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Two columns
Type size: 8.5 pt, left
Line spacing: "Exactly" 10.5pt

Lemmata: italics, preceded by one blank line

Space between source quoted and reference: tab: 2.5 cm, subsequent lines with hanging 2.5 cm indent

Lemmata: regular, spacing before 1 blank line, after 6pt or ½ blank line

Sub-lemmata: italics, spacing preceded by 0,5 blank line (or 6pt before)

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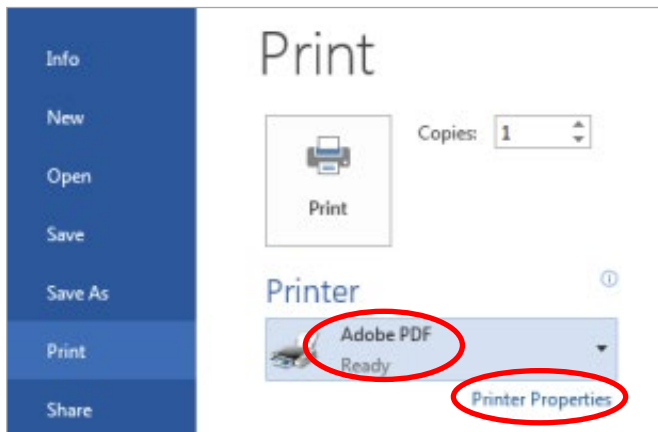


Appendix

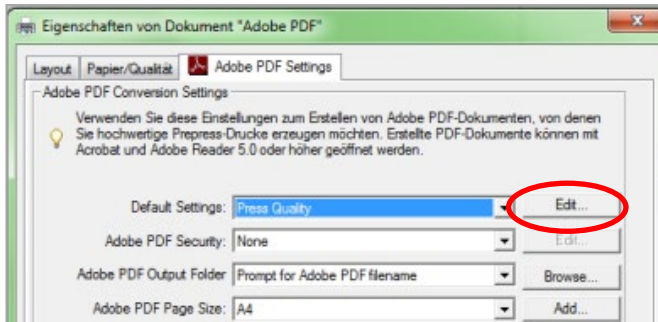
▪ Generating a PDF Document: General

Generally the printer (driver) selected in the print menu impacts the formatting of the text by the word processing program. These differences are not discernible at first glance, but they may accumulate and, if worst comes to worst, result in repagination when switching printer drivers. Consequently, since the generation of PDF data is basically a virtual printing process, you should select the PDF driver in the printer menu when you start formatting the document rather than wait until you are about to generate the final draft. Therefore, to still be able to print out a hard copy for purposes of making corrections, you should always first create a PDF document which you then print out.

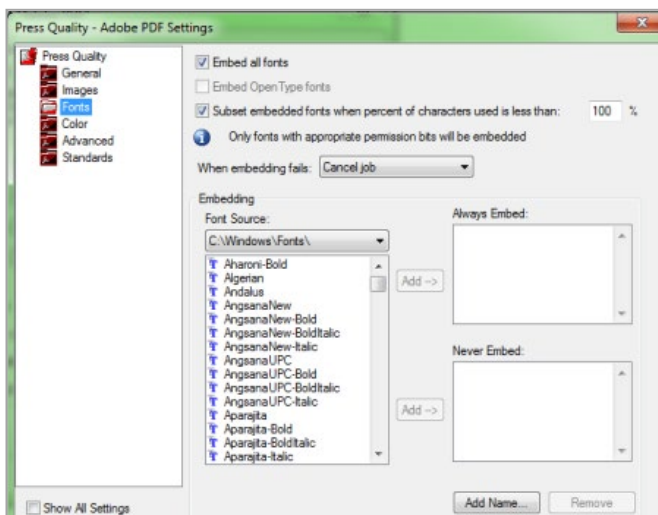
▪ Generating a PDF Document with Adobe Acrobat



1. In the “Print” menu, select “Adobe PDF” and then click on “Printer properties”. This opens up a new window.



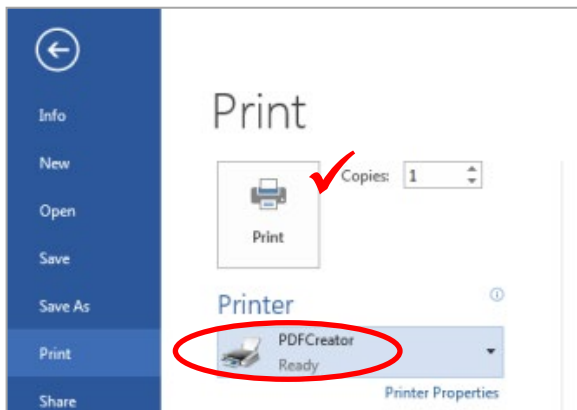
2. In Standard Settings, select Press Quality.



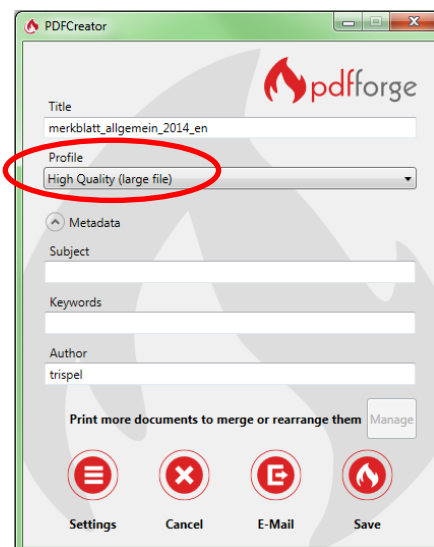
3. In EDIT check if the following settings are correct in the font dialogue.



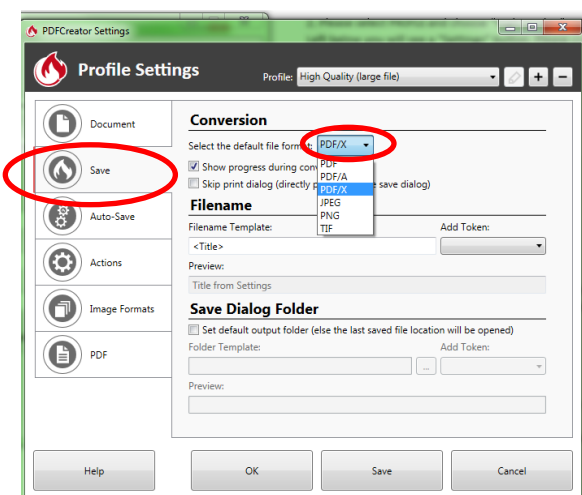
▪ **Generating a PDF Document with PDFCreator** (<http://pdfforge.org/>)



1. If you select PDFCreator in Word via FILE → PRINT → PRINTER and start the printing process by pressing “Print”, after a short while a new menu opens up in which you can enter the document name, etc



2. Please select PROFILE and choose “High Quality”. Left below you will see a “Settings” button. Please click it.



3. Now select “Save” in the list at the left, and next to it, on the right, select “PDF-X” as the standard save format. This is the default format for “Print”.

You can now end the printing process by pressing OK and “Save”.

