

- Style sheet for authors - How to format publications for the UVW book series

Dear authors,

enclosed you will find some references, which will help you to format your scripts. This is necessary if you consider a publication in the UVW book series.

This tutorial assumes that you create your documents in Microsoft Word. If you use a different word processor please make sure that you customize paper size, margins, font type and -size etc. All the settings, mentioned in this tutorial, are standard functions. According to the program you use, the place where you can change the settings varies.

As most of the documents we get are created in Word our tutorial is restrained upon this.

Attached you will find a Word-Document where all the references are already preset. If you use this template you **don't** have to customize your document. Therefore we strongly advise you to use our Word-Document in order to avoid a time-consuming formatting of your script.

Please use the following font for your document:

Times New Roman

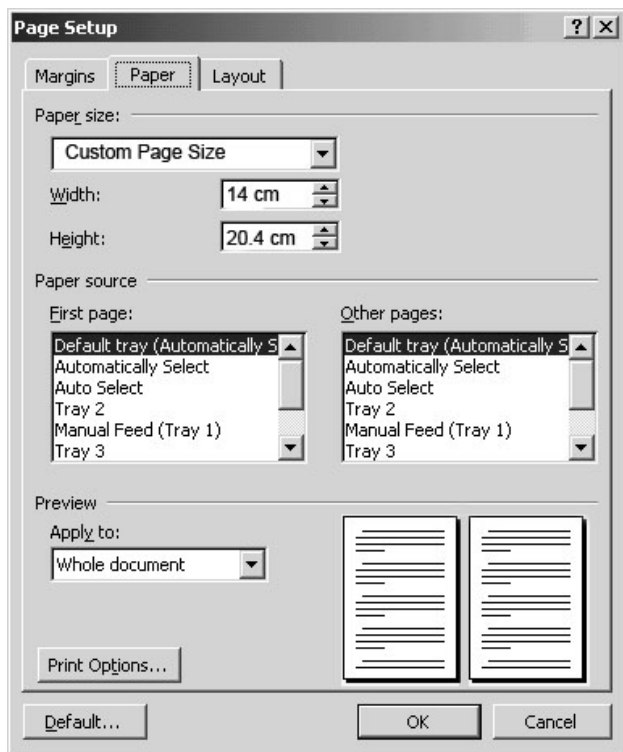
To avoid elaborate post processing we ask you to create your document with the help of a postscript printer. At the end of this document you will find further references „Release format for books“.

With kind regards,
Wolff-Dietrich Webler

Paper size, Margins, Indenting and Spacing

Paper size

The measures of the paper should be **14.2 cm x 20.4 cm**. Therefore select „File “; „ Page Setup “and choose „ Paper Size “:



Unfortunately there is an error in some Versions of Microsoft Word. Because of this, a wrong paper format is shown if you open the setup window again (Format: „PRC 32K (Big) “ Width: 14 cm, Height; 20,4 cm). But if you check the document, you will see that the right format maintained. We ask you to ignore this error.

Margins

The page margins can be changed in the Page Setup window as well. Please select „File“; „Page Setup“ and choose „Margins“. Notice that the names have change in the XP Version. LEFT and RIGHT are now named INSIDE and OUTSIDE. Beside this you have to adjust “Mirror margins”. In older Word Versions mark the box.

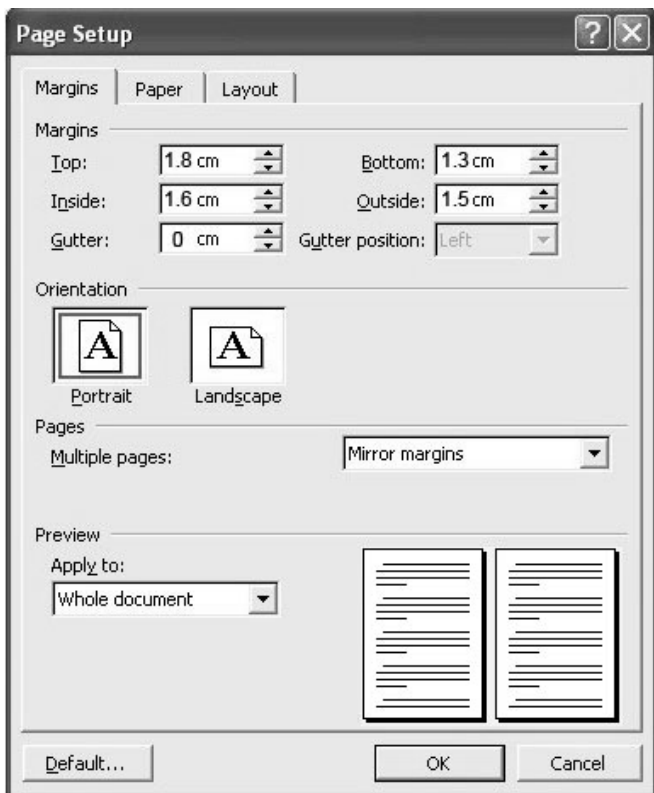
Top: 1.8 cm

Bottom: 1.3 cm

Inside: 1.6 cm

Outside: 1.5 cm

Gutter: 0 cm

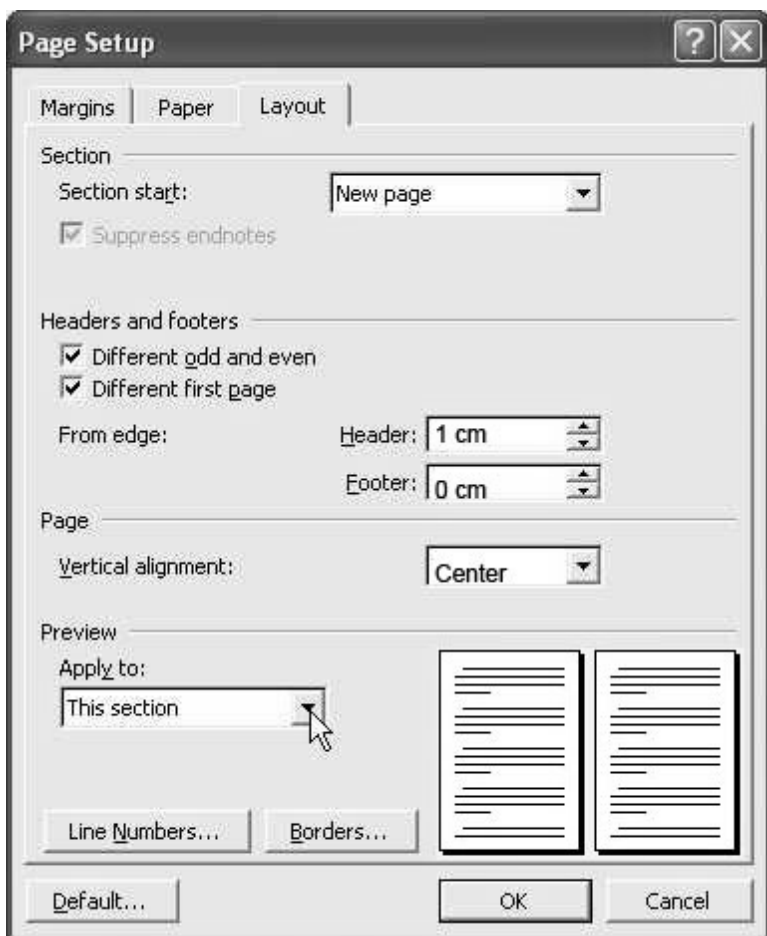


Header/ Footer

To define the spacing please select „File“; „Page Setup“ and choose „Layout“.

Header: 1 cm

Footer: 0 cm



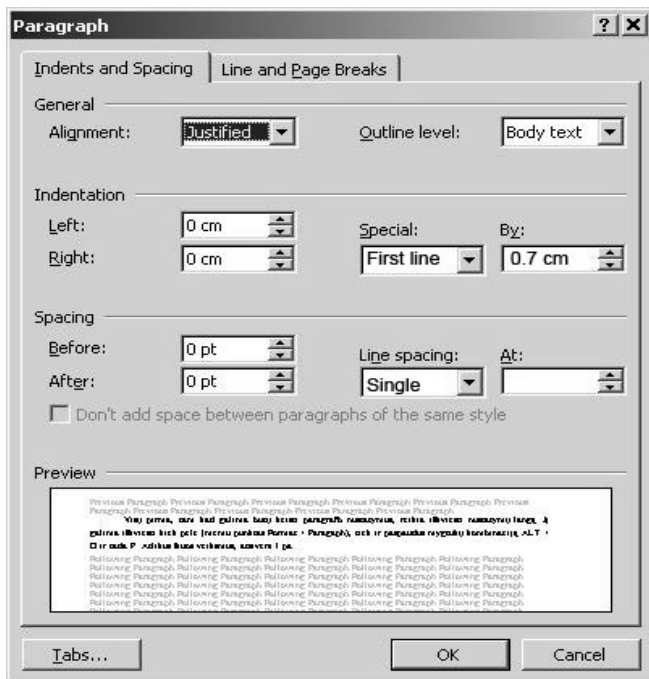
Indentation and spacing

Do not use indentations in the first paragraph or directly after subdivisions. In the following paragraphs use them regularly for the first line of the paragraph and all steps of your subdivisions. Select **Special: First Line by 0.7 cm**.

We differentiate three steps of divisions. The first step is for chapter headings (e.g. number 1), the second step includes a subheading (e.g. 1.1) and the third step is for further subdivisions (e.g. 1.1.1)

After a division of the first and second step, there has to be **one** break between the heading and the text. **From** the third step and further sub-headings on you can resign the breaks.

To understand this tutorial fully, please compare it with our template on the sites 9 to 11.



Headers, page numbers and footnotes

Reference: Headers are at the top of every page. They are divided from the rest of the text by a line. They contain the name of the author, the chapter, resp. the title of the chapter. To edit Headers just click with the left cursor of your mouse onto the header or open the menu. Select „View“, „Header and Footer“

Headers and Page numbers

- The page number is always integrated (at the outer edge) in the header. Font size for page numbers is **8 pt**. (Reference: even page numbers are always placed on the left pages, uneven on the right pages)
- In monographs the chapter headings are situated on the even sites and the title of the subchapter is located on the uneven sites
- In anthologies the name of the author has to be written on the even sites and the title of the article has to be written on the uneven sites
- If the title/ chapter heading is too long, please use an abridgement
- Formatting the header: Capital letters, Font size: **8 pt**
- There is a black line with a width of **0.25 pt** below the headings.

Footers

Reference: The easiest way to create footers in Microsoft Word is by using a special key combination. Place your cursor where you'd like to create a footnote, than hit „Ctrl + Alt + F“.

*Font size for footnote symbols in the text: **9.5 pt/ superscript**, without brackets*

*Footnote text: **8 pt***

If the font size of the text is set to 9.5 pt, Microsoft Word is placing the footnotes as required. If you need to change the font size or type of your footnotes in your just click „Format“ and choose „Style“. In the Category box choose „All Styles“. Now mark „Footnote“ in your list. Click „Modify“. All new settings can be saved by clicking „Ok“. If using a newer Version of Microsoft Word (Word 2002 or 2003) you have to click „Format“ and choose „Styles and Formatting“. A new window will open next to your text. Mark „Footnote“ with your Mouse and click „New Style“ A new window will appear, where you can change the settings.

Creating the table of contents

- Heading: „**Contents**“ (14 pt/ bold): centred at the top of the text, afterwards 2 blank lines
 - Left aligned text
 - Paragraph headings (above the individual chapters) resp. titles of individual articles in anthologies: **12 pt/ bold**
 - Blank lines between the different paragraphs
 - Chapter headings and similar subdivisions: **10 pt/bold**
 - Enumerated in Arabic figures, not indented
 - Blank lines between the chapters
 - Decimal counting up to 4 digits: **10 pt**, indentation not before the 4 decimal place
 - Page number right aligned: **10 pt**
-

Example: **Contents (14 pt/ bold)**

Preliminary remarks (12 pt/ bold)		01
General Part (Hans Tietgens)		03
1. The students (10 pt/ bold)		03
1.1	Concerning Quality	03
1.2	The Interest	05
1.2.1	Public Interest	05
1.2.2	Academic Culture	07
2. Evaluation: General Aspects		08
2.1	When to evaluate?	08
2.2	Whom to evaluate?	14
3. Evaluation: Procedures, Methods and Instruments		28
3.1	Instruments	28
3.2	Procedures	32
4. Conclusion		38
5. Literature		40

Experience Report	42
1. Evaluating business studies (Hans Mosbach)	42
1.1 Results	42
1.2 Discussion	52
2. Courses in literary studies (Theo Birkel)	56
2.1 Results	56
2.2 Discussion	67
3. Architecture (Max Merkel)	75
3.1 Results	75
3.2 Discussion	79
Index of authors	82

Examples for charts, pictures and tables



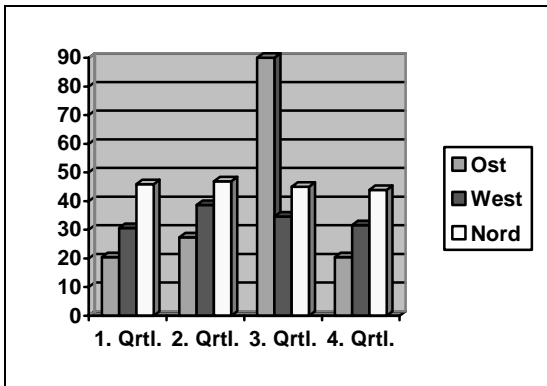
Pictures:

At least 600 dpi
 Greyscale, no colour
 Format: jpg

Heading	
Group A	20
Group B	25
Group C	36
Group D	24
Group E	87
Group F	99

Charts:

Please create a table with your word processor. Please do not create tables by using spaces or tab stops!



Illustrations and charts:

Greyscale, no colour

Scanned Illustrations:
 At least 300 dpi
 Greyscale, no colour
 Format: jpg

Citation

References should be given in brackets as follows: (Müller 1998, S.10); if the quoted author published several works in one year please use the following listing: 1998a, 1998b etc. Don't write the Author's names in block letters. The entire title will be attached to the bibliography (which is located at the end of the article). Abbreviate the author's forename when you quote him/her.

Your bibliography should look as follows: Porzig, W. (1950): *Das Wunder der Sprache*. München und Bern. Articles taken from anthologies: Berger, P. (1950): *Sprachliche Entwicklung*. In: Porzig, W. (Hrsg.): *Das Wunder der Sprache*. München und Bern. Magazines: Müller, I. (1992): *Der Lebensweltbezug der Weiterbildung*. In: *Zeitschrift für Weiterbildung*, 5. Jg. 1992, H. 2, S. 99. If English literature is used, all parts have to be written down in English: Kälveborn, T. and van der Wende, M. (eds.) (1998): *National Policies for the Internationalisation of Higher Education in Europe*. Stockholm: National Agency for Higher Education. Quotes from English magazines: Teichler, U. (1998): „Internationalisation as a Challenge for Higher Education in Europe“. In: *Tertiary Education and Management*, Vol. 5, 1998, No. 1, pp. 5-23.

Sample of a Bibliography

- Müller I. (1992): *Der Lebensweltbezug der Weiterbildung*. In: *Zeitschrift für Weiterbildung*, 5.Jg. 1992, H. 2, S. 99.
- Berendt, Brigitte und Osterloh, Jürgen (2002): *Zusammenfassung der Diskussionen des AHD-Arbeitskreises „Qualifizierung für die Lehre an Hochschulen“ und der AG „Förderung der Lehrkompetenz“*. In: Brigitte Berendt: *Academic Staff Development (ASD) als Bestandteil von Qualitätssicherung und -entwicklung*. (Neues Handbuch Hochschullehre, hg. V. B. Berendt, H. Voß u. J. Wildt), L 2.1, Anhang 1a, S. 21ff.
- Borchard, Christiane (2002): *Bausteinprogramm „WindH - Weiterbildung in der Hochschullehre“: Bilanz und Perspektiven*. In: Karl Neumann und Jürgen Osterloh (Hrsg.): *Gute Lehre in der Vielfalt der Disziplinen*. Weinheim.

If you quote from the Internet, the URL will be attached to the normal bibliography. As the contents of internet sites change rapidly, it is not enough to mention the year; please mention the date of our last visit:

- W&V (2001): *Corporate Branding – Vom Wert der Marke*, <http://www.wuv-studien.de/wuv/studien/062001/305/summary.htm> (Zugriff am 15.6.2001).

Release Format for books

All publications **must** be submitted as **WORD-file**. You can create a postscript file by installing a postscript printer to your system. There is no need for the postscript printer to be physically attached to the computer. Several postscript print drivers are included in the Microsoft system software. Instead of printing the document send it to your postscript printer and save it as a file. Those files always have the ending .ps or .prn.

Please keep in mind, that your Layout might change (line breaks, page breaks etc.) if you use another print driver. Therefore it is advisable to use the postscript printer from the very beginning. You will spare an unnecessary post-processing.

If your work has already been printed and is not formatted for a postscript printer, it is advisable to use a postscript printer of the same type or the same company; this will minimize your post-processing work.