

Layout Rules for the Journal „Umweltinformatik aktuell“ (5.5.1998) [Titel]

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[Autoren]

Abstract [Abstract-Überschrift]

Any abstracts submitted will be printed at the beginning of the paper in a somewhat smaller format. I would like to propose that the contributions written in German should be accompanied by abstracts in English (and vice versa).[Abstract]

1. General [Überschrift 1]

The following pages contain a description of our new layout for the design of all issues of the journals „Umweltinformatik aktuell“ and „Praxis der Umweltinformatik“ which are to appear in future. This has been done in two ways: *firstly* there is the written description, and *secondly*, the layout of this entire text has been conceived in the way we would like your drafts to be laid out. We trust that the following will take care of any important queries regarding the layout.[Standard]

This text was prepared as a **template** (metro_ui.dot). If you are using MS Word for Windows, then simply copy this file into the Word list of style sheets (e.g. c:\windows\style sheet or c:\programme\msoffice\style sheet). By clicking the menu command „file/new...“ you are then able to create a blank document that corresponds to this formatting. In case you have already saved your article in another file, by means of the menu command “insert/file...” you can transfer your file into the blank document. This will automatically adapt your text to the formatting; however,

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email: Info@metropolis-verlag.de, Internet: <http://www.metropolis-verlag.de> (do not separate the email und Internet addresses, should this be necessary, insert line break and tabulator so that the gaps are not too big).

⇒ If there is more than one author, then list their names with a single “and” before the last name. If all authors belong to a single institution, then just a footnote reference beside the last name will be sufficient.

since Word sometimes makes small errors with this, you should carefully check the result. [Absatzeinzug]

This text provides a range of formatting possibilities, with which this text has also been formatted. The **Name** of the corresponding formatting possibility appears **in square parenthesis** and always at the end of the position where it is used for the first time. For the benefit of those who are not able to see the printing draft, exact reference to all the different formatting which have been used are listed at the end of the text.

This document was written in Microsoft Word 7.0 and in Times New Roman. Should you be working with a different text processing programme, please arrange the layout of your article as near as possible to the layout you see here.

As you most probably do not use the same printer as we do (Lexmark Optra S 1650), on your computer this text may appear somewhat different to the way we intend – word separation (syllabication), line and page change depend on the printer you have connected to your p.c.

Your articles should be printed on a laser printer with at least **600 dpi**. Please adjust the **toner density** to a medium setting; the hard copies ought not to be too bold, nor too faint.

Please **take care when using hyphens to separate words** and check the final print out in this respect. Automatic syllabication, for instance, does not function after parentheses, diagonal strokes or quotation marks and must be inserted manually.

Page bottom: So that the hard copies can be sorted easily, the page bottom should include the date last worked on and name of the file. Please name your file in accordance with the author who is first named + initial as last letter, e.g. HoffmannH.doc. The page bottom lies outside the main printed matter and is therefore not printed out.

Article length: For publications of the working groups, which are quite extensive and usually contain lengthy articles, all papers begin on an odd-numbered page, and in some instances the last page is left blank. It therefore would not matter whether a paper is, say, 13 or 14 pages long. **This does not apply to the issue appearing on the annual conference:** On this occasion, the articles are quite short, but the issue itself is always very voluminous. Therefore, in order to save space the articles follow on each other without blank pages.

2. Page format and number of pages

The width of type matter in the book is 12 cm. Based on a DIN A4 format, this results in left-hand and right-hand margins of 4.5 cm. The length of type matter leaves a margin at the top of the page of 3 cm, with 7.5 cm at the bottom. Please number the pages, beginning with 1, even though the page numbers in the book will be dif-

ferent, of course. The line containing the page number should be 1.8 cm from the top of the page. When the page number in the book is known, it will be superimposed.

3. Headings

3.1 Some general information on headings [Überschrift 2]

All headings are to be preceded with **Arabic numerals**. The only exceptions are any summaries preceding the article as well as the bibliography at the end. The heading hierarchy should be apparent from the assignment of the numbers. The tabulator and hanging indent has been set to 0.9 cm; this is sufficient for two-digit numbering.

Formatting rules: Please do not make use of **empty lines** in connection with headings, or anywhere else in the text, but format by means of spacing before and after. Likewise, make use of tabulators rather than using several letter-spaces. Since unnecessary letter-spaces are easily overlooked, especially when putting in corrections, please remember at the end of your formatting to substitute, by means of the substitute function, two empty letter-spaces for one empty letter-space. Repeat if necessary. Please protect **hyphens** placed before words (shift/control and hyphen) to avoid the hyphen being separated from the word when there is a line break. **Abbreviations** without spacing (i.e., i.a., e.g.). At the beginning of a sentence it is better to write the words in full, for instance "for example" instead of e.g.

3.1.1.1 This is an example of what you should not do regarding the 2nd and following lines of a heading

It is important that the **numerals** belonging to the headings always **stand alone** and that the beginning of each line of the heading text should be **in vertical alignment** (usually 0.9 cm) with the other headings.

3.1 Example of how headings with different formats (tabulator set at 1.4 cm) can be adjusted to one another

3.1.1 Example

For the 3rd, 4th and 5th digits you will need a larger space. Make use of [Überschrift 3] to [Überschrift 5]; tabulator and hanging indent are set at 1.7 cm. Place, as in the above example, 2 digit and 3 digit heading immediately under one another, add a tab to the 2 digit heading so that the text is once again in alignment (here: 1.4 cm).

If the event that two or more headings follow **immediately under each other**, the preceding space of the second, or third, heading is to be set at zero (printing style Überschrift 2).

3.2 Further information regarding headings

In general, headings should not contain word breaks. Exception: in the case of headings of three lines or more it may sometimes be necessary to include word breaks, if thereby a whole line can be saved. In such cases, please separate according to context, rather than mere syllables, for instance, ‘applied computer science for the environment’ and not ‘applied com-puter science for the environment’.

Following a heading there should always be at least 2 lines of normal text, i.e. a page should never end with a heading standing alone. If this should occur, please put in a page break before the heading (in the case of the printing styles used here, this is done automatically by means of the function “do not separate paragraphs”). If a page begins with a heading, then the preceding space is not necessary and should be removed.

4. Authors

There should be a footnote referring to each author containing **address/institute**, and also including email, telephone number, Internet page, i.a., if so desired. In the event that the authors belong to different institutes, or have different addresses, there should be a separate footnote for each author. Where authors all share the same address, there should be just one footnote numeral. In this text we could have managed without including the department. Then we would have had to include just one footnote. In the event that several lines are required for the authors, please do not include a line break between Christian names and surnames. In the case of many authors (5 or more), please restrict the information in the footnote to a minimum – otherwise the first page of the article could consist solely of title, authors and information pertaining to authors!

The **Christian names** should appear in the authors’ line (second names may be included as initials), **academic degrees** should not be included.

5. Paragraphing

There is a distinction between a standard paragraph [Standard] and an indented paragraph. The indent [Einzug] is meant to visually separate a paragraph from the paragraph preceding (in the event that the last line should be full). Therefore the indent is only needed for 2nd and following paragraphs. Correspondingly, the first

paragraph after a heading, figures, or a table, is not indented. There is also provision for a “paragraph following a list”: lists are formulated with a small spacing at the beginning – cf. the remarks on the subject of figures. The next normal text paragraph should be begun with the same spacing so that the spacing remains the same.

6. Quotations, bibliography

6.1 Quotations

Please put quotes and references in the following manner (Meyer 1990, 12), i.e. omitting any “cf.” or “please see”, “p.”, or “page”, or “et al”. In the case of several names: (Meyer/Schmidt 1998). In the event of identical names and year (T. Meyer 1990, 12). If there is a reference to 2 or more titles written by one author in the same year, please add a small letter to the year of publication (1990a, 1990b).

6.2 Bibliography

In the bibliography at the end of this text you will find a list of examples which should cover most eventualities. Please do not omit to arrange alphabetically.

7. Formulas

$$g = dK/K = \alpha + \beta u + \tau h - \theta i, [\text{Formeln}]$$

$$g > 0 \text{ for } r-i > 0.$$

8. Figures, tables, outlines

Due to complexity and wide range of designs for figures and tables, it is not feasible to go into any depth on this subject here. Therefore, here are just a few basic guidelines:

1. Legends for figures and tables. The numbering and title of the figure should be placed under the figure. Please ensure that you leave at least one empty line space (here 13 pt) between the figure and the title. Likewise, there should also be one empty space between the text and the beginning of the figure. The end spacing to the paragraph following immediately after should be 24 points. The legend should be formatted in the same kind and size of type as the main text. It is not a part of the figure, which may well contain different kinds and sizes of

type. Since the figure is centralised, the lettering (heading and legend) should be centralised, too. [Aufzählung]

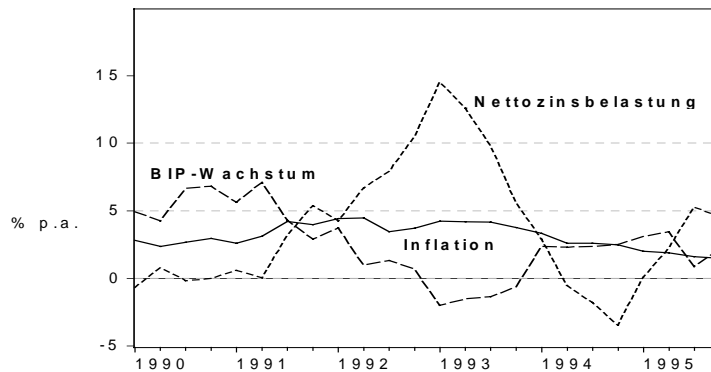


Figure 1

Restrictive Interest Rate Policy after German Unification
Source: Deutsche Bundesbank 1997, 134 [Abbildungskopf]

2. Figures and tables should be centralised and the width of type matter should not be more than the width of the main text. In the event that this is unavoidable, move the figure to the right or the left in the same proportion, **but with not more than 1.2 cm extra**. Very large figures, or wide tables, can be printed vertically. In this case, please omit the figure, or table, in question from your text and send it to us separately. We will take care of including it in the printer's draft. The legend, however, should be included in your text in the usual horizontal position.
3. Please print out grids with not more than 300 dpi (otherwise there could be problems of exposure for the printer's draft) and take care that there is sufficient contrast to the text, i.e. overlay with light grey shading. The possibility exists with MS Windows to set the print-out contrast for graphics separately from the setting on the printer.
4. It could be that in some cases figures can not be incorporated in the text processing programme, or that this sometimes results in a poor print-out quality. In such cases, you may also attach the figures separate from the main text and we will take care of the printer's draft. Of course, sufficient space should be left in your text to allow for inclusion of the figure.
5. Gaps occurring in the main text (upwards of 3 lines), due to the fact that tables or figures cannot be separated or broken up, should be filled with wording by inserting the text that otherwise would have come either before or after the figure.

6. In the event that several tables and/or figures follow immediately after one another, they should be adequately separated (at least 30 points).

Also in the case of numeric lists, or similar (e.g. •, ♦ or –), care should be taken that the numeral, or symbol, stands alone in vertical alignment. [**Absatz nach Aufzählung**].

Bibliography

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- Grilli, V., Masciandaro, D., Tabellini, G. (1991): Political and Monetary Institutions and Public Financial Policies in the Industrial Countries, in: Economic Policy, 13, pp. 342-392
- Hofinger, Z. (1997): Das Peter-Prinzip, in: J. Meyerhof et al. (Hrsg.): Sozialwissenschaft heute. Aktuelle Probleme in historischer Perspektive, Bd. 1, Mainz.
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Formatting used

Abbildungskopf: Type size 10 pt, line spacing 13 pt, spacing before 13 pt, after 24 pt, centralised

Absatzeinzug: as Standard except: first line indented 0.4 cm

Absatz nach Aufzählung: as Standard except: spacing before 3 pt

Abstract: as Standard, but 9.5 pt type size (9 pt, if ½ points are not possible), 12 pt line spacing

Abstract-Überschrift: As Überschrift 1, but 10 pt type size

Aufzählung: as Standard, but Tab.-Stop 0.5 cm left, indent 0.5 cm, spacing before 3 pt.

Autoren: Type size 12 pt, centralised, line spacing 16 pt, spacing before 24 pt, after 24 pt, do not separate.

Formel: as Standard except: indented left 1 cm, line spacing at least 13 pt, spacing before 6 pt, after 6 pt, direction: left

Fußnotentext: Type size 9 pt, line spacing 12 pt, Block, paragraph control

Fußnotenzeichen: Standard + raised

Literatur: Type size 0 pt, line spacing 12 pt, spacing before 2 pt, hanging 1 cm

Standard: Type size 10 pt, line spacing 13 pt, Block, paragraph control

Titel: Type size 15 pt, bold type, centralised, line spacing 19 pt. Do not separate.

Überschrift 1: Type size 11 pt, bold type, indent hanging 0.9 cm, Tab. Stop at 0.9 cm, line spacing 14 pt., spacing before 24 pt, after 6 pt. Do not separate, do not separate paragraph.

Überschrift 2: as Überschrift 1

Überschrift 3: as Überschrift 1 except: Type size 10pt, hanging indent and tabulator at 1.4 cm

Headings are numberd automatically.