

Instructions for using the style sheet (from version Word 2007 on)

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Dear Authors,

You all know the problem: after the completion of the dissertation or the manuscript of a scientific work follows the most annoying work of creating a reproducible manuscript for the publishing company. The Nomos Publishing company wants to help you in this work and therefore developed a style sheet that should support you in your work. We strive to simplify as many steps as possible in the process and to keep the operation of this style as user-friendly as possible. You are welcome of course to send us your suggestions and criticisms, which we continuously incorporate into the template that is available for you as an updated version for download on our website.

In the meantime, numerous operating systems and versions of the word processing program Microsoft WORD have been installed on the computers. This makes it difficult to develop a template for each PC configuration. We decided to support all Microsoft WORD versions from version 97 on.

Note: For Mac or OpenOffice, etc., this style sheet cannot be used unfortunately. In this case, please contact your supervising editor or Ms. Daniela Pichotta. You will then get the necessary settings for an appropriate installation.

You can use the style sheet in virtually every stage of your work. You can easily reformat already edited text or already use the style sheet creating the text. For both methods, we have compiled some brief guidelines. The first step is to install the style sheet. Notes on creation of preface, table of contents, list of abbreviations and / or bibliography can also be found here. For better orientation, see also the sample pages.

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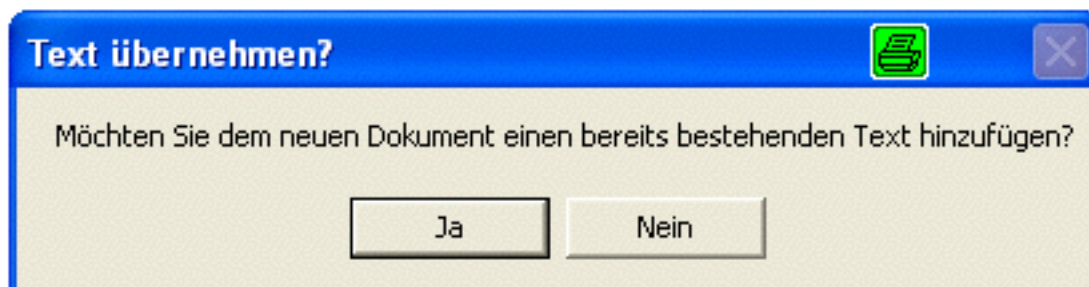
I. Installing the template

1. Installing the template

Click the style sheet that you want for your Word version on our website for a free download. Select File "Open" (see figure).



You will then be asked if you want to add an already existing text to the new document (see figure).



You now have two options:

1. Yes -> File "Open" -> Select a copy of the work to be formatted on PC
2. No -> Copy the text to be formatted or rewrite.

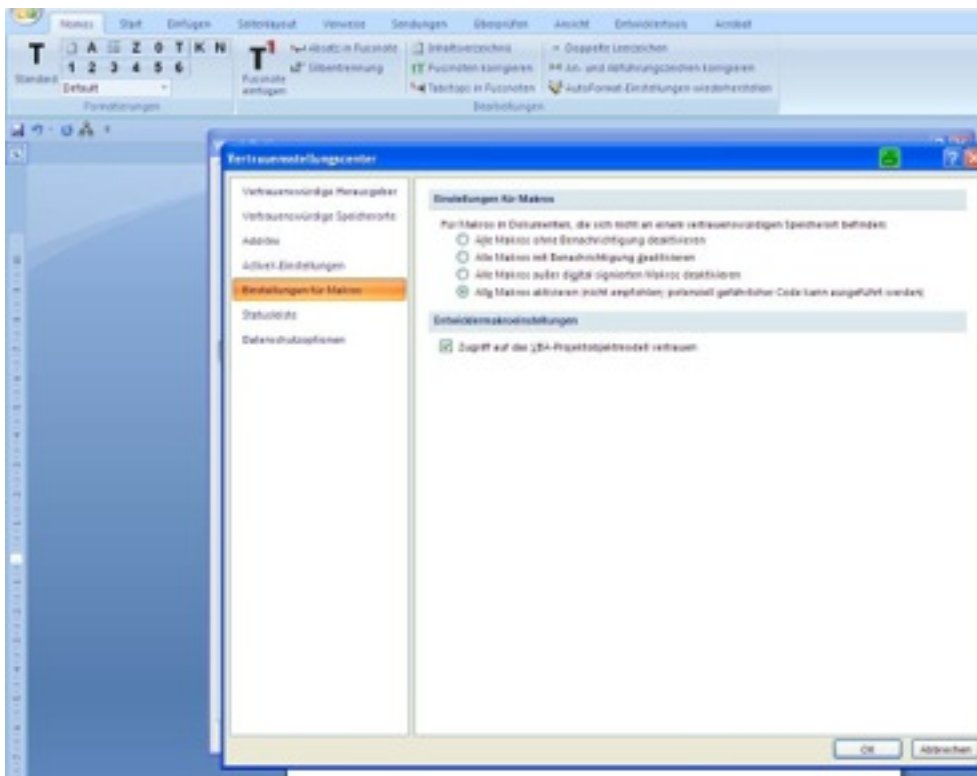
Quit WORD. From now on you can use the template. The installation of the template has to be performed only once.

2. Enable Macros

A prerequisite for the use of the template is that the macro security settings in Word are set correctly. For the present style sheet used, the macro security level is set to "low".

How it works: Open your WORD program. Open the menu item **Word Options-> Trust Center-> Trust Center Settings-> Macro Settings-> Enable All Macros**. Finally, a window opens with a selection menu. Then select the security level "low" (see the Figure 1) and confirm with "OK". Please save the document afterwards and close it before continuing. It is now possible to click on the buttons and reformat with them.

Figure: Word Options-> Trust Center Settings-> Macro Settings-> Enable All Macros.



3. Nomos Tab

If when you open your saved Word document, the "Nomos" tab is not present, which contains the styles, please change your Word settings as follows.

How it works: Open your Word document containing your manuscript text. Open the menu tab **File-> Options-> Customize Menu** tab and then on the right panel, check-> **Developer Tools**.

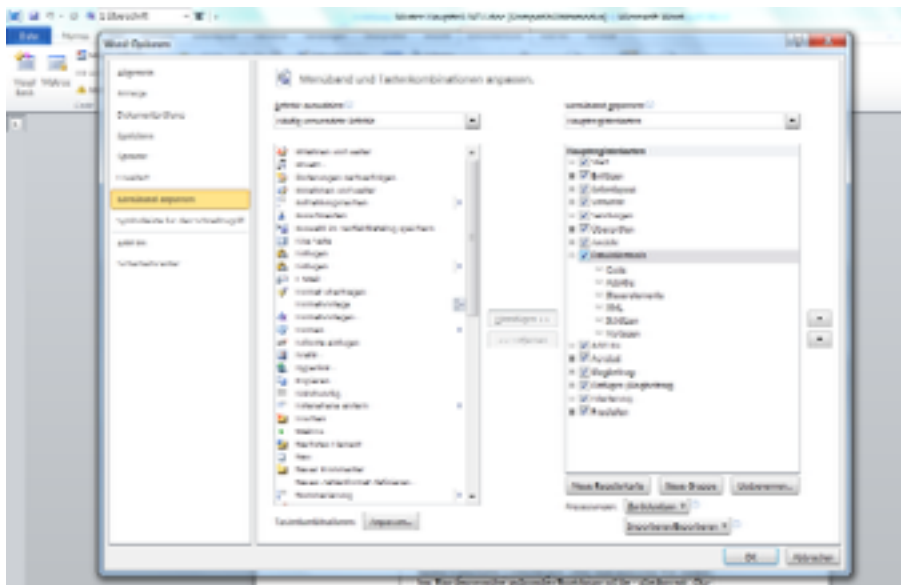


Figure: File-> Options-> Customize Menu tab -> Developer Tools

In your WORD document, the tab “Developer Tools” is displayed. Then open in the tab "Developer Tools" under-> **Templates** then click-> **Document Template**. In the tab -> **Templates** of the opening window with -> **Add...** the path to the Nomos template (Buchvorlage.dotm). Then put a check in -> **Document Styles Automatically Update**.

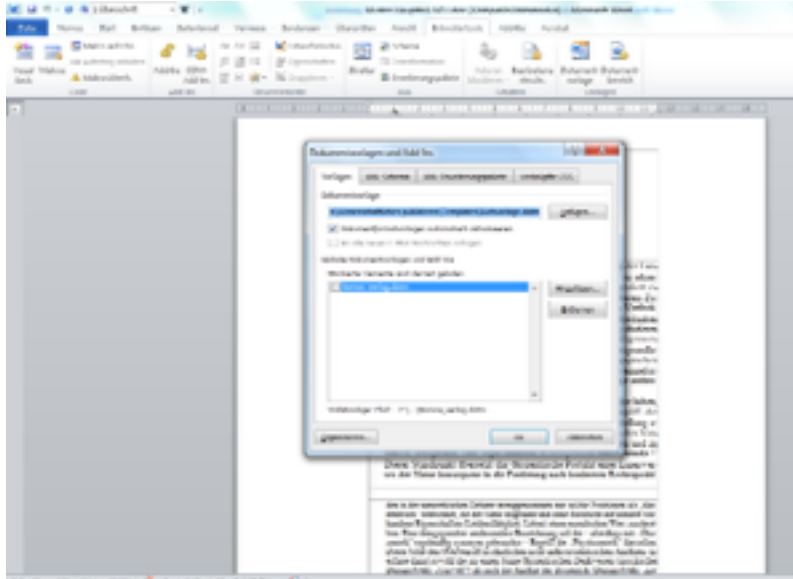


Figure: Developer Tools -> Templates -> Document Template -> Add... ->Document Styles Automatically Update

II. Formatting of Texts

1. Automatic Formatting

Since your **document is going to be reformatted**, we strongly recommend that you **create** from the previous version of your work **a copy** that you then edit with the template. This copy may not include any spaces in their filename, due to technical reasons with WORD.

Take from your document - if available - the preface, the abbreviation directory and the bibliography out and save them in each case as individual files (file name also without spaces). These are going to be formatted separately later. You can delete the table of contents as a new one is created later by using the template. The document now contains only the main part of your work.

Now this file is **automatically formatted**, that is, the entire text appears in a so-called standard paragraph format. This applies, for example, also for headings.

Correct typography, font size, accurate line spacing, etc., are correctly applied for the continuing text.

Here are the correct settings to check:

Line Spacing etc.



Page Format:



The "special" parts of your work, for example, headings, quotations, etc., must, however, be reworked later. For how this works, see the next section.

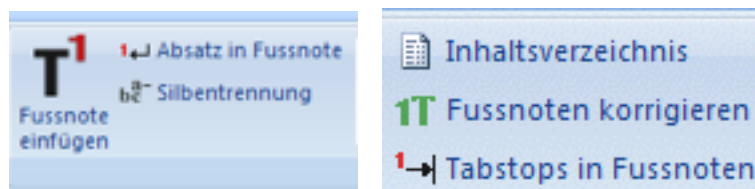
2. Formatting "by hand"



Fig. Buttons for formatting

For formatting, find the following toolbar (see figure). Below we would like to explain the various functions of the buttons to you. Please now go through the text and assign the following formats:

Hyphenation, table of contents and footnotes



- **Automatic Hyphenation:** Please first run the (automatic) hyphenation (or under **->Page Layout -> Hyphenation -> Hyphenation Options -> Automatic Hyphenation, separate Words in capital letters, 0.25 cm, unlimited hyphens.**
- **Insert Footnote:** Adds in the current position a footnote.
- **Paragraph in Footnote:** Adds a new paragraph in the footnotes. The Return or Enter key may not to be used.
- **To Correct Footnotes:** Corrects the footnotes in accordance with our specifications.
- **Tab stops in Footnotes:** Inserts in all footnotes a Tab stop behind the footnote mark.
- **Table of Contents:** Adds a table of contents at the end of the document. Please create only after finishing the formatting. The header name "Table of Contents" must be manually added and be formatted with the heading level 1. The table of contents must be reworked manually in terms of correct indentation of each level.

Standard Text



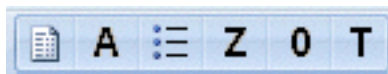
Default formatting with indentation: This formatting is used for anything that is not specifically allocable to one of the other formats. After the import of an existing text, the entire text is formatted like this.

The first line is thus always indented which clarifies a new paragraph. Please do not insert blank paragraphs in addition!

If you want to format a **whole paragraph**, move the **cursor** to that paragraph and click with the mouse the corresponding **buttons** in the button bar at the top. If you want to format a **part of a paragraph** or **multiple paragraphs**, please **select** the relevant passage, and then click the **button**.

You can use the following buttons and according variations:

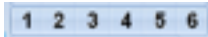
Please note the tip (see below) about default formatting without indentation (see (6))!



1 2 3 4 5 6

- (1) **Bibliography:** formats the text for the bibliography
- (2) **List of abbreviations:** formats the text for the abbreviations
- (3) **Enumeration:** for enumerations. A list can also be conventionally created through Word features. Important is a space before and after an enumeration (about 1 blank line)
- (4) **Quote:** Longer quotations in the text of more than three lines are formatted differently than the other text and are indented slightly. Also for use of law, examples etc.
- (5) **Above no spacing:** Removes the line spacing above the paragraph, necessary for several consecutive headings. Therefore click in the lower headline with the cursor and then press the button "0".
- (6) **Standard format without indentation: to be used after headings, quotations, laws, examples and enumerations.** There should be no first-line indent here!

Headings



- Heading level 1
- Heading level 2
- Heading level 3
- Heading level 4
- Heading level 5
- Heading level 6

Each heading is assigned a heading level 1-6. This is the only way to properly create the automatic table of contents. Also, the headings, where necessary, should be numbered by hand. For the naming of the contents you could use:

Example of designation:

- Level 1 Chapter 1. 1.
- Level 2 A 1.1.2.
- Level 3 I.1.1.1.3.
- Level 4 1. 1.1.1.1 4.
- Level 5 a) 1.1.1.1.2 5.
- Level 6 aa) 1.1.1.1.2.2 6.

Important Notes:

- If in your tex after the headings extra **paragraph marks** are inserted, then please delete them. So the headlines obtain uniform spacing. Spaces must be created manually only in the rarest cases.
- **After a heading**, the following paragraph has **no indentation**.
- Furthermore, ensure that there is **no heading at the bottom of a page**. If this is the case, either paragraphs must be inserted manually before the heading appears on the next page, or a page break will be inserted.
- WORD does not consider that a heading can not have a distance to the top of the page once it is at the beginning of a page. If you notice a heading at the top of a page while going through the text just click in this headline and then click the 0 button. Now, the initial distance of this heading is set to 0. You should do the same procedure if you encounter two consecutive titles, since the distance of the basic settings would be too big. Reduce the distance to 0 by following the above pattern by clicking in the second heading, and then press the 0 button.

Column Title

You have two options to add the **column title** to your text:

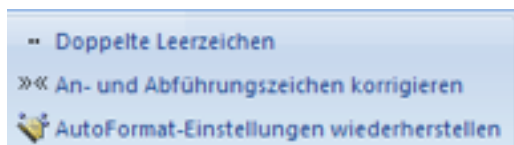
- 1. Manual Method:** Double-click in the header area of the first-side, which is to get a column title, and add the text for the column line. Format them under "Nomos" with the "H" - Button (column header) and set it to the outside (the even-numbered pages on the left, on the odd right-justified). In the toolbar at the far right you will find when you are in the header area, the **Header & Footer Tools**, where you can make fine adjustments (e.g., causes a tick at "first line differently," that the column line disappears on the first page of the section). Please note for the manual method of changing column lines a **section break** (under **Page Layout - Page Setup - breaks**) in the text is necessary.
- 2. Automatic field references:** Double-click in the header of the first page, which is to get a column title, and click under "Design" - "Insert" on the "Quick Parts" button and then "field". From the top left drop-down menu (categories) select "Links and References". In the list below, select the bottom "StyleRef". To the right appear the heading levels from which you can choose. Now you can format the column title with the "H" button (column header) and set it to the outside (the even-numbered pages on the left, on the odd right-justified).

General Rules: The column titles should not be multiple lines! If necessary, the column heading in the title must be shortened. Usually the main level is used on the left and the first sub levels of the headings in the left column title on the right. The method with the field references is somewhat simpler, therefore you must ensure the headings used in the text are short enough so that the column title is not multiline.

Footnote line

To add the footnote line into your text, please switch to the Design view (button at the bottom right of the screen) and click under "References" in the "Footnotes" box, click "Show Notes". At the bottom now appear the footnotes as well as a line in that settings can be made. Please select from the drop down menu on the left "Footnote line Separator" and add under exactly 20 underscores (Shift + hyphen key) one manual line.

Miscellaneous



- **Double spaces:** Removes all double spaces in the text.
- **Correct quotation marks:** Replace "" with ". This function should only be used at the end of processing, as this changes settings from MS Word.
- **Restore AutoFormat settings:** Sets the automatic correction of quotes back to the MS Word default (see above). However, your quotes thus may be changed automatically by Word.

Error Prevention

Go through the text again to correct any separation and wrap errors. This concerns the hyphenation and the page breaks. Unfortunately WORD often shows errors and imperfections.

We have encountered the following problems again and again:

- **Text Holes: Automatic hyphenation** is not always accurate and may need to be corrected by hand again. Occasionally, the automatic hyphenation leads to larger holes in the typeface. Also then, a manual correction of the separations would need to be made in the end.

- **Pages without footnotes:** Please make sure that for **pages without footnotes**, the distance between the last line and page number is at least as large as for pages with footnotes. You can achieve this by further pushing the line in question by clicking a "soft return" (Ctrl + Enter) to the next page. You can control well whether a text is too close to the page number, if you display the text limits of your document.

III. Order and page numbers of files

After you have formatted the main part of your work, you can **format** accordingly also the **preface, the list of abbreviations and bibliography** (as described in Chapter II).

The table of contents is generated automatically later (compare below). Please note that there are specific buttons for formatting the table of contents and abbreviations dictionary (see Chapter II). Save each document into one extra file.

Now only the **order and page numbers of the files** need to be set, that compose your publication.

This looks basically like this:

(Dedication)	start with page 5, page 6 empty
preface	always starts with page 5 - except a dedication comes before, then start with page 7
Table of contents	So begins with the next right page, usually with page 7
abbreviations	begins with the next right page
main section	begins with the next right page
bibliography	begins with the next right page

In each file, you now need to enter the correct page number. Begin with the **preface**, by inserting the command - **Insert - Page Numbers**, then go to **Format Page Numbers** and then **Start-with 5**.

Example:

The preface begins on page 5, includes a page of text and the back is left blank. The table of contents then begins on page 7. It includes nine pages. The abbreviations should then begin on page 17. It consists of four pages. The main text then begins on page 21, etc.

IV. Creating the directories

Contents

Now the **table of contents** follows that should be inserted only at the end, since it refers to the page numbers of the main part.

In order to determine its scope, you first create a temporary table of contents. To do this, call up the main part and click the button **insert table of contents**.

Now you get at the end of your text a ready formatted table of contents and you can - unfortunately only currently manually - count out how many pages it includes. Then you can delete it again.

At the end of the main part let a new **table of contents** create, by clicking the button **Insert Table of Contents** button. The directory now contains the correct page references to your main text part.

The item abbreviations and bibliography you add manually into the table of contents.

Then cut out the table of contents from the main part, copy it into the same file in the front and assign the correct page numbers with the command **Insert-page numbers- start with**.

Abbreviations

Now you can figure out on which side your list of **abbreviations** starts and insert this using the command **Insert-Page Number- Format-start with**.

You can now see on which side your main part begins, and this also enter via **Insert - page numbers – format start with**.

Bibliography

The same is done for the **bibliography**.

V. Sample Printout

If you follow the instructions, then you should have a very good manuscript in front of you.

However, we kindly ask you to send sample pages to the editor responsible for you and indeed from every part of your work at least one side, i.e. Table of contents, text (5-6 pages), bibliography and list of abbreviations.

Then our production department may consider whether the distinction of your document and the print are in order and comply with the requirements.

If you can create PDF files, then we ask you to send us the PDF file. The Word file itself is unfortunately not helpful, because the breaks can shift depending on the printer driver etc. and our version is usually not the same, you have created at home. Otherwise we ask in each case for the transmission of a complete laser printout of your work.