

Formatting with MAC OS

Formatting without a stylesheet

Your manuscript maybe formatted without the use of stylesheets. Sample pages of the various parts of the text (contents and abbreviations, the main text, bibliography, etc.) that can serve you as a template can be found on our website

<http://www.wissenschaftlich publizieren.nomos.de/arbeitswerkzeuge/>.

Page settings:

Please select your entire document.

Then set in Menu-> *File*-> *Page Set Up* or under-> *Page Layout Margin* type the following:

- Top: 5.8 cm
- Bottom: 5.5 cm
- Left: 4.7 cm
- Right: 5.2 cm
- Binding Margin: 0
- Footer: 4.95 cm
- Header: 1.27 cm

Under->Layout select *even/odd pages set differently* and *vertical alignment above*. The counting of the page numbers must begin on page 5 (pages 1-4 [front matter] are created in the publishing company).

Font and font size and line spacing:

Standard Font is *Times New Roman*.

The main text is formatted in 10.5 pt font size. For the line spacing please use the following setting: line spacing = exactly, 12.75 pt.

The font size of the page numbers in the main text is also 10.5 pt. The formatting of page numbers must be expanded additionally with a *spacing before* of about 8 pt.

The font size for list of abbreviations and bibliography is 8.5 pt.; the line spacing *at least* = 10.15 pt.

The font size of the footnote text is 9 pt, line spacing = simple.

Quotations have the font size 9 pt., the line spacing is 11 pt.

Indents:

The bibliography receives a *hanging indent* of 0.39 cm and a *distance after* each section with about 2.35 pt.

The footnote text receives a hanging *indent* of 0.7 cm.

All sections will receive a normal indent (*First Line Indent* 0.39 cm), except the first section after the heading. After bullets and tables or graphics, a paragraph is not indented.

Distances according to the headings:

Chapter headings (Preface, Contents, List of Abbreviations, List of Tables, Chapter) obtain a *spacing after* of about 3 blank lines, corresponding to a *spacing after* of 44.45 pt.

2 Level = 2 blank lines to the previous section, a blank line to the following text - or a *spacing before* of 24.95 pt, *spacing after* of 12.75 pt

3 Level = 2 blank lines to the previous section, one blank line to the next text - or *spacing before* of 24.95 pt and *spacing after* of 12.75 pt.

4 Level = 2 blank lines to the previous section, one blank line to the next text - or *spacing before* of 24.95 pt and *spacing after* of 12.75 pt.

Be sure to put headings always left justified (not justified) and to avoid divisions with multiline headers. This also applies to tables and graphic headings. Ensure that the header texts are also uniform of indentation. For two consecutive titles insert between the two headings only one blank line as the distance and in the second heading delete the *spacing before*.

Table of Contents:

The text of the contents should not run into the side information, i.e., the distance between the text and the specified page numbers should be about 0.4 cm.

Header Texts:

Header texts that are too long, please wrap to multiple lines.

All texts on the subdivisions should be indented in each level separately justified.

The page numbers are formatted in the *regular* font style (please do not use *bold*).

Quotes:

For quotations the following format settings apply:

Justified

Font Size = 9 pt

Left Indentation = 0.58 cm

Spacing before/Spacing after = 3.9 pt

Line Spacing at least = 11 pt

Footnote Text:

Footnote numbers should not be superscripted. Therefore, please click a footnote in the footnote text and then go to the menu *Edit-> Highlight All*. Then go to the Menu-> *Format-> Font* and remove the check mark from → *Subscript*. Make sure that *hanging indent* is entered with about 0.7 cm for the footnote text. If necessary, after formatting you will have to intend the first line of each footnote (after the footnote number) with the TAB key.

Footnote Line:

To add your text in the footnote line, please switch to the design view and click under "References" in the field "Footnotes" to "Show Notes". At the bottom now appear the footnotes as well as a line in which settings can be made. Please select from the drop down menu on the left "Footnote Separator" and paste from exactly 20 underscores a manual line.

Headers and Footers:

Please work in your document with a header and a footer to insert page numbers. Headers and Footers receive the following formatting: *Distance from the side edge-> Header = 1.27 cm, Footer = 4.95 cm*. In the options *Odd / Even Page Differently* and *Different first page differently*, please put a check mark.

Page Numbers:

To add page numbers, please use the settings set Header and Footer. Here you can add on the first right and the first left side of your document, a page number that you format then as follows: The font of the page number is the Times New Roman in 10.5 pt, the formatting of page numbers must also be extended with a *spacing before* of 8 pt.

Column Titles:

To add the column title to your text, you have two options:

1. Manual Method:

Double-click in the header of the first page, 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 (on the even-numbered pages on the left, on the odd ones right-justified). In the toolbar at the far right you will find in the header area, the Header & Footer Tools, where you can make fine adjustments (e.g., tick the "first line differently," that causes the column line to disappear on the first page of the section). Please note that the manual method for changing column lines makes a section break (in Page Layout - Page Setup - breaks) in the text necessary.

2. Automatic Cross-Referencing:

Double-click in the header of the first page, which is to get a column title and click under "References" - "labels" on the "cross-reference" button. From the drop-down menu at the left select "headlines". Now appears the list of the headlines displayed in the texts from which you can make a selection. Please make sure that the checkbox is set "as a hyperlink." Now you can format the column title with the "H" button (column header) and set it to the outside (for the even-numbered pages on the left, on the odd ones right-justified).

In general: The headlines should not be multiple lines! If necessary, the heading in the column title must be shortened. Usually left for the main level and right for the first sub-line of the headings in the left column title will be used. The method of cross references is somewhat simpler, but therefore the headings used in the text must be short enough so that the column title is not in multiple lines.

Text Holes:

So-called text holes occur in passages with compound words or words that are unknown to the separation system. Here you will have to manually separate, by inserting at a suitable location a space or a space with a hyphen. This creates a new wrap, so that text holes disappear.

Internet References:

(e.g., in the footnote text) are also separated by spaces or going to be re-wrapped. Please format in basic font black and never underscore like the basic font. For this purpose remove the formatting (with the right mouse click on the highlighted link).

Correct adjustment of the hyphenation menu:

Please ensure the correct setting of the hyphenation program. You will find it in the Menu -> under *Extras* -> *Hyphenation*. Make sure that the only checked box is -> *Automatic Separation*. The hyphenation zone can be reduced to 0.2 cm and the -> *Number of consecutive hyphens* to *unlimited*. Make sure that the *Menu* -> *Extras*-> *Languages* is set to *German* /...*English*/...*French*.

Pagination:

Please note that all main chapters should start on odd pages. Main chapters are Preface, Table of contents, List of abbreviations, Chapters I, II, III, etc., Bibliography, Notes. Subchapters shall continue the format without a new page break. If a main chapter ends on an odd page, the following page just before the next main chapter can be left blank.

Sample Pages:

Before the final formatting of the complete text please send sample pages of main work, pages with tables or graphs, bibliography, pages with many headings and if applicable the table of contents to the appropriate editor in the publishing company. Gladly we check beforehand basic

formatting mistakes to avoid unnecessary expenditure of time and extra effort in formatting these pages.

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