Author's Guidelines on formatting contributions[1]

Font (text)	Times New Roman
Contribution title	Format template: *Contribution title*
Author's name(s)	First name / s and surname / s in normal text; format template: *Author's name*
Author's address(es)	***One Author*** Institution / Company, Place / Country · email address; format template: *Address*. ***Several Authors*** First, the last name in the author line, numbered starting with a superscript "1". Then, the first address lines, again starting with a superscript "1", likewise numbered. Institution / Company, Place / Country · email address (1st Author); Institution / Company, Place / Country (other Authors); format templates: *Address_2* (1st line, 2nd line ...); *Address* (last line).
Titles / headlines	Use the format templates *Heading1*, *Heading2* and *Heading3*. Reference numbering before headings are not automatically generated and must therefore be added. Insert tab between such numbers and text. All headings are to be left aligned; if they run to more than a single line, please make sure they are logically separated. If two headings follow one another, the second one is to use a prior indent of **0 pt**.
Abstract	Format template: *Abstract*.
Keywords	Maximum: **five** keywords; Format template: *Keywords*.
Illustrations	To ensure optimal reproduction of the graphics, a high resolution must be guaranteed. For scanned or already digitally available raster graphics, the resolution must be at least **300 dpi** for the typesetting mirror width **of 13 cm**. Analog vector graphics must be scanned with a resolution of at least **1,200 dpi** (based on the typesetting mirror width **of 13 cm**). **Important:** For photos, make sure that the colors contrast clearly. For line drawings (vector graphics) created with a drawing program, all line thicknesses must be defined. The minimum thickness must not be less than 0.25 pt. or 0.15 mm. The same applies to the use of grids. The minimum raster thickness is 5 %. The font used should be Arial with a font size of 9 pt. to ensure good readability.

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[1] These author's guidelines refer to the example text supplied with them, which includes the individual format templates.

To achieve the **highest possible resolution for screenshots**, the maximum screen resolution should be used. After inserting the screenshot into a graphics program (Photoshop, IrfanView etc.), saving the screenshot in the TIFF format with the option "compression none" will give the best result.

Important: For complete formatting of the text, the illustrations must be integrated into the text. For printing, the publisher must receive the original raster graphics in TIFF, PNG or JPEG format and the original vector graphics in PDF, EMF or WMF format or, if created using PowerPoint or Excel, as the original file. The file names should always be preceded by the figure number so that a clear assignment is possible.

Use the *Graphics* template to format graphics / illustrations. Use a **0 pt** prior indent for those sited at the beginning of a page. Do not use positioning frames.

Use the *Graphics sub-text* template for text below illustrations. Illustration numbering is to be in bold type (**Fig. 1:**).

If illustrations inserted into the text, which are less than half the area width (< 6.5 cm), the figure captions should be placed next to the picture. This can be achieved most easily with a table (without gridlines).

In the text, the term "Figure" is written out in full; the abbreviation "Fig." is used for references to figures in brackets.

Tables

No special templates are provided for formatting these. They should be in frames (width ½ pt) and left-aligned; do not use type smaller than **9 pt**.

Table titles / headings are to be formatted using the *Table heading* template. Use **bold** type for numbering in headings (**Table 1:**). Insert a single tab between numbering and following text.

Use a prior indent for tables beginning at the margin of **0 pt**.

Space between text passages after tables is to be set using the *Paragraph after tables* template.

In the text and in the table heading, the term "Table" is written out in full; the abbreviation "Tab." is used for references to tables in brackets.

Lists

Lists in the text are to be separated from the remaining text by an indent before and after of **6 pt**. Paragraph formatting is to be **0.63 cm, hanging**. Dots (●) should be used as bullets.

Titles / headings

The first page with the contribution title appears without heading text; the journal's name is to be shown in odd-numbered and author's name (only the first letter of the first name) and the abbreviated title (if necessary, please shorten the text) in even-numbered page headings.

Several authors: After the first author's name follows "et al.". Page numbering is not required.

Formulae	Smaller formulae not referred to elsewhere in the text can be integrated in the text. Use the WinWord formula editor to create formulae.
	All other formulae to have a 1 cm left indent. Space before and after must be **6 pt**.
	Insert a right-aligned tab after formulae and serially number them. Use this as reference in the text.
	Use italics for variables, Greek letters, etc. in text as in the formulae editor.
Literature citations	Use small capitals for author names when making references in text (without first name / s).
	Examples
	(STEINITZ 2012) resp. (STEINITZ 2012, 144)
	(ERVIN & STEINITZ 2002) resp. (ERVIN & STEINITZ 2002, 757)
	(WALLS et al. 2020) resp. (WALLS et al. 2020, 47).
	(STEINITZ 2012, GIROT 2020, WALLS et al. 2020) resp.
	(STEINITZ 2012, 144; GIROT 2020, 12; WALLS et al. 2020, 47).
Bibliography	The bibliography is to be written as for normal text format; template: *bibliography text.*
	The method / s to be used is / are shown in the example text.
	Internet references must include the date of the last access, e. g. http://www.nature.org/media/pa/pa_energy_assessment_report.pdf (07.12.2020).
Footnote text	This is to be as specified in the *footnote* template. Set a tab between footnote symbol / number and text.