

SEKL

Studien zur europäischen Kinderliteratur

Style Sheet for the Creation of a Printable Manuscript

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Style Sheet

For submitting self-produced manuscript pages ready for printing please follow the guidelines stated below. A printable PDF-file with already embedded fonts and graphics, an up-to-date printout made from this file as well as the open data (e.g. word-file and separately all graphical files as jpg or tif) will have to be submitted.

Format/Type area (grouped style without running title)

Large Format	Mid Format	Small Format
book size 16,5 x 24,5 cm	book size 15,5 x 23,5 cm	book size 13,5 x 21,0 cm
Type area 12,5 x 19,5 cm	Type area 11,5 x 18,5 cm	Type area 10,3 x 16,3 cm

Titles

- Times, left-aligned, light face.
- First category titles always begin with a page on the right, omitting pagination and running title.
- If a chapter (main part) ends on a right page, the following page is blank and another blank page has to be inserted.
- Please do not place a dot after arabic or roman numbers in titles, neither in the text nor in the contents.

Example: I Introduction

- Please bear in mind that the spacing between the number and the corresponding title is not to close. We recommend to set a tab stop of 1 cm. The different hierarchies of the titles shall be nicely set in one line.

Example: 1 Other Worlds Are Possible: Some Trends in European Fantastic Film after
the Cold War

 1.1 Borders and Borderzones

Indentations/Paragraphs

- Please mark a new paragraph with an indentation of 0,5 cm.(0,2 inches).
- Do not insert blank lines between paragraphs.
- Do not set an indentation at the beginning of a new page, neither after a block quote nor a title.

Font

- times or times new roman.

Point Size

page size:	10 pt.	running text:.	10 pt.
running title:	9 pt.	quotations:	9 pt.
names (footnotes):	10 pt.	footnotes:	9 pt.
headings:		references:	9 pt.
1st category:	14 pt.	index:	9 pt.
2nd category:	10 pt.	caption:	9 pt.

Line spacing always 2pt larger than the corresponding font size for example running text 12pt, footnotes 11pt, headings 1st category 16pt and so on.

Cover / Title Pages

- Cover and title pages are produced by the publishing house.
- The title pages include four pages please pay attention to this fact concerning the pagination, i. e. your first page (e. g. table of contents), starts with page 5.

Spacing, Type area

Spacing running title to text:	1 blank line
Spacing headline first category (spacing to the top):	3 blank lines (without running title)
Spacing after headline first category:	2 blank lines
Spacing citation to text and vice versa:	1 blank line
Spacing after headline second category	1 blank line
Spacing between headline second category and running text above	2 blank lines

Running Title

- on the right page first and last name of the author (centred),
- on the left page the title of the article, also centred.
- Spacing running title – text: one blank line.
- There is no running title at the first page of a chapter.

Emphasis in the Running Text

- proper nouns as well as the name of authors recte. (not italic)
- *all titles italic*
- Idioms or technical terms in single quotes.
- Avoid to emphasize by **bold-setting** or L E T T E R S P A C I N G. Please emphasize by *italic-setting*.

Hyphens and dashes

- Please be attentive to the correct application of hyphens and dashes.

Footnotes

- There is no dividing line between text and footnotes.
- The footnotes are at the end of every page numerically ascending (number in superscript).
- There is no spacing between several footnotes.

Quotations

- Quotations exceeding four lines should be indented and set off as block quotes (right justified) without quotation marks
- Quotations in the running text “double quotation marks”
- Quotation with an ellipsis at the end:
For quotations containing an ellipsis in the original, three periods without brackets are used.
- Omissions: Ellipsis points in square brackets mark omissions in quotations. Quotation with an ellipsis in the middle:

Example: Louis D. Rubin explains that “[h]istory, as a mode for viewing one’s experience and one’s identity, remains a striking characteristic of the Southern literary imagination [...]”

- Single quotations marks (‘’) are used for quotations within quotations.
- Please indent the whole block quote 1,0 cm. (0,39 inches), right justified.

References

- Please use the MLA – Style

Web Publications (Please be as precise as possible)

- Include URLs only when the reader may be unable to locate the source without it and when it is likely that the URL is not subject to frequent changes.
- Avoid including long and complicated URLs.
- Avoid including URLs. Giving the date of access is essential. It appears after ‘Web.’

Example: GREEN, Joshua: *The Rove Presidency*. The Atlantic.com. Atlantic monthly group, Sept. 2007, Web, 15 May 2008.

EAVES, Morris/ESSICK, Robert/VISCOMI, Joseph (Eds.): *The William Blake Archive*, Library of Congress., 28 Sept. 2007, Web, 20 Nov. 2012. <<http://www.blakearchive.org/blake>>.

Hyphenation

- Texts should *not* automatically be hyphenated. Please apply manual hyphenation.

Generation of a Printable File

To assure a neat print layout, it is better to work with data. Not every open format e.g. a word-document is appropriate for data migration. PDF-files optimize the type face.

There are several possibilities for creating a PDF-file but not every PDF-file is appropriate for further processing in a print office. Higher standards are demanded e. g. a higher resolution and, that is very important for the embedding of the applied fonts.

The program FreePDF XP provides a high quality and low priced solution. You have to download, install and configure one time two parts of a program, "GPL GHOSTSCRIPT" and "FREEPDF XP". The file with the required settings, the so-called Settings of the print office" is provided by our publishing house.

Ideally, you create a PDF-file after all the typographic work is done. To have the best control of the result, you have to print the file.

We give you step-by-step instructions for the creation of a pdf-file on the following pages.

Please download the two required programs "GHOSTSCRIPT" and "FREEPDF XP" from the following website <http://freepdfxp.de/xpDownload.html>

Setting

IMPORTANT:

- First, please start the program with a double click
Gs###w32.exe (# is for version number)
- Just follow the instructions until the program is initialised.
- Then you install the program
FreePDFXP#.#.EXE (# is for version number)
- Follow the instructions of the initialisation, confirm with "Ok" and wait until everything is installed.
- The program FreePDF appears in the folder
C:/Programme/FreePDF_XP
- Please copy the file we provided (Settings/Profile)
"MMC-Belichtungs-ohne-Komprimierung.fpp" in the file c:/Programme/FreePDF_XP.

Setting the Profile "MMC-Belichtung-ohne-Komprimierung.fpp"

Please open the program Free PDF

"edit" → "settings" → "Profile", please choose the profile "MMC-Belichtungs-ohne-Komprimierung.fpp"; by clicking the button "Benutzer Default Profil" the profile is set as standard, close the program.

Then go from "Start" → "printer and fax machine" to the printers which are installed. Please mark the printer "FreePDF XP" and choose "print server properties". Go to "paper/quality" and click the button "extended". Click "print quality". Additionally choose on the right "2400 dpi". Finally, close all the windows by clicking "ok" down in the right.

If you want convert any document into a PDF, go in your text processing program to "file" → "print" → and choose in the menu as printer "FreePDF XP" → "ok". Then, the window "FreePDF XP" opens, under "FDP-Profil" you find "MMC-Belichtung-ohne-Komprimierung". Please choose the memory location (e. g. desktop or a folder) and the PDF file is configured.

Tips

If you have installed on your computer the free program Adobe Reader you can click on the square on the left side "open PDF" (a check mark will be set); after the configuration, a new PDF-file is opened and indicated by Acrobat. It is highly recommended to make print outs from this pdf-file and not from the open file (f. ex. Word)

If you select the printer "FreePDF XP"-Printer by "Start" → "printer and fax" and you mark it as default printer, all printer-commands are automatically converted in a pdf-file.

Please configure the PDF-file with Acrobat, if the file is compatible to ISO PDF/X-3:2002 standard to configure under conversion-settings.

Tips, Help and Explanations

Adjustment of the margins in WORD

Small Format (type area 10,3 x 16,3)

top: 5,0 cm	bottom: 8,3 cm	left: 5,35 cm	right: 5,35 cm
Inner margin: 0 cm	chapter head: 4,2 cm	running foot: 7,3 cm	paper format: A4

Mid Format (type area 11,5 x 18,5)

top: 5,0 cm	bottom: 6,2 cm	left: 4,75 cm	right: 4,75 cm
Inner margin: 0 cm	chapter head: 4,2 cm	running foot: 5,2 cm	paper format: A4

Large Format (type area 12,5 x 19,5)

top: 5,0 cm	bottom: 5,2 cm	left: 4,25 cm	right: 4,25 cm
Inner margin: 0 cm	chapter head: 4,2 cm	running foot: 4,2 cm	paper format: A4

The indications of measurements are guidelines; the adjustments of the margins can differ, depending on the program and the printer.

We recommend to print out one page and to check the measurements of the margins with a ruler. The margins can be modified ad lib.; it is not necessary to set an inner margin, because the print office repositions it.

Page Number

- When using running titles, the page number has to be set at the top in the font of the main text, font size 10 pt.
- If you do not apply a running title, the page number has to be at the bottom of the page. Do not use dashes i. e. “- 4 -”.
- The application of a running title is an option but we highly recommend it in miscellanies. In any case, the page numbers have to be placed close to the outside, odd numbers close to the outside on the right, even numbers on the left.

Font-Style

- Please apply Times or Times New Roman.

Line Spacing

- For the line spacing, please use : chosen font size plus 2 pt.
- In Word: “Format” → “paragraph” → “line spacing” and click “precise” 12pt 11pt or 16pt.

Prelims

- The prelims (the first four pages) are configured by the publishing house. They are sent to the author/editor to check before printing. Therefore, start page-numbering with page 5.

Footnotes

- Take care that raised footnote-references do not cut into the line above (“g”, “j” etc.)

User-Defined Footnotes/Endnotes

- Please use the automatic footnote numbering option of WORD. Do not activate – either in the footnotes or in the main text – an automatic paragraph control. This possible option of Word creates large “gaps” in the text.

Footnotes in Titles

- Avoid footnotes in titles.

Remove Separation Line between Texts and Footnotes

- Please remove the separation lines which are automatically set by WORD.
- Change the view of the document in “normal view” → again “view” → “footnotes”.
- In the lower window which opens up please select “footnote separation line”.
- Please mark the appearing division line there and delete it.
- Conduct the same with “footnote-continuing-separation-line”.
- Finally, return to layout-view and all the division lines will be gone.

Titles

- Titles should not be separated from the following text; therefore, there should be at least two lines of text before the next page make-up.
- Titles should be assigned the corresponding paragraph-layouts (Menu Style / Style Sheet)

Motti

- Motti are neither quoted nor substantiated

Example: “To revise is to see, or to look over, again – which means in the case of a written thing neither more nor less than to re-read it”

(Henry James, Preface to *The Golden Bowl*)

Pictures/Photographs

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Pictures/photographs/illustrations should be already inserted in the manuscript, if they are available as data. If there are no image data, you can incorporate a frame with an indication to the corresponding master illustration. You can enclose slides, photographs (preferably glossy) or data on CD-Rom. The resolution of the scans has to be 300 dpi. Please always provide the original image data separately, so that the print office can revert to it and the quality of the images can be optimised.

Graphics/Figures/Tables/Diagram

... should be not too small if they are high in detail. Please do not choose too small inscriptions in bar or pie charts, 8 pt is the lowest limit. Do not create complicated graphics and tables in A 3 page size. Even though folded plates are possible, they are very complex and will necessarily increase the printing costs considerably.

Layout-/Page Make-Up Control

It is essential to conduct a layout and page make-up control (accidental page-breaks/remove blank pages etc.) The body has to begin on every page at the same level, please delete blank lines on the top of the page. Please correct too large gaps before the footnotes/page break (if possible). Adjust differently set margins. Please check if the page numbering is uniform.

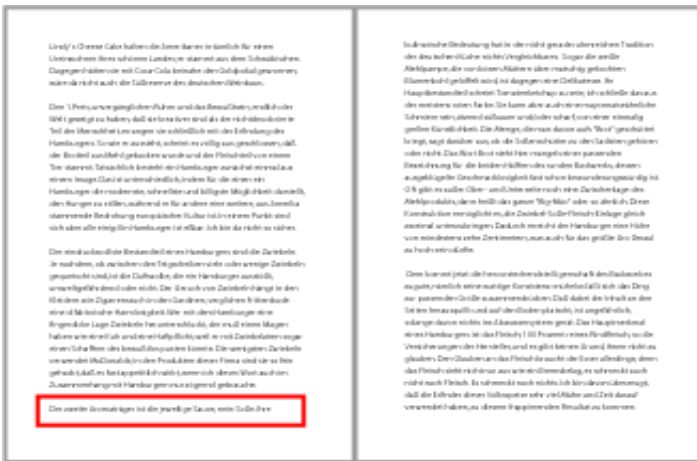
Widowed line/Orphan

Please avoid Widowed lines and Orphans:

A widowed line: the last line of a paragraph, all alone on the other side of a page break.



An orphan: A paragraph-opening line that appears by itself at the bottom of a page/column.



Page Numbering

The first four pages are intended as the preliminary pages, therefore, the page numbering starts with page 5. Acknowledgements, dedications etc. are counted but not numbered. It is possible to number the preliminary pages with roman numerals. The beginning of the main text starts with the Arabic number "1". Dedication, table of content, introduction, preface and main chapters do always start on a right, uneven page. If a chapter ends on a right page, you have to insert a blank page.

Table of Content/List of Figures/List of Tables

It is absolutely necessary to double check the different tables. Word & Co sometimes miscount, especially if “section break/New page” is inserted.

Hard Line Breaks...

... are often unnecessarily set, especially before or after titles. When the pages are made up, hard line breaks can result in singled titles appearing at the bottom of the page whereas the corresponding text starts on the next page. Concerning headlines, you have to apply “paragraph before/after (to set in the style sheet for the respective title) to solve this problem.

“Manual” Dashes

Do not use “manual” dashes (minus sign/dash). They are permanent and not removable. If the line break changes because of a larger font size or a modified line length, the slashes remain in the words and can only be deleted with difficulty. Please avoid this by using “conditional hyphen, shortcut ctrl + hyphen.

Application of Typographic Characters

Please apply typographic quotation marks. Word offers this with its option AutoFormat (respectively in the presetting).

" ... " doesn't exist

' ... ' doesn't exist

“ ... ” double Anglo-Saxon typographic quotes

‘ ... ’ single Anglo-Saxon typographic quotes

„ ... “ double german typographic quotes

, ... ‘ single german typographic quotes

» ... « double german („antifrench“) typographic quotes

› ... ‹ double german („antifrench“) typographic quotes

« ... » double french“) typographic quotes

‹ ... › single french“) typographic quotes

’ german, Anglo-Saxon, french apostrophe (the only one to apply)

- ... - normal dash (to apply für hyphenation or word-combinations – without spaces before and after)

– ... – dash (i.e. inserted sentence – with spaces before and after)

— ... — long dash

The first two marks should really not be applied in your text.. (it is right that " and ' do exist: the first one for the indication of an inch, and both marks i.e. 1 Min. 30 sec. = 1'30" ... but only to apply in that context).

Application of Colour in the Document

Coloured diagrams, graphics etc. have to be converted for black and white prints in distinguishable levels of grey, 20 % -steps within the tone scale are recommended. A test print in black and white does help in critical cases.

Unnecessary Gaps

... should be avoided. Please do not simply type blank spaces in a row to create a “tab-space”; paragraph layouts or style sheets are a much more elegant way; their advantage is that the paragraphs do not diverge for example because of a bigger font size or tabulation markers are disarranged or ignored.

Automatic Hyphenation

DO NOT APPLY AUTOMATIC HYPHENATION! It doesn't matter which version of WORD you are using – do not count on full-automatic hyphenation. Please hyphenate the finished document manually to avoid too large spaces between the words.



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