

General information on formatting the text

At the University of Bamberg Press, the publication of a manuscript is predominantly in DIN A5 format, depending on the publication series.¹

In order to create an optimal pre-print version of the document, please already create the final book format in the word processing programme.

The settings in word processing programmes result in different print images in each computer environment. A further check is then carried out by UBP.

Furthermore, we would like to refer to the [guideline for ensuring the requirements of good scientific practice](#) (Intranet, German version only).

Checklist

<input type="checkbox"/> Page format/margins, facing pages	S. 2
<input type="checkbox"/> Font type/size, line spacing	S. 2
<input type="checkbox"/> Paragraph control, hyphenation, hyperlinks	S. 3
<input type="checkbox"/> Titles, page layout/counting	S. 4
<input type="checkbox"/> Illustrations and graphics	S. 4
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¹ The notes for manuscript design for the formats 17 x 24 cm and DIN A4 are available by arrangement. They also depend on the publication series.

DIN A5 settings

Page format	Paper format:	DIN A5 (Width 14,8 cm; Height 21,0 cm)
	Page margins (user defined)	top (to header): 1,5 cm top (to body text): 2,3 cm without header: 1,8 cm inner: 1,8 cm outer: 1,8 cm bottom: 1,8 cm gutter 0,4 cm
	Pages:	Facing pages
Font	Text:	UB Scala ²
	Headline:	UB Scala Sans
Font size	Text:	10 Pkt.
	Footnotes, quotations and header:	8 Pkt.
Line spacing	Text:	exactly 13 pt.
Orientation	Text:	Full justification

Note: Please be sure to consult UBP in advance for any deviations from the recommended UB Scala font. Serif fonts such as UB Scala, are better suited for reading longer texts than sans serif fonts, as the emphasis on the baselines makes it easier for the reader to stay in line while reading. Sans-serif fonts like UB Scala Sans are used more for short texts or headlines.

² The typefaces *UB Scala* and *UB Scala Sans* are available on request from UBP.

Other settings

Paragraph	Paragraph control on (The first line of a new paragraph should not stand alone at the bottom of the page; the last line should not stand alone on a new page. If necessary, please let the text at the bottom of the page end one line earlier.)
automatic hyphenation	Additional separations only with soft (conditional) hyphen (Keyboard shortcut: Ctrl + -)
Highlighting, Quotations	usually in italics, only in exceptional cases in bold, if possible no underlining (Exception: Highlights are from one source)
Hyperlinks	Printed version ³ : no (coloured) underlining manual separation if necessary
Special characters and formulas	Use unicode-capable fonts Embedding of all used fonts ⁴
Characters of other languages	UB Scala Plus ⁴

³ Online edition: You can supply us with a second, otherwise identical file with coloured and underlined links by arrangement.

⁴ The various settings for embedding fonts differ depending on which source programme you use for word processing. Please inform yourself according to your programme - but above all it is important that you use unicode-capable fonts, otherwise undesirable side effects may occur when converting to PDF format.

Important: When merging chapters/files from several files, the fonts/size for footnotes and text must be defined separately with the same specifications in all required files!

Titles, page layout and counting

The title page (title page, imprint, etc.) comprises four pages and follows the guidelines of UBP. The page count of the actual document therefore starts at 5 and is usually the table of contents, the foreword or the acknowledgements.

The cover will be created by UBP. You are welcome to send us a sample title page with details, e.g. name and author of the cover image, contributors to layout and typesetting, possible funding (e.g. DFG). We can also provide you with a sample title page on request.

Arrange the page numbers so that they are suitable for double-sided printing (i.e. centre or alternate right / left; odd-numbered pages on the right). New parts of the work (preface, table of contents, introduction, bibliography, etc.) begin on a right-hand (odd-numbered) page (insert blank pages if necessary, count them but do not number them). In the case of collective works by different contributors, each essay should begin on a right-hand (odd) page (insert blank pages if necessary, count them, but do not number them).

Headers and footers must also be set up for double-sided printing. Headers must be formatted as single lines.

Illustrations, graphics, tables

Graphics should be inserted into the text in Word via the menu item *Insert/Graphic/From File*. Paste via *copy and paste* can lead to problems when printing. Illustrations such as photos, coloured graphics and line drawings must have a resolution of at least 600 dpi.

In the case of tables, illustrations and maps, all legends and symbols must be clearly recognisable, lines must be sufficiently strong and greyscales

must be distinguishable from one another. Background fillings (shading) should be avoided. Column charts should either not be filled at all or with a strong grid, dot or line pattern.

For some series it is possible to include a picture on the cover. You are welcome to provide us with a suitable digital image in suitable resolution (min. 600 dpi, see above). Please note that you must own the corresponding exploitation rights for this image and be able to assign them to us. We require appropriate proof of this.

Accessibility

We recommend that you make your document **as accessible as possible**. In doing so, we follow the [European Union Directive 2102](#).

Checklist of requirements for a digital Word document⁵:

- In addition to the file name, a **document title** is also entered in the file properties.
- All **languages** used in the document are installed and activated.
- All text sections and words that were not formulated in the main language of the document are marked in the **corresponding language**.
- All text elements of the text are semantically distinguished by a **style sheet**.
- Using the **style sheets**, all **headings** are arranged in a logical hierarchy that also correctly reflects the reading order.
- There are no **blanks** in the document that have been forced by the frequent use of spaces or blank lines.
- All characters and **symbols** used in your document are represented in a semantically correct way and have a **Unicode** entry.

⁵ Sarah Böhlau: Instructions for creating an accessible document with Microsoft Word incl. conversion to PDF. Hyperlink (German version only): https://www.uni-bamberg.de/fileadmin/user_upload/Anleitung_zur_Erstellung_barriere-freier_Word_Dateien.pdf

- **Relevant picture elements are supplemented by alternative texts.**

Also, besides pictures and graphics, no content is transmitted only **via visual signals**, for example via font colours and contrasts.

Decorative elements are marked as such.

- For hyperlinks, the quick info option is filled in.
- The page numbers match the page numbering.

Also note: **The more complex your document is structured, the more difficult it is to ensure accessibility.** If possible, keep it simple.

More information on digital accessibility as well as detailed instructions on how to create accessible documents with Microsoft Word can be found [here](#).

ORCID

If you do not yet have an **ORCID iD**, we strongly recommend that you register with [ORCID](#). If you work at the Otto-Friedrich-Universität Bamberg, please make sure that your ORCID profile is linked to the [FIS](#). When uploading the file to the FIS, external authors are asked to enter their iDs in the comments field.

Note on anthologies: Please indicate the ORCID iDs directly with the articles. We ask you to use the ORCID icon (freely downloadable at: https://commons.wikimedia.org/wiki/File:ORCID_iD.svg) and link it to the respective profile. It should be inserted after the author's name, with the iD following:

Name Surname  0000-0001-2345-6789

For example:

<p>Katharina Christa Schüppel  0000-0001-5622-5696</p> <p>Die Madonna bekleiden Zwölf Apostel auf dem Mantel der Walcourt-Madonna</p>

Further information on ORCID at the Otto Friedrich University Bamberg can be found [here](#).

Manuscript delivery / PDF settings

Please deliver the document to us as an unprotected PDF file. In this format, the font sizes, positions of images, page changes, line breaks, paragraphs, etc. specified in the word processing programme (e.g. Word) are transferred to a file suitable for archiving. It is advisable to create the PDF on the same computer on which you created your original file. Word files in particular can look completely different on a different PC.

When converting the original file into a PDF file, please make sure that **all fonts are embedded**. Do not use the standard setting for the conversion, but select the print output quality setting that is more suitable for printing. These settings can be made in the print mask.

Please check your file for unwanted blank pages, shifts, etc. after the PDF conversion. In the [Research Information System \(FIS\)](#) you can provide us with the metadata for your document and upload your complete and print-ready document.

Research data

You can also publish the research data associated with your UBP publications. This represents an independent, citable and re-usable scientific achievement. Research data is data that is generated in the course of scientific projects, e.g. through digitisation, source research, experiments, measurements, surveys or interviews. There are great differences between disciplines with regard to the formats and collection methods. For example, text data, 3D models, videos and photos, but also statistics, annotations or observation data count as research data.

If you would like to find out about the various options for publishing research data, please contact the FDM Service by email fdm@uni-bamberg.de or phone +49 951/863-1536. The team will be

happy to support you in all matters relating to research data management. Further information can be found on the [website](#).

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