BASIC LAYOUT GUIDELINES

REQUIREMENTS. RECOMMENDATIONS. NICE TO HAVE.

Basic layout guidelines of KIT Scientific Publishing

ЛKIT Scientific Publishing

Generally the defined explanations of the individual parameters need to be executed consistent and consequent within the whole document.

Within the existing templates for series the defined features of the individual parameters cannot be changed without consulting the director of the institute and the publisher.

ELEMENTS	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Body text	The body text must be placed in justification and 100% black.	✓		
Bookmarks → pages 29, 30 and 37*	Comments or links must be set to the setting „not printing" so that they will not be printed later.	✓		
	Links and bookmarks should also be included for the subsequent online version.		✓	
Chapter division → pages 25 and 39*	• New chapters always begin on a right-hand page, please insert a blank page if necessary. → Blank pages do not contain page numbers or headers. • Only use page breaks for new chapters, not for subchapters (sub-sections).	✓		
Contrast levels → page 37*	Ensure that there is adequate brightness contrast between the text and background areas in graphics and diagrams. Black text on dark background or bright text on pale background is difficult to reproduce in print.	✓		
Embedded fonts → page 28*	To ensure that all fonts are printed as formatted or displayed in the document, all fonts must be embedded into the document for final conversion to PDF.	✓		
Enumerations → page 31*	Set and line up longer texts from three lines in justification (formatting the second line to the height of the first line).	✓		
	To avoid inappropriate line breaks and gaps in the text, short bulleted texts (1 to 2 lines) should be laid out with left justification only and early line breaks used.		✓	
	Use consistent bullet point characters.			✓
Font sizes → page 25*	In your initial format, create your font sufficiently large, taking into account any subsequent scaling. Note the corresponding scaling factors and font sizes according to the table at the end of the document (page 6).	✓		
Font usage → page 28*	Computer modern (cm, cmr, cms…) or LM fonts must not be used in body text! Experience has shown that these font families lead to problems in print. → At the end of the document you will find an overview of our font recommendations (page 6).	✓		
	Use italics for emphasis only within the body text.			✓

ELEMENTS	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Footnotes → page 31*	• Normally positioned at the end of a page (delete any subsequent empty lines). They must be two point smaller than the text body. → See table of p. 6 • Numbering must be superscripted in the running text and below in the list with explanations. • The spacing between the body text and the footer separation line must generally be set to approx. 2 lines (Word 12 pt, LaTeX 20 pt)	✓		
	• Front-align numbers and align texts from the second line onwards with the height of the first line. • Increase the spacing between the number and text slightly if necessary. • Do not allow footers to spread across 2 pages.		✓	
	• Re-start the numbering for each chapter.			✓
Formulas	Place all formulas consistently centred or all at the left margin of the type area	✓		
	Formula contents must be set right-justified at the margin of the type area.		✓	
Headers → pages 32, 34 and 39*	• Please include a header on all pages with content. → Normally the title of main chapter is given on the left-hand page, and the section heading on the right-hand page. • No header for each first page of a chapter. • Chapters without sub-sections must have the main chapter as header. • Headers are only permitted to be one line in length; shorten if necessary.	✓		
	• Headers should ideally be separated from the body text with a horizontal line of 0.3 pt. • Include chapter numbers. • No bold / italics; no uppercase letters.		✓	
Headings → pages 32, 34 und 39*	• Always set ragged alignment. • If there are several headings one below the other, they must all be indented to the same vertical height. The indentation depends on the largest numbering, but must not exceed 5mm for headings in the 4th level.	✓		
	• Set in bold type. • If necessary, wrap earlier so that the lines appear a little more balanced. • Do without separations. • Line out texts, i.e. indent the second line as the height of the first. • Font sizes should be clearly different from each other (at least 2pt difference). → See table at the end of the document (page 6).		✓	
Hyperlinks → page 37*	Should not be formatted in colour for printing (additional colour pages mean higher printing costs).			✓
Illustrations → p. 23, 25, 29, 37*	Should be build up over full type area width; small illustrations should remain centered.		✓	

ELEMENTS	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Image captions and table headings → pages 27 and 31*	• Set long image captions and table headings (of three lines or more) left-justified on the left-hand side of the type area and in justified form. • Use the entire paper width for layout. Mark-up using a smaller font size should be sufficient. • Position table headings consistently either above or below tables.	✓		

	• Two formatting options:
	  1. The second line and subsequent lines should be formatted to the height of the first line.
	  2. Format enumeration in bold (place text consecutively or set off with an indent as in point 1)
	• Centre (1-line) captions. Exception: Lines running across virtually the entire paper width should also be left-aligned
	  to avoid the appearance of layout errors.
	• To avoid unfavorable page breaks and gaps in the text, short inscriptions should be placed left-justified and should be wrapped earlier.
	• Include chapter number in the numbering.
	• Sources for captions should be continuously put in parentheses.
			✓	

Image resolution → page 37*	Your images should be a minimum of 200 dpi for printing.		✓	
Indentations → page 28*	• All first line indents should be deleted and a paragraph inserted instead. • If first line indents are not renounced with, they should be manually removed from the first line of a paragraph after blank lines or at the top of the page.		✓	
	• Do not indent the first line of each paragraph after blank lines or at the start of a page.			✓
Landscape pages	For printing, all pages must be in portrait format. Position page numbers and headers on one of the shorter sides.	✓		
Line and page breaks → pages 28, 29, 30 und 34*	• Enable automatic hyphenation and add manual breaks if necessary to avoid larger text spaces. • Never allow individual lines to be positioned at the start or end of a page on their own.	✓		

	• There should never be any line breaks moving individual syllables or short words onto a separate line.
	  Caution: It is important to ensure that this does not result in large gaps in the text.
	• Max. 3 breaks following one another (in succession).
	• Inappropriate line or page breaks:
	  → Do not separate equations across 2 lines,
	  → Incorrect hyphenation,
	  → Do not separate a number and unit of measurement across 2 lines (insert a non-breaking space where necessary),
	  → Avoid line breaks after the first two or the last two letters of a word,
	  → Avoid breaks at the end of a page,
	• Texts should not be separated by graphics or tables.
			✓	

ELEMENTS	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Line spacing → page 27*	To ensure an optional reading flow, you should set the line spacing with Word to 1.15-1.2 times or, with LaTex, set the following command in the 'preamble': \usepackage{setspace} \setstretch{1.15}		✓	
Line thickness → page 37*	Lines should be at least 0.3 pt (0.1 mm) in the final format for printing. → If your document is being scaled for printing, use a line thickness of at least 0.6 pt.		✓	
Links	→ For a detailed description, see "Bookmarks" (page 1).			
List of figures	→ For a detailed description, see "Table of contents" (page 5).			
List of tables	→ For a detailed description, see "Table of contents" (page 5).			
Pagination → pages 25, 26 und 34*	• Set page numbers in the same characteristics as those of the body text. → See table at the end of the document (page 6). • Place page numbers on each page (preferably outside), except on blank pages. • Do not include page numbers in the header because chapter openings do not have a header (the table of contents would lose its purpose).	✓		
	• Begin the first page with quotable content (acknowledgements, foreword or summary) with a Roman „i".		✓	

Side margins/Hype area
→ page 26*
	• As the pages will be bound in the middle, the inner margin must be wider than the outer margin to ensure the subsequent page layouts
	  look balanced and that no text is lost in the bound section.
	  → The page margins must have the following minimum dimensions: See table at the end of the document (page 6).
	  → *Please observe these dimensions according to the overall size of your document and taking any scaling into account as necessary.*
	• Ensure that no elements or texts extend into the page margins.
		✓		

Spacing → pages 25, 27, 31 und 34*	Use consistent spacing between the individual elements (consistent empty lines, captions for figures, etc.) and make sure that this spacing is observed for the entire book.	✓		

ELEMENTS			EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Table of contents (underlined explanations apply to all lists, e.g. the <u>list of figures</u> and the <u>list of tables</u>) → pages 25 and 34*			• All headings of the 1st level (e.g. foreword, abstract, directory etc.) as well as headings (up to 3rd level) must be included, **except** for the „table of contents". • <u>All page numbers must be placed below each other and right-justified at the right margin of the type area.</u> • <u>Ensure that the texts all begin at the same vertical height.</u> • <u>Line out texts, i.e. indent the second line at the same height as the first.</u> • <u>Wrap texts earlier so that they do not run over the lones or into the page numbers.</u>	✓		
			• As a rule, a maximum of three headings levels are listed. • Format main chapters in bold. • <u>Start text flush with the heading at the front.</u> • <u>Insert dotted lines to reliably guide the eye to the page number</u> (even for main chapters). • <u>Set in flutter text to avoid text gaps.</u> • <u>Resign from seperations.</u> • <u>Wrap texts earlier, so that the lines seem even more equal.</u>		✓	
			• <u>If necessary, slightly increase the space between the numbering and text to fill the gap for multi-digit numbers.</u>			✓
Tables → pages 25, 27, 28, 29 and 39*			• To avoid gaps in the text, format cells with left justification only. • Use the entire width of the paper for the layout; small tables can remain centered.		✓	
			• Insert an additional line above the first and last row.			✓

Font sizes

Book format/Scaling		H1 / chapter*	H2 / section*	H3 / sub section*	H4 / sub sub section*	Bodytext ** / document-class	Headers[1], footnotes[2], captions[3]
No scaling (Layout in final format)	17 x 24 cm	20 pt	15 pt	13 pt	10 pt	10 Pt	8 pt
	DIN A5	18 pt	14 pt	12 pt			
	DIN A4	25 pt	17 pt	14 pt	11 pt	11 pt	9 pt
DIN A4 to 17 x 24 cm (Scaling: 81 %)		25 pt	18,5 pt	16 pt	12,5 pt	12,5 pt	10 pt
DIN A4 to DIN A5 (Scaling: 71 %)		25 pt	20 pt	18 pt	14 pt	14 pt	11,5 pt
17 x 24 cm to DIN A5 (Scaling: 87 %)		20,5 pt	16 pt	13,5 pt	11,5 pt	11,5 pt	9 pt

*   Headings in the first, second, third und fourth level.

** Including pagination.

[1-3] markboth, footnote, captions (image captions and table headings)

Font usage

	Microsoft WORD	LaTeX
Serif Fonts	Minion, Palatino, Times	Libertinus Serif, Nimbus Roman, URWPalladio, Utopia Roman
Sans Serif Fonts	Arial, Calibri, Tahoma, Verdana	Nimbus Sans

Side margins

Book format/Scaling	up to 199 pages	200 to 399 pages	400 pages and above
No scaling (Layout formats in DIN A5 and 17 x 24 cm)	inner: 20 mm	inner: 23 mm	inner: 25 mm
	outer: 15-18 mm*	outer: 15-18 mm*	outer: 15 mm*
No scaling (Layout format in DIN A4)	inner: 30-35 mm	inner: 35 mm	inner: 35 mm
	outer: 20-25 mm	outer: 20-25 mm	outer: 25 mm
	top: 21 mm**	top: 21 mm**	top: 21 mm**
	below: 17 mm***	below: 17 mm***	below: 17 mm***
DIN A4 to 17 x 24 cm (Scaling: 81 %)	inner: 25 mm	inner: 28 mm	inner: 30 mm
	outer: 20-23 mm*	outer: 20-23 mm*	outer: 23 mm*
DIN A4 to DIN A5 (Scaling: 71 %)	inner: 28 mm	inner: 32 mm	inner: 35 mm
	outer: 22-25 mm*	outer: 22-25 mm*	outer: 22 mm*
17 x 24 cm to DIN A5 (Scaling: 87 %)	inner: 23 mm	inner: 27 mm	inner: 29 mm
	outer: 18-20 mm*	outer: 18-20 mm*	outer: 18 mm*

*   all around (also above the headers and underneath the pagination)

** obove the headers

*** underneath the pagination