

# BASIC LAYOUT GUIDELINES

REQUIREMENTS. RECOMMENDATIONS. NICE TO HAVE.

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.

PARAMETER	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Bookmarks/Links → Manuscript handbook page 35	<ul style="list-style-type: none"> <li>• Comments or links must be set to the setting „not printing“ so that they will not be printed later.</li> <li>• Links and bookmarks should also be included for the subsequent online version.</li> </ul>			✓
Chapter division → Manuscript handbook pages 23 and 35	<ul style="list-style-type: none"> <li>• Always begin a new chapter on a right-hand page, inserting a blank page if necessary. → Blank pages do not contain page numbers or headers.</li> <li>• Only use page breaks for new chapters, not for sub-sections.</li> </ul>	✓		
	Individual graphics and tables should always be positioned at the start or end of a page, so that the text can be continued above or underneath as appropriate.		✓	
Contents (underlined explanations apply to all lists, e.g. the list of figures or tables) ->Manuscript handbook page 23 and 28	<ul style="list-style-type: none"> <li>• Dotted lines should be used to guide the eye clearly to the page number (including main chapters).</li> <li>• Set in ragged margin to avoid text gaps.</li> <li>• Resign from separations.</li> <li>• Wrap texts earlier, so that the lines seem even more equal.</li> <li>• The maximum number of heading levels is normally three.</li> <li>• Format main chapters in bold.</li> </ul>		✓	
	Do not include „Table of contents“ heading text.			✓
Contrast levels → Manuscript handbook page 33	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 → Manuscript handbook page 25	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	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.			✓

PARAMETER	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
First line indent	Do not indent the first line of each paragraph after blank lines or at the start of a page.		✓	
Font sizes → <a href="#">Manuscript handbook page 25</a>	The font size in your original format should be sufficiently large, taking subsequent scaling into account. On this note, observe the relevant scaling factors and font sizes in accordance with the <a href="#">table at the end of the document (page 5)</a> .	✓		
Footnotes	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 page 5	✓		
	<ul style="list-style-type: none"> <li>• Numbering must be superscripted in the running text and below in the list with explanations.</li> <li>• Front-align numbers and align texts from the second line onwards with the height of the first line.</li> <li>• Increase the spacing between the number and text slightly if necessary.</li> <li>• Do not allow footers to spread across 2 pages.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>• Re-start the numbering for each chapter.</li> <li>• The spacing between the body text and the footer separation line should generally be set to approx. 2 lines (Word 12 pt, LaTeX 20 pt)</li> </ul>			✓
Headers → <a href="#">Manuscript handbook page 23</a>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• No header for each first page of a chapter.</li> <li>• Chapters without sub-sections should have the main chapter as header.</li> <li>• Headers are only permitted to be one line in length; shorten if necessary.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Headers should ideally be separated from the body text with a horizontal line of 0.3 pt.</li> <li>• Include chapter numbers.</li> <li>• No bold / italics; no uppercase letters.</li> </ul>		✓	
Headings → <a href="#">Manuscript handbook pages 23, 25, 27, 28, 30 and 31</a>	<ul style="list-style-type: none"> <li>• Use consistent formatting → order, font size/point size, spacing before/after.</li> <li>• The headings must be laid out with left justification.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• If there are multiple headings in succession, these should all be at the same vertical height</li> <li>• set in bold type</li> <li>• Insert line breaks in texts early where necessary, so that the lines have a more balanced appearance.</li> <li>• Do not use line or page breaks.</li> <li>• Line up texts, formatting the second line to the height of the first line.</li> <li>• Font sizes should be clearly different from one another (min. 2 pt difference).</li> </ul>		✓	
Hyperlinks	Should not be formatted in colour for printing (additional colour pages mean higher printing costs).			✓

PARAMETER	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Illustrations	Should be build up over full type area width; small illustrations should remain centered.		✓	
Image captions and table headings	<ul style="list-style-type: none"> <li>• Set long image captions and table headings (of three lines or more) in justification, and left-justified on the left margin of the type area.</li> <li>• Use the entire paper width for layout. Mark-up using a smaller font size should be sufficient.</li> <li>• Position table headings consistently either above or below tables.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Two formatting options:               <ol style="list-style-type: none"> <li>1. The second line and subsequent lines should be formatted to the height of the first line.</li> <li>2. Format enumeration in bold.</li> </ol>               (place the text continuously or, as in point 1, highlight it by indenting it)             </li> <li>• 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.</li> <li>• To avoid unfavorable page breaks and gaps in the text, short inscriptions should be placed left-justified and should be wrapped earlier.</li> <li>• Sources for captions should be continuously put in parentheses</li> </ul>		✓	
Image resolution	Your images should be a minimum of 200 dpi for printing.		✓	
Landscape pages	For printing, all pages should be in portrait format. Position page numbers and headers on one of the shorter sides.	✓		
Line and page breaks → <a href="#">Manuscript handbook pages 23, 26, 27 and 35</a>	<ul style="list-style-type: none"> <li>• Enable automatic hyphenation and add manual breaks if necessary to avoid larger text spaces</li> <li>• Never allow individual lines to be positioned at the start or end of a page on their own.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• There should never be any line breaks moving individual syllables or short words onto a separate line.               <ul style="list-style-type: none"> <li>→ This also relates to headings, image captions, table headings and footers.</li> </ul> </li> <li>• Never allow individual lines to be positioned at the start or end of a page on their own.</li> <li>• Max. 3 breaks following one another (in succession).</li> <li>• Inappropriate line or page breaks:               <ul style="list-style-type: none"> <li>→ Do not separate equations across 2 lines,</li> <li>→ Incorrect hyphenation,</li> <li>→ Do not separate a number and unit of measurement across 2 lines (insert a non-breaking space where necessary),</li> <li>→ Avoid line breaks after the first two or the last two letters of a word,</li> <li>→ Avoid breaks at the end of a page,</li> <li>→ Do not break (place)names.</li> </ul> </li> <li>• Texts should not be separated by graphics or tables.</li> </ul>		✓	
Line spacing	To ensure optimum reading flow, the line spacing should be set to 1.15-1.2.		✓	

PARAMETER	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Line thickness → <a href="#">Manuscript handbook page 33</a>	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.		✓	
List of figures and tables	Ensure that the texts all begin at the same vertical height.	✓		
	Begin all text flush with the heading.		✓	
	Increase the spacing between the number and text slightly if necessary to take the gap clearer for multi-digit numbers.			✓
Lists and indexes (including the table of contents) → <a href="#">Manuscript handbook pages 23 and 28</a>	<ul style="list-style-type: none"> <li>Line up texts, formatting the second line to the height of the first line.</li> <li>Insert line breaks in texts early to avoid texts running over or into the page numbers across the lines.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>To avoid gaps in texts, format lists with left justification only.</li> <li>Do not use line or page breaks.</li> <li>Insert line breaks in texts early to make the line formatting more balanced.</li> </ul>		✓	
Pagination → <a href="#">Manuscript handbook page 23</a>	<ul style="list-style-type: none"> <li>Set the page number as high as the flow text. --&gt;See table at the end of the document (page 5).</li> <li>Place page numbers on each page preferably outside), except on blank pages.</li> <li>Do not include page numbers in the header because chapter openings do not have a header (the table of contents would lose its purpose).</li> </ul>	✓		
	Begin the first page with quotable content (acknowledgements, foreword or summary) with a Roman „i“.		✓	
	No page numbers on empty pages.			✓
Side margins/Hype area → <a href="#">Manuscript handbook page 24</a>	<ul style="list-style-type: none"> <li>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 should have the following minimum dimensions: <a href="#">See table at the end of the document (page 5)</a>. → <i>Please observe these dimensions according to the overall size of your document and taking any scaling into account as necessary.</i></li> <li>Ensure that no elements or texts extend into the page margins.</li> </ul>	✓		
Spacing	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.	✓		
Tables	<ul style="list-style-type: none"> <li>To avoid gaps in the text, format cells with left justification only.</li> <li>Use the entire width of the paper for the layout; small tables can remain centered.</li> </ul>		✓	
	<ul style="list-style-type: none"> <li>Insert an additional line above the first and last row.</li> </ul>			✓
Text body	The text body must be placed in justification.	✓		

PARAMETER	EXPLANATION	REQUIREMENT	RECOMMENDATION	NICE TO HAVE
Usage of fonts → <a href="#">Manuscript handbook page 26</a>	Computer modern (cm, cmr, cms...) and LM fonts are not permitted to be used in the body text! Experience has shown that these font families cause problems during printing.	✓		
	For good legibility, serif fonts are generally better than sans serif fonts! In our format templates, the font sizes and size settings of individual text modules have been set up to work together correctly. With other fonts, the sizes may need to be modified to make the fonts look correct. <a href="#">At the end of the document, you will find an overview of our recommended fonts (page 5).</a>		✓	
	Only use emphasis in italics within the body text, if at all.			✓

Scaling	Up to 199 pages	200 to 399 pages	400 pages and above
<b>No scaling</b> (Layout in final format)	inner: 20 mm	inner: 23 mm	inner: 25 mm
	outer: 15-18 mm all round	outer: 15-18 mm all round	outer: 15 mm all round
<b>DIN A4 to 17x24cm</b> (Scaling: 81 %)	inner: 25 mm	inner: 28 mm	inner: 30 mm
	outer: 20-23 mm all round	outer: 20-23 mm all round	outer: 23 mm all round
<b>DIN A4 to DIN A5</b> (Scaling: 71 %)	inner: 28 mm	inner: 32 mm	inner: 35 mm
	outer: 22-25 mm all round	outer: 22-25 mm all round	outer: 22 mm all round
<b>17 x 24 cm to DIN A5</b> (Scaling: 87 %)	inner: 23 mm	inner: 27 mm	inner: 29 mm
	outer: 18-20 mm all round	outer: 18-20 mm all round	outer: 18 mm all round

	WORD	LATEX
<b>Fonts Serif</b>	Garamond Minion Palatino Times	Nimbus Roman URWPalladio Utopia Roman
<b>Sans Serif Fonts</b>	Arial Calibri Tahoma Verdana	Nimbus Sans LM Sans

Scaling		H1*	H2*	H3*	H4*	Body text	Headers, footers, captions
<b>No scaling</b> (Layout in final format)	DIN A4	24 Pt	16 Pt	13 Pt	10 Pt	10 Pt	8 Pt
	17x24 cm	20 Pt	15 Pt	13 Pt	10 Pt		
	DIN A5	18 Pt	14 Pt	12 Pt	10 Pt		
<b>DIN A4 to 17x24cm</b> (Scaling: 81 %)		25 Pt	18,5 Pt	16 Pt	12,5 Pt	12,5 Pt	10 Pt
<b>DIN A4 to DIN A5</b> (Scaling: 71 %)		25 Pt	20 Pt	18 Pt	14 Pt	14 Pt	11,5 Pt
<b>17 x 24 cm to DIN A5</b> (Scaling: 87 %)		20,5 Pt	16 Pt	13,5 Pt	11,5 Pt	11,5 Pt	9 Pt

\* Headings 1, 2, 3 und 4.

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