

Data Collection and Structuring with DG_book_template (Version 2.2.1)

Instructions for Authors and Editors

De Gruyter is glad to welcome you as an author. Your work will be printed from a PDF file created by you. In order to help you with compilation your document, we offer this template¹. The most important settings can be found in our Style Guide² which will help you with the styling of your manuscript. In addition to that, we have generated a sample file using this template. The aim of this sample file is to demonstrate the usage of the style formats as it conforms to our requirements with respect to structure, typography and layout.

Please read this instructions³ carefully as to avoid extra work for you and us. Please do not hesitate to turn to your De Gruyter contact immediately if you have any queries or problems, or if you need to clear up any options or variations.

Before creating your final PDF file please send us 20–30 representative sample pages that have been completed using our instructions. These pages should contain all of the used heading categories, the Table of Contents, as well as examples of the References and, if applicable, the Index. Your De Gruyter contact will then discuss the corrections and further procedures with you.

If you do not create a print file but a manuscript with this template, no sample pages must be submitted.

We look forward to working with you.
De Gruyter Publishers

1 Template file: DG_book_template.dotm | version: 2.2.1 | 09.2015

2 Style guide inside pages | © 2015 De Gruyter | version 2.2.1 | 04.2015

3 Manual book template | © 2015 De Gruyter | version 2.2.1 | 09.2015

Quick Steps

1. Enter the basic system settings (chapter 1) and install the font.
2. Create separate files with the word template for each part of the publication and save these (chapter 2/3).
3. Import existing content in the new files (chapter 4). Please note the criteria of figures.
4. Format consequently the text with the paragraph styles and character styles (chapter 5).
5. Create final PDF (chapter 6).

section	step	chapter
workspace settings	save locally the folder with template	3
	open template and activate macros	1.1
	install fonts	1.2
	set up the printer	1.3
	word for mac / open office: manually settings for using the template	1.4
document settings	create and save all files of the publication in the same folder of the template – info box „Folder structure“	2, 3
gather content	gather or import text, figures, tables	4
edit content	format text and figures	5
	styles at ribbon DEGRUYTER (right <i>Home</i>)	5.1
	links in text/ insert index	5.4.4.4
	create tables of contents/figures ... with separate files	5.4
	correct content with macros (FORMAT FOOTNOTES, ADJUST HEADING INDENT, UPDATE TOC, UPDATE INDEX)	
create final files	create final PDF – info box „criteria final PDF“	6
communication	contact De Gruyter	

Contents

- 1 System Requirements — 1**
 - 1.1 Macro Security — 1
 - 1.2 Installing Fonts — 2
 - 1.3 Printer Setup — 2

- 2 Layout and Structure of a Book — 4**

- 3 Creating the Word Files — 6**

- 4 Gather and Check Content — 9**

- 5 Manuscript Markup with Style Formats — 10**
 - 5.1 The DEGRUYTER Menu Bar — 10
 - 5.2 Allocation of Style Formats — 10
 - 5.3 Style Format Menus — 11
 - 5.3.1 CLEAR FORMAT — 11
 - 5.3.2 PRINT PREVIEW — 11
 - 5.3.3 META DATA — 11
 - 5.3.4 HEADS — 11
 - 5.3.5 TEXT — 12
 - 5.3.6 LISTINGS — 13
 - 5.3.7 FIGURE — 14
 - 5.3.8 TABLE — 15
 - 5.3.9 LINGUISTIC EXAMPLE — 16
 - 5.3.10 BOX — 17
 - 5.3.11 EQUATIONS — 18
 - 5.3.12 FOOTNOTES — 18
 - 5.3.13 LINKS — 19
 - 5.3.14 REFERENCES — 19
 - 5.3.15 TOOLS — 20
 - 5.3.15.1 LINE NUMBER ON/OFF — 20
 - 5.3.15.2 PARAGRAPH NUMBER ON/OFF — 20
 - 5.3.15.3 MARGIN NUMBER ON/OFF — 20
 - 5.3.15.4 ADJUST HEADING INDENT — 20
 - 5.3.15.5 SHOW/HIDE SHORTTITLES — 20
 - 5.3.15.6 LANGUAGE SETTING — 21
 - 5.3.15.7 COPYRIGHT SETTING — 22

IV — Contents

5.3.16	INFO — 22
5.4	Create Register — 23
5.4.1	TOC — 23
5.4.1.1	INSERT TOC — 23
5.4.1.2	UPDATE TOC — 24
5.4.2	List of figures and tables — 24
5.4.3	List of Contributors (LOC) — 25
5.4.4	Index — 25
5.4.4.1	MARK INDEX ENTRY — 25
5.4.4.2	INSERT INDEX — 25
5.4.4.3	UPDATE INDEX — 26
5.4.4.4	Additional indices — 27
5.5	Logo files — 27
6	Final PDF Files — 28
6.1	Embed of Fonts in PDF — 28
6.2	Generating the Print File — 28
Index	— 29

1 System Requirements

The full functionality of the manuscript template only runs under Windows with MS WORD versions 2007 and higher. Working with *Word for Mac* or *Open Office* is possible to a limited extent. You can import the paragraph styles and character styles of De Gruyter in your file. Please use the support of your office software.

1.1 Macro Security

In order to be able to use the template it is necessary to allow the use of macros.

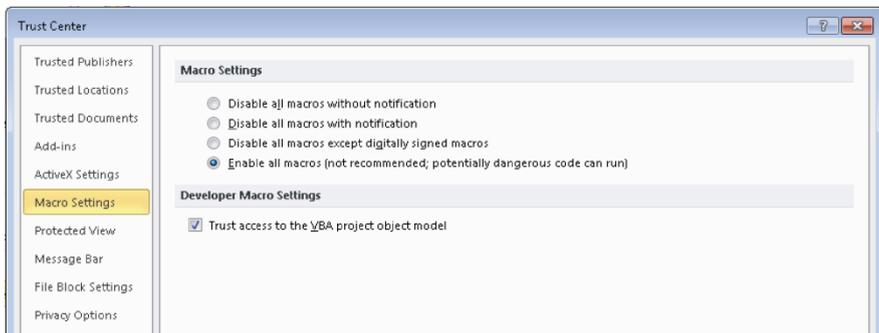


Fig. 1: Macro settings (Word 2010)

Please follow the instructions below to activate the macros in word:

Tab. 1: Macro activation in Word

Word 2007	<ul style="list-style-type: none">– <i>Office Symbol</i> (top left)– <i>Word-Options Popular Show developer tab in ribbon</i> (tick box)– In Ribbon: <i>Developer Tools Macro Security...</i>– choose <i>Enable all macros</i>
Word 2010	<ul style="list-style-type: none">– <i>File Options Security Center Settings...</i>– choose <i>Activate all macros</i>
Word 2013	<ul style="list-style-type: none">– <i>File Options Trust Center Settings...</i>– choose <i>Activate all Macros</i>

1.2 Installing Fonts

DG Meta Science was designed for the manifold requirements of the publisher; it contains about 2500 characters (see Style Guide, p.6). It is an OpenType-Font (OTF).

The special characters can be inserted via *Insert|Symbols* or the four-digit UNICODE and *Alt + C*. The technical documentation of the font can be found in the font folder. The following fonts must be available and installed in order for the template to work:

- DG Meta Science
- DG Meta Serif Science and
- DG Icons

You will get these from De Gruyter. New fonts can be added in the item *Fonts | File | Install New Font*.



Fig. 2: If one or more of these fonts are not available an error message pops up.

1.3 Printer Setup

The page settings of the two book formats are recognized by Word as *user-defined formats*, which sometimes leads to problems. During the creation of PDF files, a page setting that is in a format preset by the system may be changed using similar values causing wrapping changes. To avoid this from the outset it is useful to define the formats in the print settings. To do this, in the system settings choose *Printer*, open the settings for the PDF printer and *Insert* the two new paper formats.

It is therefore important that you decide at the earliest possible date for an appropriate PDF-Printer and work with them (see 6).

If you have the software “Adobe Acrobat Distiller” (not to be confused with “Adobe Acrobat Reader”) or the free “PDFCcreator” (<http://www.pdfforge.org/>

pdfcreator) at one's disposal, it recommend to define the De Gruyter book formats in the print settings of your PDF printer.

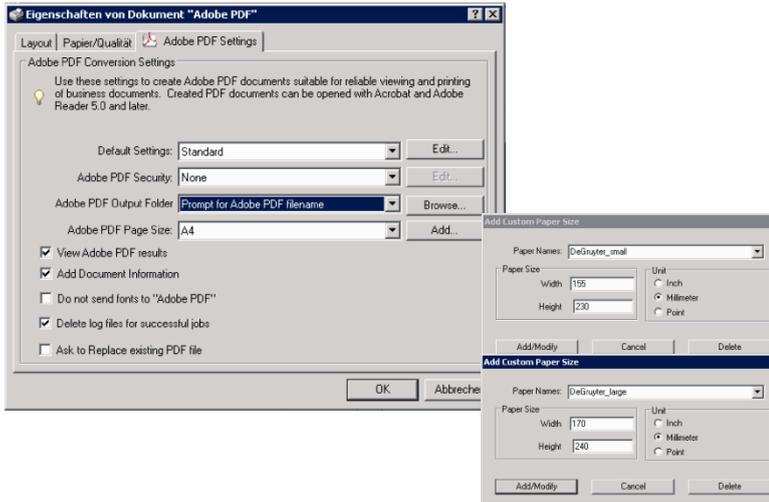


Fig. 3: Example for Adobe PDF settings

2 Layout and Structure of a Book

Along with the template you will receive a style guide and sample pages of a detailed description of typography and layout. The font sizes, line spacing and fonts can also be found here.

Frontmatter

Pages I-IV: The first four pages of the front matter are produced by the publisher

Page V: This may contain a dedication. The back of the page remains empty.

Page VII: The Foreword starts here. If there is no Dedication, it starts on page V. The Table of Contents begins on the following new right-hand page. Directories and other information can appear on the following Roman pages.

Part + Chapter

Starting with the first page of the Introduction of the chapter or article, the page numbering is continuously Arabic. The page numbering begins with an Arabic 1. All subsequent chapters and articles start on a new right-hand page (with odd page number).

Pages with a part title are inserted as an extra page. The part title is set on a right-hand page. The back side of the page is empty.

Backmatter

After the chapters, the References and the Index follow, each begin on a new right-hand page.

How to generate these files, see Chapter 3 Creating the Word Files. How to structure the files in order see table below:

Folder structure

	Separate files	
Frontmatter	Prelims	
	Dedication (optional)	
	Foreword / Acknowledgement (optional)	
	Table of contents	
	List of contributors (or optional in back matter)	
Part and Chapter	Part (optional)	I

Folder structure

	Chapter	1
		2
		...
		m
	Part (optional)	II
	Chapter	m+1
		m+2
		...
		n
	Part (optional)	Appendix
Backmatter	List of contributors (or optional in front matter)	
	Bibliography	
	Index	

3 Creating the Word Files

Before new content is entered or an existing manuscript is edited, Word files must be created using `DG_book_template` and specifying the document type.

To do this, proceed as follows:

1. Save the template `DG_BOOK_TEMPLATE.DOTM` in the same directory that you will use for the Word files of your book. This ensures that the Word files can easily access the macros and that you can see the necessary menu bar.
2. Open the template with a double click. This creates a new Word document *Document1.docx* with an initiation window where you can specify the document settings.



Warning: Never open the template using the drop-down menu that can be reached by a click on the right mouse key or by the Word menu »*File*|*Open ...*« as „.dotm“-file as these cannot be processed by the system.

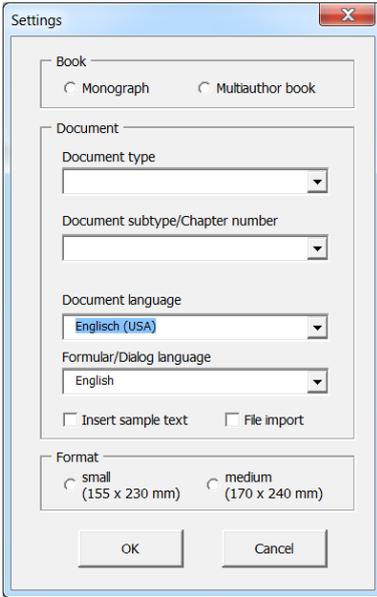


Fig. 4: Document settings

The following book and document types are available:

	Document type	Document subtype / Chapter number
Book	Monograph Multiauthor book	
Document	Frontmatter	Prelims Dedication Foreword Table of Contents List of Contributors
	Part	enter an Arabic or Roman number or a letter
	Chapter	enter or select a number (only monographs)

Document type	Document subtype / Chapter number
Backmatter	Bibliography Index

In addition to the options above the following languages are available. They are defined by the style formats and are necessary for the automatic hyphenation at line breaks:

- German (Germany)
- English (UK)
- English (USA)

Apart from that, you can switch between German and English in the dialog language for the menus. Both settings you can change later via **TOOLS | LANGUAGE SETTING** (see [5.3.15.6](#)).

Please select between **FILE IMPORT** and **INSERT SAMPLE TEXT**. **FILE IMPORT** allows you integrating and editing an existing manuscript (details see chapter [4](#) and [5](#)). The function **INSERT SAMPLE TEXT** generates a sample text with basic elements of the document and can be overwritten if required.

At last you choose the book format. Available formats are small (155 × 230 mm) and medium (170 × 240 mm).

Pushing the **OK** button creates a new document with the selected properties.

4 Gather and Check Content

When the new document is created, then can be inserted the text. We recommend the following workflow:

1. Delete the running head in the existing manuscript (page numbers, running title). All section breaks should be deleted (find with “^b”). If not, conflicts can be arisen with the template, when the text of the manuscript is inserted. Section breaks should be newly set in the target file.
2. Copy and paste your manuscript content with the word buttons *Paste | Paste Special | Paste | Use this format | Formatted Text (rtf)*. It is important to choose formatted text, so that the character formats are not removed (e. g. italic, bold...).
3. Assign the paragraphs with the format styles (see chapter 5.2). If your manuscript is already well-structured, then it is recommended that to use *Find and Replace* (shortcut *CTRL + F* or *Home | Editing | Replace*) in order to change frequently occurring format style globally (*Home | Editing | Replace | Format | Style* – e. g. text body with indent paragraph or text body without indent `PARAGRAPH_IGNORE_INDENT`).

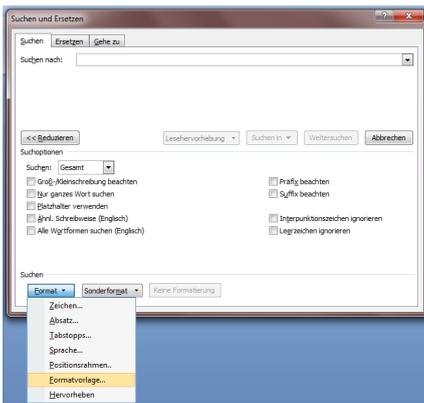


Fig. 5: menu *Find and Replace: CTRL + F* or *Home | Editing | Replace | Format | Style*

Attention: With `FORMAT FOOTNOTES` all footnotes (e. g. inserted by copying) will be automatically formatted in the De Gruyter style throughout the document.



5 Manuscript Markup with Style Formats

5.1 The DEGRUYTER Menu Bar

Upon opening the Word file, the additional ribbon tab DEGRUYTER appears at the right of HOME with all the templates needed for consistent markup.

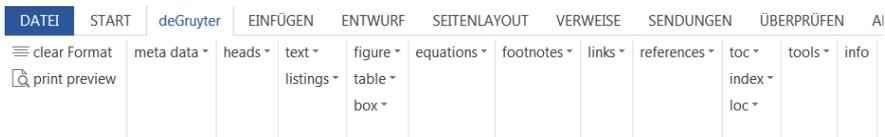


Fig. 6: ribbon DEGRUYTER

5.2 Allocation of Style Formats

The Template distinguishes between two kinds of styles: paragraph styles and character styles.

Paragraph styles (**P**) should be assigned as follows:

1. Click into the paragraph (do not mark any characters).
2. Select the correct paragraph style in the DEGRUYTER ribbon above (marked with **P**).

Character styles (**C**) should be assigned as follows:

1. Highlight the characters, words or paragraphs to be changed.
2. Assign the character style by mouse click on the corresponding menu item in the DEGRUYTER menu bar (marked with **C**).
3. Character styles can be set back to standard text using the first item in the menu bar, CLEAR FORMAT.

In addition, in the menu is found the format type macro (**M**). This indicates either styles that are combined with additional Word actions (e. g. during creation of the boxes) or the opening of forms for larger actions (e. g. by the creation of the index).

5.3 Style Format Menus

In the following the individual menu items and their templates are introduced and explained.

5.3.1 CLEAR FORMAT

With this selected character styles are reset to the paragraph style. E. g. styles like *ITALIC*, **BOLD** or SMALLCAPS are reset.

5.3.2 PRINT PREVIEW

With this button the **PRINT PREVIEW** opens and Word updates automatically all fields. This function is needed, e. g. for boxes (see [5.3.10](#)).

5.3.3 META DATA

Most of these format styles are used in the front matter, mainly in the Prelims. The frontmatter is created by De Gruyter, after they send us the finish print files.

5.3.4 HEADS

All heading styles to be used are found here (see *Style Guide*, p. 13). Numbered headings from levels 1 to 5 have a defined spacing after the number. If necessary the hanging indent in the following lines can be adjusted by using the **ADJUST HEADING INDENT** tool (see [5.3.15.4](#)).

If there are several headings right below each other, or if the heading starts on a new page, the space before must be removed (*Page Layout | Paragraphs | Line Spacing | Before* → 0 pt).

Name	Usage	Format type
chapter_author	Author(s) of a section in a multiauthor book	paragraph
chapter_title	Section heading in a multiauthor book	paragraph
chapter_subtitle	Subtitle in a multiauthor book	paragraph
part_title	Part title	paragraph
sub_part_title	Subtitle of the part	paragraph

Name	Usage	Format type
head1	Heading level 1	paragraph
head2	Heading level 2	paragraph
head3	Heading level 3	paragraph
head4	Heading level 4	paragraph
head5	Heading level 5 and all further levels	paragraph
front_matter_title	Unnumbered heading in the front matter area	paragraph
front_matter_title_toc	Table of Contents heading	paragraph
back_matter_title	Unnumbered heading in back matter area	paragraph
back_matter_devidingtitle	Subtitle in back matter area	paragraph
sub_reference_title	Third level heading for back matter or references in chapters	paragraph

5.3.5 TEXT

(see Style Guide, p. 14 f).

Name	Usage	Format type
paragraph	Body text, indented	paragraph
para_ignore_indent	Body text without indentation (after headings, figures, tables, enumerations, boxes...)	paragraph
abstract	Abstract (in multiauthor books)	paragraph
keywords	Keywords (in multiauthor books)	paragraph
dateline	Heading in first line of paragraph to mark the words Abstract and Keywords	character
address	Address line (in multiauthor books)	paragraph
quotation	Quotation, motto, insertion	paragraph
quotation_source	Author or source of the quotation, last line, right	paragraph
verse	Verse	paragraph
acknowledgment	Acknowledgment	paragraph
signing	Signature, author of the Foreword	paragraph
section_head	Legal text, first line	paragraph
section	Legal text, running lines	paragraph
paragraph number	Marginal number	character

5.3.7 FIGURE

(see Style Guide, p. 18)

Name	Usage	Format type
insert figure	Opens window to select a figure; figure is automatically inserted and a sample caption is automatically created; style formats are assigned	macro
figure	Figure	paragraph
caption_figure	Figur caption	macro
inline_figure	Figure in body text	character

The follow criteria are for creation a figure or graphic:

Criteria		
file format	eps, ems, tif, jpeg	
resolution	pixel graphic (photo), black-white (grayscale image), color	2280 pixel max. height 1441 pixel max. width
	line drawing, combination pixel graphic + line drawing	6079 pixel max. height 3843 pixel max. width
font	sans serif –Arial	
font size	8 pt	
additional formatting	bold, italic (please avoid upper cases or small caps)	
line width	black lines: min. 0,15 mm (ca. 0,5pt) gray lines: min. 0,25 mm (ca. 0,7 pt)	
color/area	only grayscales – gradation of black 20 %-steps (Please avoid shades and blends)	
attention	scanned images – risk of Moiré-effect (https://en.wikipedia.org/wiki/Moir%C3%A9_pattern) screenshots – risk of low resolution	
further information	instructions for delivery of image data http://www.degruyter.com/page/59	

5.3.8 TABLE

The table format style `TABLE_LAYOUT` in the template is to be used for the layout of tables. The macro in the menu with the same label is used to create new or format existing tables (see Style Guide, p. 19).

Name	Usage	Format type
<code>table_layout</code>	Creating and formatting tables	macro
<code>caption_table</code>	Table caption/heading	paragraph
<code>table_head</code>	Text in table head (usually 1 st line of the table)	paragraph
<code>table text</code>	Text in tables	paragraph
<code>table_list</code>	* list where the character can be chosen freely; the following tab has to be set by <i>STRG + Tab</i>	paragraph
<code>table_symbol_list</code>	list predefined with n-dash	paragraph

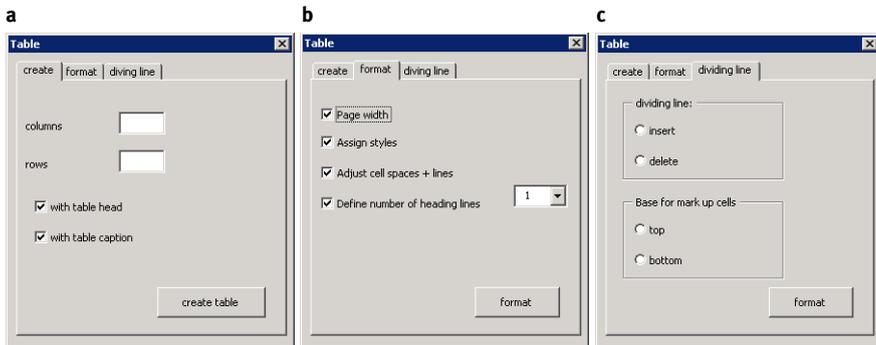


Fig. 7: macro `TABLE_LAYOUT`

The macro `TABLE_LAYOUT` can be used, if you are either in an empty paragraph (1.) or in a table (2., 3.).

1. Create table (Fig. 7a)

Insert here the number of columns and rows; it can also be decided whether the table should be created with or without table head or caption.

By a click on `CREATE TABLE` a new table in De Gruyter style will be created.

Later changes to the table (more rows, extension of the header on more than one line, etc.) can be made, however, it will be necessary to use the macro one more time for the formatting.

2. Format table (Fig. 7b)

By a click on `FORMAT` the selected table will be adapted to the De Gruyter style; depending on the selection in the form, styles, cell spacing, lines and the number of heading lines will be set.

Page width: if the box is checked, the table will be enlarged or reduced to page width. With particularly narrow tables the tick should be removed.

Assign styles: the styles `TABLE_HEAD` for the heading lines and `TABLE` for the table text will be assigned.

Adjust cell spaces + lines: Before and after lines distances must be greater than in the remaining table rows. With this function the correct distances are generated.

Define number of heading lines: 0–3 lines can be determined.

3. Dividing lines (Fig. 7c)

By default table lines are only set at the top and the bottom and after the heading line(s) of a table. However, it is possible to apply thinner intermediate lines if necessary. You mark the row or – if it is not for the whole row – the respective cells, select `INSERT` and specify whether the line should be `TOP` or `BOTTOM` of the mark. By click on `FORMAT` the intermediate line is added.

The intermediate lines can be deleted in the same way by `REMOVE` selection.

The tables in this document, e. g. in the section [5.3.10](#), are formatted using intermediate lines.

5.3.9 LINGUISTIC EXAMPLE

Linguistic examples are realized as invisible tables. The macro `LINGUISTIC EXAMPLE` helps you creating such a table. It is located under `TABLE | LINGUISTIC EXAMPLE`.

Name	Usage	Format type
linguistic example	create an invisible table	macro

The macro can be used, if you are in an empty paragraph. You will be asked for the number of columns and rows. Choose the right amount corresponding to the current linguistic example.

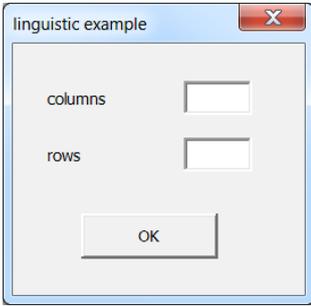


Fig. 8: Create an invisible table with LINGUISTIC EXAMPLE

The invisible table should be assigned as follow:

1. Show the formatting marks *Show | Hide* with the button ¶ (see *Home | Paragraph*) or the shortcut *STRG + shift + **.

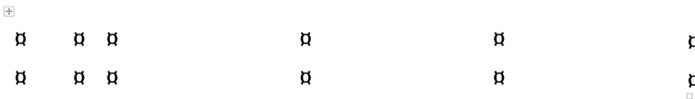


Abb. 9: Invisible table with formatting marks (*STRG + shift + **)

2. Select the first column. The menu *Table Tools* will appear at ribbon.
3. Set the column width of the first column to 7 mm at *Table Tools | Layout | Cell Size | Column Width*.
4. Select the second column and set the column width to 4 mm. All further column width can be freely chosen.

Use the format style `PARA_IGNORE_INDENT` for the text inside the cells.

5.3.10 BOX

The different types of boxes are created using macros. If you are in an empty paragraph, a new box is created, if not, the selected paragraph will be moved into the box. Before and after the box the space is set automatically. The symbols appear automatically in the outer margin.

If the symbol is in the inner margin, e. g. when text has been moved, then use the button PRINT PREVIEW (see 5.3.2). Word updates all fields in this document and also corrects the display of symbols. Then *close page view* again.

Name	Usage	Format type
create empty box	Box without symbol	macro
... information ...	Box with symbol information ⓘ	macro
... question ...	Box with symbol question ❓	macro
... notice ...	Box with symbol notice ⚠	macro
... attention ...	Box with symbol attention ⚡	macro
... lesson ...	Box with symbol lesson 📖	macro
box	Text in boxes	paragraph
box_list	* list where the character can be chosen freely, the tab after has to be set with <i>STRG + Tab</i>	paragraph
box_symbol_list	list predefined with n-dash	paragraph

5.3.11 EQUATIONS

These format styles are used for the structured mark up of equations.

Name	Usage	Format type
formula_block	Equation line	paragraph
formula_inline	Equation in body text	character
chemical_structure	Structural formula	character

5.3.12 FOOTNOTES

These are the style formats for footnotes and utilities (see Style Guide, p. 17). The item INSERT FOOTNOTE starts a macro that inserts new footnotes in the correct format.

With FORMAT FOOTNOTES all footnotes (e. g. inserted by copying) will be formatted in the De Gruyter style throughout the document.

When using apparatus, the numbering must be done via FOOTNOTE_INDICATOR, and a quad (en-space) must be inserted between number and text.

Name	Usage	Format type
insert footnote	Inserts a new footnote	macro
format footnotes	Formats footnotes in the entire document	macro
footnote_indicator	Reference number in footnotes and utilities	character
footnote	Body text in footnotes	paragraph
apparatus	Body text in utilities; text is automatically placed at the end of the page	paragraph

5.3.13 LINKS

Character formats for the structured mark up of notes and hyperlinks.

Name	Usage	Format type
cross_reference	References in text	character
weblink	Hyperlinks	character

5.3.14 REFERENCES

Mark up of items in the References. `HEADS|BACK_MATTER_TITLE` is used for the heading (see Style Guide, p. 21). The several bibliographical entries are used the style `REFERENCE`.

Name	Usage	Format type
reference	Standard mark up for all references	paragraph
intro	Introductory text, without hanging indent, also used in other back matter listings	paragraph

If you manage the references with literature administration like `citavi` or `endnote`, then use a processing format (e. g. *rtf*). After the list can be copied and inserted in the template-file with document type `back matter | bibliography`. Use the styles in the table above.

5.3.15 TOOLS

5.3.15.1 LINE NUMBER ON/OFF

This function inserts or deletes line numbers on the current page (see Style Guide, p. 15) with a number range interval of 5. The numbers conform to underlaid line raster of 40 lines and not to the actual number of lines.

5.3.15.2 PARAGRAPH NUMBER ON/OFF

This function inserts or deletes paragraph numbers on the current page (see Style Guide, p. 15). Only paragraphs defined with the style format PARAGRAPH are counted.

5.3.15.3 MARGIN NUMBER ON/OFF

This function works as for paragraph numbers, but here differently formatted marginal numbers are inserted (see Style Guide, p. 15).

5.3.15.4 ADJUST HEADING INDENT

When paragraph numbers reach two digits, the second line of a heading may not correctly aligned with the first text line. This function goes through all headings of the document and correct the indention.

5.3.15.5 SHOW/HIDE SHORTTITLES

Running titles (see Style Guide, p. 16) are generated automatically when the document is created.

- Front/back matter: left + right = front_matter_title/back_matter_title
- Monograph: left = head1, right = head2
- Multiauthor book: left = chapter_author, right = chapter_title

If a heading in a chapter is too long, and thus the running title in the header results in two lines, it must be shortened. Call up the macro SHOW SHORT TITLES. Below the headings of the first and second level the heading text appears in contrasting color again. This text can be shortened as required. The abridged version will appear in the header. With the macro HIDE SHORTTITLES these paragraphs will be hidden again.

1 sample text: this heading is too long sample text sample text sample text

shortened heading

1.2 sample text: this heading is too long sample text sample text sample text

shortened heading

Attention: Unfortunately, for the reference function (StyleRef), with which the headers are generated, Word does not adopt formatting such as bold or superscript. If these formatting are necessary, you need to adjust your text and formatting directly in the header. Please note that this change affects the entire document and you may need to insert section breaks to view varying text in the header can (mainly required for head2 on odd pages).

5.3.15.6 LANGUAGE SETTING

With LANGUAGE SETTING the document and dialog language can be changed. Available are, just as in the start menu:

- German (Germany)
- English (UK)
- English (USA)

respectively, German and English for the dialog language.

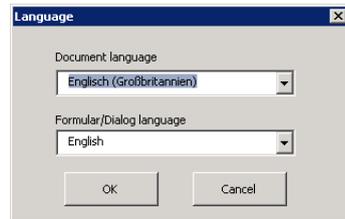


Fig. 10: Language selection

5.3.15.7 COPYRIGHT SETTING

With COPYRIGHT SETTING a dialog is called up for setting of the copyright line and the Creative Commons license (see Style guide p. 29).

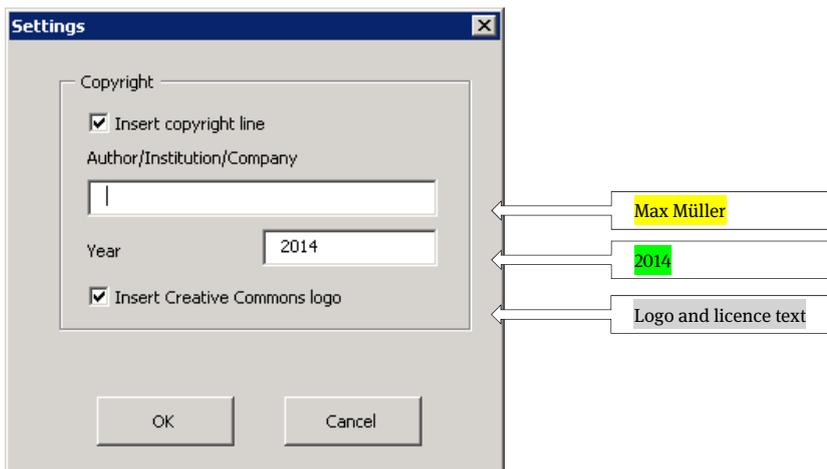


Fig. 11: Dialog for the copyright line

Here the information for the copyright line is to be entered (see Style guide p. 29).

 © 2014 Max Müller, published by De Gruyter.

This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs 3.0 License.

If no copyright line is necessary, remove the checkmark on INSERT COPYRIGHT LINE, and no further details are required. If the content is not under CC license, remove the checkmark on INSERT CREATIVE COMMONS LOGO. Neither the logo nor the license text will be added to the copyright line. This information can be changed later via TOOLS | COPYRIGHT SETTING.

5.3.16 INFO

INFO shows the current template version.

5.4 Create Register

5.4.1 TOC

5.4.1.1 INSERT TOC

For the creation of the table of contents (see Style Guide, p. 28) the same rules apply as for the Index (see 5.4.4 Index). Analogously, it can only be created in documents using the document type FRONTMATTER and the subtype TABLE OF CONTENTS.

These file must be saved in the same folder as the other documents.



Fig. 12: Error message with wrong documents

With INSERT TOC, the following menu appears:

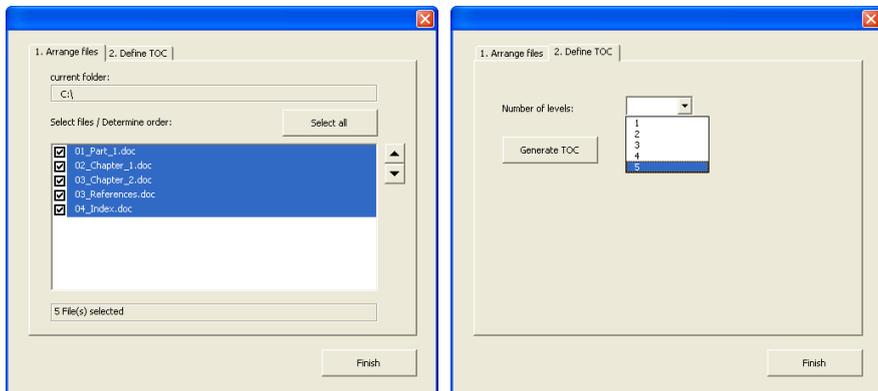


Fig. 13: INSERT TOC

The file selection is done in tab 1. Note that the files only appear in the list if they are not open. It is important that the documents are ordered according to the order they should appear in the Table of Contents. They are listed according to their file name or number. If this is not the required order, it can be changed by using the arrow buttons on the right-hand side. Thereafter all files must be reselected.

The level up to which the five heading levels in the Table of Contents should appear is selected in tab 2. The Table of Contents will be created with GENERATE TOC and be formatted according to the De Gruyter guidelines.



The table of contents will be inserted exactly at the same position where the cursor is located. Please note that you move the cursor to the correct position of the table of contents.

5.4.1.2 UPDATE TOC

If a Table of Contents already exists, it can be updated by using this function. Only those documents will be used, which were selected before by INSERT TOC. If additional files need to be added, perform INSERT TOC again.

5.4.2 List of figures and tables

The template has no separate function to create a list of figures or a list of tables. Is it possible to create a list of figures or a list of tables with the follow steps, if you are used the macros TABLE LAYOUT and CAPTION TABLE as well as INSERT FIGURE and CAPTION FIGURE:

1. Create a new document and select document type – FRONTMATTER, document subtype – TABLE OF CONTENT (see chapter 3).
Insert the table of content at TOC|INSERT TOC and choose the documents which have figures and tables (see 5.4.1).
2. After creating the toc show the formatting marks *Show|Hide* with the button  (see *Home|Paragraph*) or the shortcut *STRG + shift + **.
Delete the generated toc but not the curly bracket and the text inside, e. g. {RD "Chapter1.docx" \f *MERGEFORMAT }.
3. Click on *Reference|Table of Contents|Custom Table of Contents* to insert a table of figures. It opens a window with formatting settings. Choose *figure* or *table* as caption.
4. Navigate with *options* to the next window and select the *Style* check box. Choose in the style list CAPTION FIGURE OR CAPTION TABLE (Abb. 15).
5. Then click *ok* and the table of figure is created.
6. Finally format the created toc with the style REFERENCE and insert the De Gruyter bar (Unicode (UF5F0) between text and page number with a non-breaking space (*ctrl + shift + space bar*) (Fig. 16 and 17).

5.4.3 List of Contributors (LOC)

The List of Contributors is an optional part of front matter or back matter. Create a new document with the template and choose in the start window the docu-

ment type FRONTMATTER or BACKMATTER and the document subtype LIST OF CONTRIBUTORS.

For the entries use the format style CONTRIBUTOR at the ribbon DEGRUYTER | LOC.

5.4.4 Index

5.4.4.1 MARK INDEX ENTRY

This function is used for the mark up of index entries in the body text (see Style Guide, p. 21). Highlight the required word and select MARK INDEX ENTRY (alternatively, use *ALT + SHIFT + X*). This opens a window, see Fig. 7.

The highlighted item is shown in the field MAIN ENTRY. It can be edited, a subentry can be added or the item can be changed to a cross-reference.

The page numbering formats BOLD and ITALIC can be used when the page numbers are to be emphasized in the resulting Index.

The index entry is inserted by MARK. It then appears after the required item and the viewing option *show invisible text* is automatically switched on. To switch off (or on) this option, use the button ¶ in Ribbon Home | Paragraphs.



Fig. 14: mark index entry

5.4.4.2 INSERT INDEX

This function creates an index. Thus it only works with documents that have been created with the document types BACKMATTER and INDEX. In all other document types an error message will show. The Index file must be saved in the same folder as the other documents.



Fig. 15: Error message with wrong documents

If INSERT INDEX is used the following menu appears:

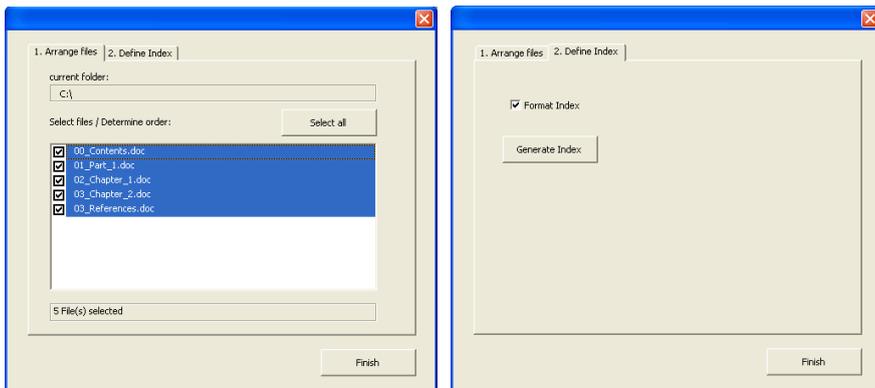


Fig. 16: INSERT INDEX

In tab 1 ARRANGE FILES all documents of the same folder as the Index are listed. All files are selected by default but can also be deselected individually.

In tab 2 DEFINE INDEX the Index is created with the button GENERATE INDEX. The index is formatted straightaway, however, this function can be turned off.



The index will be inserted exactly at the same position where the cursor is located. Please note that you move the cursor to the correct position of the index.

5.4.4.3 UPDATE INDEX

If an Index already exists it can be updated by this function. Only these documents will be used, which were selected before by INSERT INDEX. If additional files need to be added, perform INSERT INDEX again.

5.4.4.4 Additional indices

For creating additional indices use the macro MARK INDEX ENTRY (see 5.4.4.1). The index entry `{·XE·"main entry"·}` is visible through *Show | Hide* (see *Home | Paragraph | ¶*) or *STRG + shift + **.

Edit the index entry to appear the `\f "b"` switch. The index entry looks like `{·XE·"main entry"·\f"b"·}`. Note that the points on the middle of text height

show the spaces. Please do not copy the switch \f "b" from this manual. Enter the switch directly.

Open the index file to create an additional index. Show the formatting marks ¶ and make sure that the curly bracket are visible e. g. {RD "Chapter1.docx" \f *MERGEFORMAT }.

Position the cursor where you want the index to appear and click on *insert | text | quick parts* and choose *field*. Select in the list of *field name* index and click on *field code*. In the field code text box behind Index enter \f "b" and confirm this with *ok*. The index is generated.

5.5 Logo files

Along with the template file two logo images are supplied. These are required for:

DE GRUYTER	dg-logo.eps	is used in the prelims
	by-nc-nd_word.eps	necessary for the copyright line if the work is under Creative Commons license

6 Final PDF Files

Criteria for final PDF file

PDF profile	PDF/X-1a_2001
fonts	embed fonts (see chapter 6.1)
figures	Image quality 300 dpi color/grayscale 1200 dpi black-white (grayscale image)
color model	CMYK
color output	black-white

6.1 Embed of Fonts in PDF

Fonts are to be embedded in PDF files for a faultless print.

with Adobe Acrobat

If you use „Adobe Acrobat (Professional)“ then use the PDF profile „PDF/X-1a:2001“ for font embedding:

1. Select the printer „Adobe PDF“ in Word and click on PRINTER PROPERTIES.
2. Choose the profile „PDF/X-1a:2001“.

with PDFCreator

If you do not have „Adobe Acrobat (Professional)“ we recommend to use the software *PDFCreator* (only for windows, <http://www.pdfforge.org/pdfcreator>). Select the profile „PDF/X“ in the dialog *Profile Settings* | *Save*.

with Other Software

Wenn Sie ein anderes Programm zur PDF-Erzeugung verwenden, stellen Sie bitte mit den Funktionen dieses Programms die Schrifteinbettung sicher.

6.2 Generating the Print File

In the print menu please select a virtual printer and save the file. Please make sure that the fonts are embedded (see 6.1).

Index

apparatus 18

back matter 4, 8

bibliography 8

book formats 2

box 17

chapter 4, 7

content

– file import 8

– insert 9

copyright line 22

dedication 7

dialog language 8, 21

document setting 7

equations 18

figures 14

– criteria 14

– insert 14

find and replace 9

fonts 2

foreword 7

front matter 4, 7

heads 11

Index 25

– insert 25

– mark index entry 25

– update 26

interlinear type 16

language setting 8, 21

line number 20

linguistic example 16

links 19

list of contributors (loc) 7, 25

list of figures 24

list of tables 24

lists 13

macro 1

macro security 1

manuscript markup 10

margin number 20

menu bar 10

monograph 7

multiauthor book 7

notes 18

paragraph number 20

part 4, 7

PDF

– create 2

– settings 2

prelims 7, 11

print settings 2

references 19

ribbon 10

running titles shorten 20

sample text 8

style format

– character 10, 13

– paragraph 10

style guide 4

table 15

– create 15

– format 16

table of contents (toc) 7, 23

– insert 23

– update 24

text 12

update fields 11, 18

utilities 18

weblinks 19