

User Manual for dG_manuscript_template.dotm

De Gruyter is glad to welcome you as an author. In order to help you compiling your manuscript, we offer this template¹. This manual describes the basic settings which will help you with the styling and structuring of your manuscript. In addition to that, we have generated a sample text demonstrating the usage of all basic style formats that fulfill our requirements with respect to structure, typography and layout. In this context the template provides sample text which contains and illustrates all basic elements. It can be included at the beginning of the word file creation.

Please note that the sample text gives only first suggestions. The user manual should be read carefully und consulted first in case any question comes up.

We look forward to working with you. De Gruyter Publishers

version	date	author	comment
1.1	2016-10	De Gruyter	Draft view has been set as default, error message when placing a foot-note to headlines, new character styles for parts of reference entries, head 4 and 5 added.
1.0 (2.2.1)	2015-09	De Gruyter	Initial version

¹ Template file: DG_manuscript_template.dotm | version: 1.1 | 10.2016

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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 by importing the paragraph styles and character styles of the De Gruyter manuscript template in your file. Please use the support of your office software to obtain further information (see also chapter 1.2).

1.1 Macro Security

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

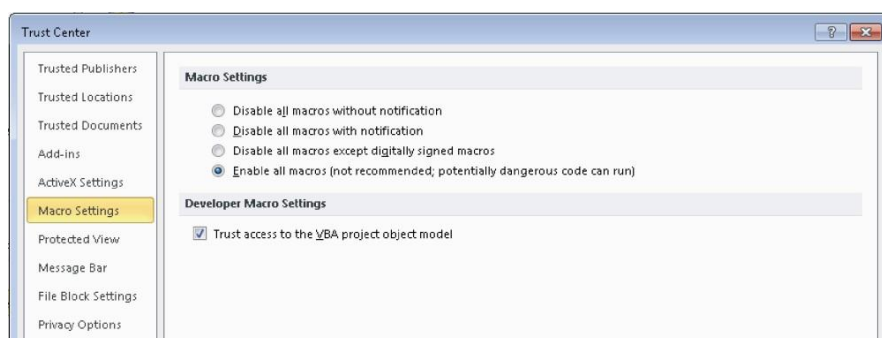


Fig. 1: Macro settings (Word 2010)

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

Word 2007	<ul style="list-style-type: none"> – Office Symbol (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"> – File Options Security Center Settings... – choose <i>Activate all macros</i>
Word 2013	<ul style="list-style-type: none"> – File Options Trust Center Settings... – choose <i>Activate all Macros</i>

1.2 Settings when using Word for Mac/Open Office

In case you have no possibility to use the template with MS Word for Windows you may still use the De Gruyter specific paragraph and character styles provided by the template. Therefor please consult the help function of your word processing software.

2 Creating the Word Files

Before new content is entered or an existing manuscript is edited, a new Word file must be created using this template.

To do this, proceed as follows:

1. Save the template DG_MANUSCRIPT_TEMPLATE.DOTM in the same directory that you will use for the Word file of your manuscript. This ensures that the Word file can access the macros and 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 (see figure 2).
3. For the insertion of existing text please click on FILE IMPORT (see chapter 3.1).
4. Pushing the OK button creates a new document with the selected properties, showing it in the draft view.

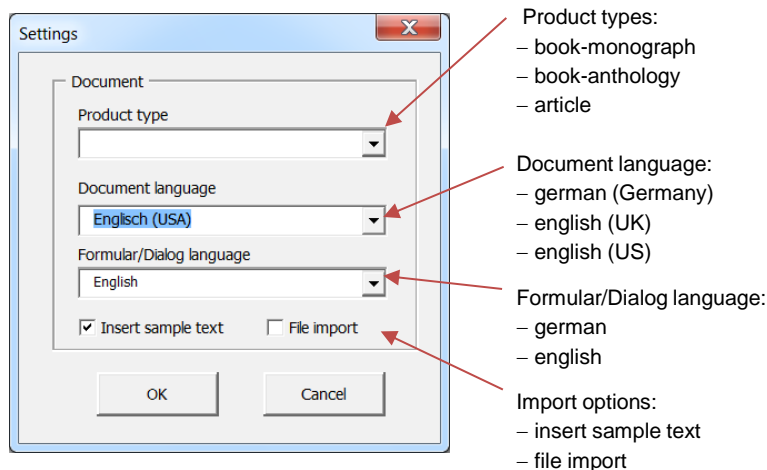


Fig. 2: Document settings

Document language: Please specify in which language your manuscript has been written. Please choose ENGLISH (USA) as default in case your manuscript isn't in English or German language.

Formular/Dialog language: Apart from that, you can switch between German and English in the dialog language for the menus. Both settings can be changed via TOOLS | LANGUAGE SETTINGS (see 4.3.15).

Please select between FILE IMPORT and INSERT SAMPLE TEXT. FILE IMPORT allows you to integrate and edit an existing manuscript (details see chapter 3 and 4). The function INSERT SAMPLE TEXT generates **a sample text with basic elements of the document and must be overwritten.**

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.

3 Create and Check Content

After a new document has been created you can write or insert your manuscript text and check and assign the formatting styles. For inserting text please use the macros CHECK USED STYLES, and INSERT DOCUMENT (see 3.1 and 3.2).

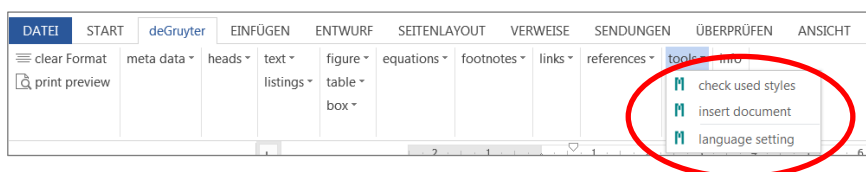


Fig. 3: Macros to create and check the content

The following workflow is recommend:

1. Use the macro INSERT DOCUMENT (see DEGRUYTER | TOOLS) to import an existing manuscript (see 3.1).
2. After the insertion of content use the macro CHECK USED STYLES to check and assign format styles. For frequently occurring format styles use *Find and Replace* (*ctrl + F* or *Home / Editing / Replace*) (see 3.2).
3. Also with CHECK USED STYLES different styles which are not predefined in the manuscript template can be removed (see 3.2).
4. Then check and assign the style of footnotes with the macro FORMATE FOOTNOTES (3.3).

3.1 Insert Document

Start the macro INSERT DOCUMENT to select a file via an Explorer window. Please note that only *.doc* and *.docx* files can be inserted. The sample text will not be overwritten. We recommend to delete the sample text **before** the manuscript will be inserted.

Paragraphs with format styles, which not allowed in the template, are highlighted red (see 3.2).

Alternately you can 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 won't be removed (e. g.. italic, bold...).

3.2 Check Manuscript (check used style)

Start the macro CHECK USED STYLES at the ribbon DEGRUYTER | TOOLS.

1. The macro checks all unformatted ranges and their current style.

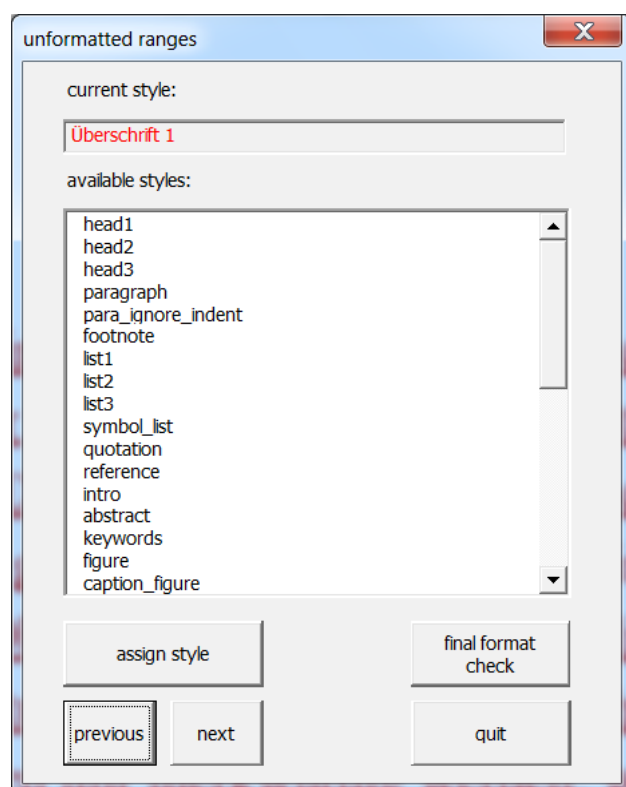


Fig. 4: macro CHECK USED STYLES

2. The checked paragraphs are highlighted and the right style can be assigned by clicking the button ASSIGN STYLE (e. g. HEAD1, PARAGRAPH etc. (all format styles are explained in chapter 4)).
3. Use the buttons PREVIOUS and NEXT to navigate.

4. Before you finish by clicking QUIT please use the FINAL FORMAT CHECK button. This initiates a final formatting check. A dialog box appears providing one of the information:
 - there are no unformatted paragraphs in the document, all format styles are assigned
 - the document contains standard styles which are used in Word e. g.. *Standard* for body text and should be changed into a DEGRUYTER style
 - there are other styles which were loaded with INSERT DOCUMENT or FILE IMPORT, these can be removed and the relevant paragraphs are highlighted in red. Afterwards the DEGRUYTER styles can be assigned.

Example: Figure 5 shows a red highlighted paragraph which has been formatted with the non DEGRUYTER format style “Überschrift 1”. With the macro the wrong format type „Überschrift 1“ can be transferred into the proper format type HEAD1.

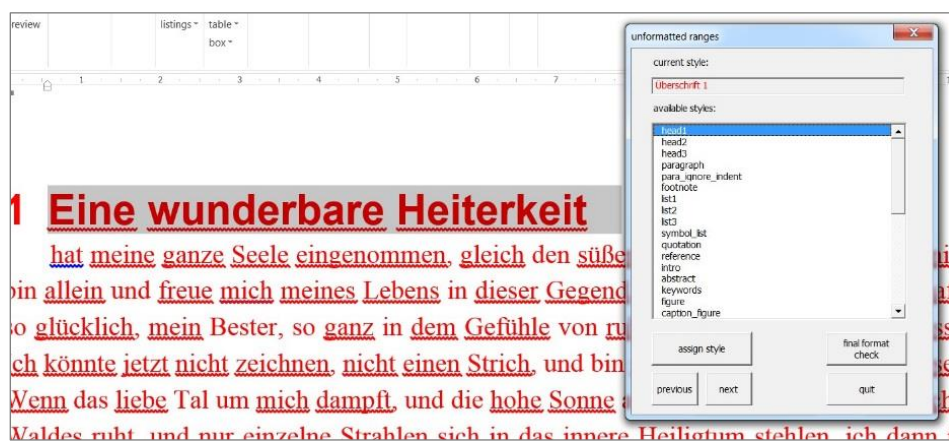


Fig. 5: Highlight of unformatted range

The macro CHECK USED STYLES checks paragraph styles rather than character styles. This means that styles like BOLD, ITALIC, SMALLCAPS, SUBSCRIPT or SUPERScript will not be checked.

Tip: If your manuscript is already well-structured, then it is recommended to use Find and Replace (shortcut CTRL + F or Home | Editing | Replace) in order to change frequently occurring format style globally before regarding each single paragraph using the macro CHECK USED STYLES. (e. g. text body with indent PARAGRAPH or text body without indent PARA-GRAPH_IGNORE_INDENT).

The correct assigned paragraphs won't be checked by the macro.

3.3 Format Footnotes

The macro FORMAT FOOTNOTES can be used to check the style of footnotes. It assigns the right style automatically which means that you don't have to assign the correct style manually.

4 Manuscript Markup with Style Formats

4.1 The DEGRUYTER Menu Bar

Upon opening the Word file, an additional ribbon tab DEGRUYTER appears at the right of *Start (Home)* with all the templates needed for consistent markup.

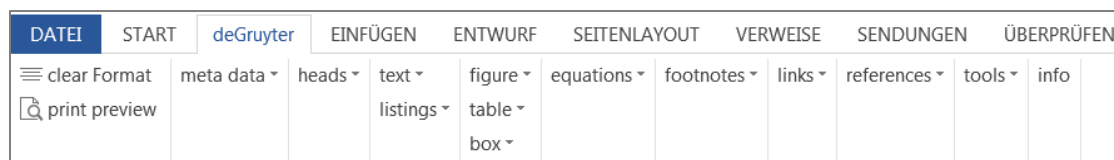


Fig. 6: Menu Bar DEGRUYTER

4.2 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**) will affect only marked characters rather than whole paragraphs. They should be assigned as follows:

1. Highlight the characters or words 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, the format type *macro* (**M**) can be found in the menu. 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. when creating tables).

4.3 Style Format Menus

In the following the individual menu items and their respecting character and formatting styles as well as macros are introduced and explained.

4.3.1 Button CLEAR FORMAT

With this button selected character styles will be reset to the paragraph style. E g. styles like ITALIC, BOLD or SMALL-CAPS will be removed.

4.3.2 Button PRINT PREVIEW

With this button the PRINT PREVIEW opens and Word updates automatically all fields. This function is needed, e. g. for boxes (see 4.3.10).

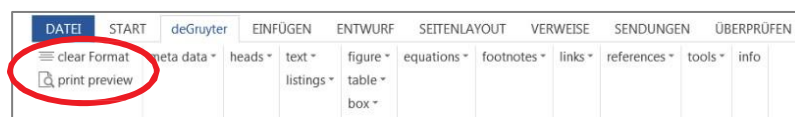


Fig. 7: Buttons within the menu bar

4.3.3 Meta Data

Most of these format styles are used in the front matter, mainly in the prelims. They are important for later publishing.

Tab. 1: formatting styles for meta data

Name	Usage	Format type
book_title	Book title, up to three lines	paragraph
book_subtitle	Subtitle	paragraph
author	Book author(s)	paragraph
editor	Book editor	paragraph
article_author	Article author(s) (journal, book anthology)	paragraph
article_editor	Article editor(s) (journal)	paragraph
article_title	Article title	paragraph

4.3.4 Heads

All heading styles available in the template are explained here. Numbered headings from levels 1 to 5 have a defined spacing after the number.

Please note that headlines within the front and back matter (e.g. preface (foreword), table of content (ToC), list of abbreviations, index and references) are not numbered. For a correct formatting of such headlines please use the paragraph styles FRONT_MATTER_TITLE, FRONT_MATTER_TITLE_TOC (headline of the ToC), BACK_MATTER_TITLE and BACK_MATTER_DIVIDING_TITLE. Subsections within the reference section should be formatted with SUB_REFERENCE_TITLE.

In order to obtain the precise use of the available paragraph styles please see table 2.

Tab. 2: formatting styles for headlines

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
head1	Heading level 1	paragraph
head2	Heading level 2	paragraph
head3	Heading level 3	paragraph
head4	Heading level 4	paragraph
head5	Heading level 5	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_dividing_title	Subtitle in back matter area	paragraph
sub_reference_title	Third level heading for back matter or references in chapters	paragraph

4.3.5 Text

All text styles contained in the template are explained here.

Tab. 3: formatting styles for text

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 and journal articles)	paragraph
keywords	Keywords (in multiauthor books and journal articles)	paragraph
quotation	Quotation, motto, insertion	paragraph
italic	Mark up of text: <i>italics</i>	character
bold	Mark up of text: bold	character
smallcaps	Mark up of text: SMALL CAPITALS	character
subscript	Mark up of text: subscript	character
superscript	Mark up of text: superscript	character

4.3.6 Listings

There are four differently indented list types, where the initial character or number can be chosen. After the initial character a tab stop is used.

1. list1_text text text text text text text text text text text text text text text text text text text
- a) list2_text text text text text text text text text text text text text text text text text text text
- i. list3_text text text text text text text text text text text text text text text text text text text

The list type SYMBOL_LIST has been predefined with a preliminary n-dash.

- symbol_list_text text text text text text text text text text text text text text text

4.3.7 Figures

Images and figures **should not be inserted directly** into the manuscript, but should be saved in a separate file. Please clearly note where the image/figure should be positioned in the manuscript. Each image/figure should have a numbering and a short caption. If the manuscript contains a large number of images/figures, please submit a separate list that provides information about the images/figures, their respective sizes, etc.

However, if it is necessary to include images please use the tool INSERT FIGURE.

Tab. 4: formatting styles and utilities for figures

Name	Usage	Format type
insert figure	opens a window to select a figure; figure is automatically inserted and a sample caption is automatically created; style formats are assigned	macro
figure	figure (figure will be placed into a text line, spaces before and after will be set automatically)	paragraph
caption_figure	formats figure caption, adds automatic numbering to existing figure captions	macro

Please pay attention to the following instructions when preparing figures or graphics:

file format	eps, ems, tif, jpeg
resolution	pixel graphic (photo): 2280 pixel max. height black-witthe (grayscale image), colour: 1441 pixel max. width line drawing, 6079 pixel max. height combination pixel graphic + line drawing 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)
colour/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

For further information on figures and graphics please consult the document “instructions for delivery of image data” on De Gruyter Online: <http://www.degruyter.com/page/59>

4.3.8 Tables

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.

Tab. 5: Format styles and utilities for formatting tables

Name	Usage	Format type
table_layout	Creating and formatting tables	macro
caption_table	Table caption/heading	paragraph
table_head	Text in table head (usually 1 st line of the table)	paragraph
table text	Text in tables	paragraph

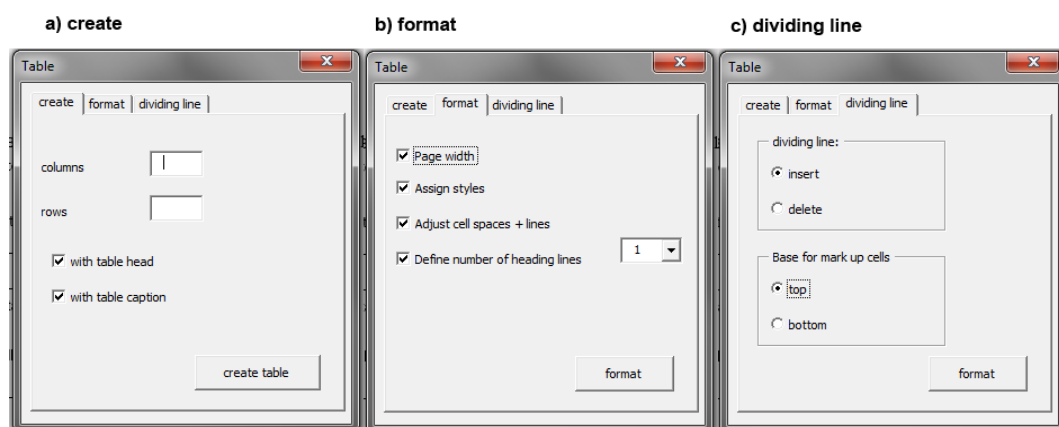


Fig. 8: Macro TABLE_LAYOUT

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

1. Create table (Fig. 8a)

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 once time for the formatting.

2. Format table (Fig. 8b)

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. 8c)

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 4.3.4, are formatted using intermediate lines.

4.3.9 Linguistic Examples

Linguistic examples are realized as invisible tables. The macro LINGUISTIC EXAMPLE helps you creating such a table. It is located in the menu bar: TABLE | LINGUISTIC EXAMPLE.

The macro can be used by placing the cursor 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.

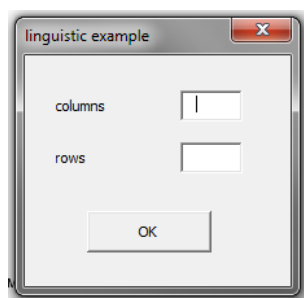


Fig. 9: Create an invisible table with LINGUISTIC EXAMPLE

After clicking the OK-Button the table (without frame) will be inserted.

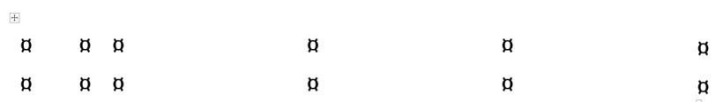


Fig. 10: Invisible table with formatting marks (STRG + shift + *)

The invisible table should be formatted using the following settings:

1. Show the formatting marks *Show | Hide* with the button ¶ (see *Home | Paragraph*) or the shortcut *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.
5. Use the format style `PARA_IGNORE_INDENT` for the text inside the cells.

4.3.10 Box

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

Tab. 6: formatting styles for boxes

Name	Usage	Format type
create empty box	Creating a new box	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>CTRL + Tab</i>	paragraph
box_symbol_list	– list predefined with n-dash	paragraph

4.3.11 Equations

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

Tab. 7: formatting styles for equations

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

4.3.12 Footnotes

These are the style formats for footnotes. 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 entire document.

Tab. 8: formatting styles for footnotes

Name	Usage	Format type
insert footnote	Inserts a new footnote	macro
format footnotes	Formats footnotes in the entire document	macro
footnote	Body text in footnotes	paragraph

Please do not add footnotes to titles or headlines. Due to the later XMLprocessing of your manuscript they can't be kept in this position and therefore will be converted into a note by De Gruyter. As a result please format any explanations or remarks to headlines or titles as a note at the end of the page. The note can be formatted with the paragraph style `FOOTNOTE`.

The template gives a warning in case a footnote will be placed in a headline. However this function is not restricted.

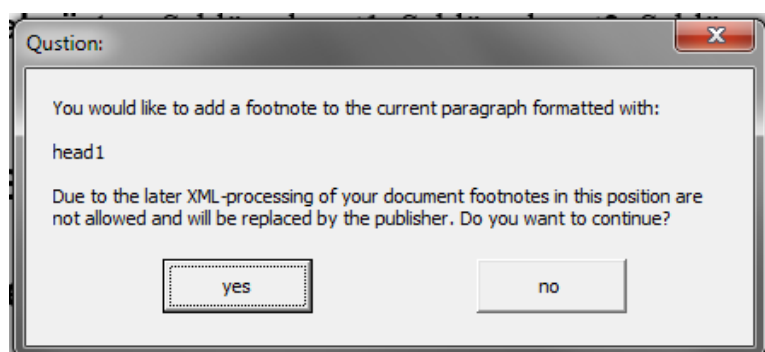


Fig. 11: error message when adding footnotes to headlines

4.3.13 Links

For the structured mark up of notes and hyperlinks please use the style WEBLINK.

4.3.14 References

For the Mark up of items in the references section please use the following paragraph styles. For the headline of the references section please use the formatting HEADS | BACK_MATTER_TITLE.

Subtitles or third level headings should be formatted with BACK_MATTER_DIVIDING_TITLE and SUB_REFERENCE_TITLE (see Chapter 4.3.4). Will there be an introductory text please use INTRO for formatting.

Tab. 9: paragraph styles for references

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

Your manuscript will be professionally typeset and transferred into the XML format by the publisher. To reduce effort and production time all parts of a reference entry (e.g. title, year, edition etc.) should be marked up. For this the template offers matching colored character styles and **authors are requested to mark up nearly each part of a reference!**

Each character style is defined with a separate color as you can see in table 10 below. The colors can be shown by using the tool REFERENCE-COLOR ON/OFF. It is recommended to turn the reference color on when assigning the character styles. The following table lists all available character styles together with an explanation of their usage and their respective color.

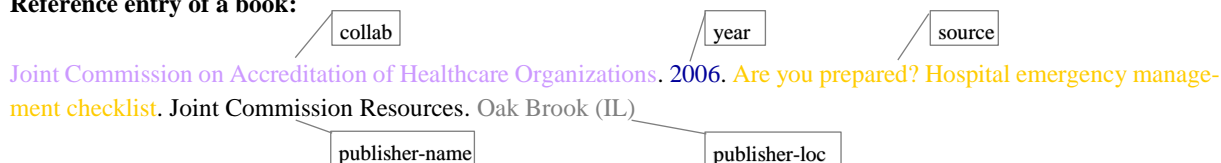
Tab. 10: character styles for mark up of items within a reference entry

Name	Usage	Format type
article-title	Mark up of an article title	character
chapter-title	Mark up of a chapter title	character
collab	Mark up of a group of contributors credited under a single name; includes an organization credited as a contributor	character
comment	Mark up of an unstructured text	character
ref_edition	Mark up of the full edition statement for a cited or referenced publication.	character
ext-link	Mark up of a link to an external file or resource.	character
fpage	Page number on which a document starts	character

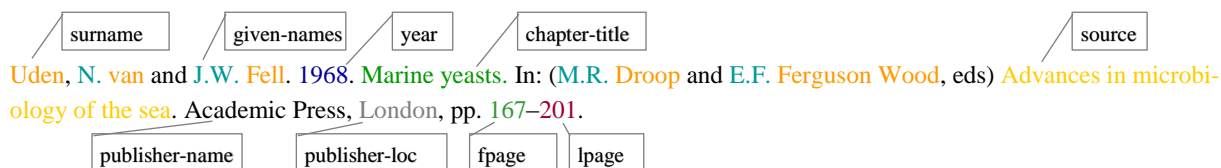
Name	Usage	Format type
given-names	Mark up of all given names of a person, such as the first name, middle names, maiden name if used as part of the married name, etc.	character
isbn	Mark up of isbn	character
issn	Mark up of issn	character
issue	Mark up of issue number	character
lpage	Mark up of the page number on which a document ends.	character
publisher-loc	Mark up of the publishers location (place of publication), usually a city, such as New York or Berlin.	character
publisher-name	Mark up of the publisher (name of the person, company, or other entity that published a work.)	character
source	Mark up of the title of a document (e.g journal, book, conference proceedings) that contains (is the source of) the material being cited in a bibliographic reference	character
surname	Mark up of the surname of a person	character
trans-source	Mark up of the translated title of a document (e.g journal, book, conference proceedings) that contains the material being cited	character
trans-title	Mark up of a translated title	character
uri	Mark up of a weblink	character
volume	Mark up of a volume number	character
year	Mark up of the year of publication	character

Examples

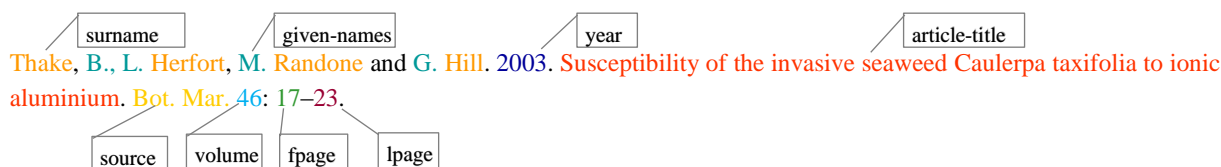
Reference entry of a book:



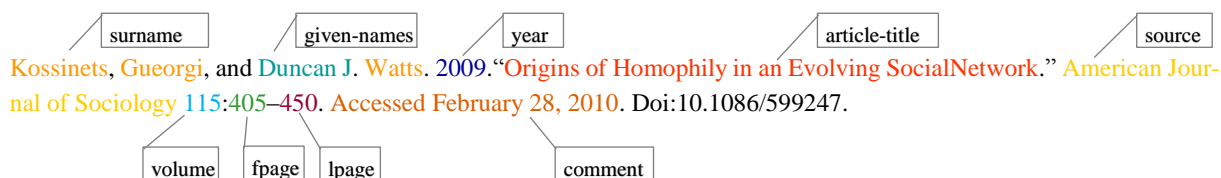
Reference entry of a chapter within a multiauthored book:



Journal article (print):



Journal article (online):



4.3.15 Tools

The following tools are available in this template:

Tab. 11: tools contained in the template

Name	Usage	Format type
check used styles	Checks all used formatting styles in the document, utility for assigning DeGruyter formatting styles	macro
insert document	Inserts an already existing document	macro
language setting	Change document- and dialog language	macro

The macros CHECK USED STYLES and INSERT DOCUMENT and their applications are described in chapter 3.

With LANGUAGE SETTING the document and dialog language can be changed. As in the start menu, there are three languages available:

- GERMAN (Germany)
- ENGLISH (UK)
- ENGLISH (USA)

Please choose ENGLISH (USA) as default in case your manuscript isn't in English or German language.

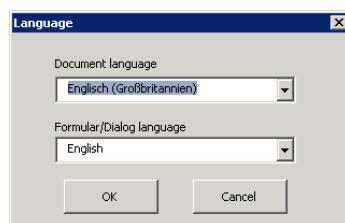


Fig. 12: Language selection

4.3.16 Info

INFO shows the current template version.

5 Data Delivery

Please send us editable word processing files (e.g. doc, docx, odt) as well as PDF versions of the documents as a reference (for the clear display of special characters/non-latin fonts).

The PDF-file can be created by using the “save as” option in word. Simply chose pdf as file type. You may also use a PDF-printer such as AdobePDF or PDFCreator.

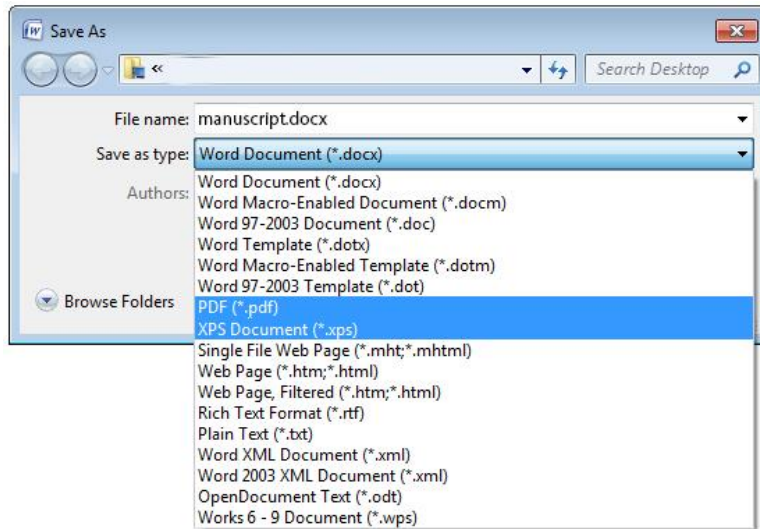


Fig. 13: create PDF

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