


SOURCE:

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ICI Word Template

Word Styles for Publications by ICI Berlin

NOTE:

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ABSTRACT: This Word Template contains, briefly explains, and exemplifies the Microsoft Word styles used for the preparation of manuscripts to be published by ICI Berlin. In order to use the styles, you can simply delete all text and write your own text, or you can attach this template to your existing Word document. Then apply the paragraph styles as appropriate. For example, this abstract is styled with 'Abstract'-style, the title with 'Title'-style, the subtitle with 'Subtitle'-style etc.

KEYWORDS: template; ICI Berlin; publications

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Epigraph (optional, styled using
'Epigraph'-style). Use *line breaks* for
new paragraphs within an epigraph

The last line will be interpreted as reference

Plato, *Republic*

Further epigraphs are sep-
arated by paragraph breaks.

Author, *title*

PARAGRAPH FORMATTING

- 1 Use the default 'Normal' style for normal paragraphs. Do not manually break lines unless you want a new paragraph to begin. Indentations of successive paragraphs will happen automatically and manual indents, tabs, or multiple empty lines will be ignored.

Headings

- 2 Use Word's usual 'Heading' styles to determine the structure of the article, using 'Heading 2' for sections, 'Heading 3' for subsections, etc.

Quotations

Use the style 'Quote' for paragraphs to be type-set as long block quotations, which are to be used for quotations of more than about 40 words.

New paragraphs will be part of the same quotation (and they will be indented automatically).

Quotes separated by an empty line (two returns) will be grouped together, with a smaller space between them than to the body of the text.

Verses

Use the style 'Verse' for verses
separate subsequent lines by
by entering return, i.e. by
creating separate paragraphs for each line
Verses will be typeset in smaller font and larger margins on both sides.

Very long lines will be broken by hanging indents.

Place different stanzas by entering an empty line (hitting return twice).

Lists

3 Lists may be unnumbered, using

– 'List Bullet'

– ...

4 or numbered, using

1. 'List Number'

2. ...

FONT FORMATTING (WITHIN PARAGRAPHS)

5 Word's standard formatting options will be translated, in particular *italic*, ^{Superscripts}, _{Subscript}, and SMALL CAPS.



Figure 1. Figures containing graphics can be inserted using Word's Insert Picture. Place them in a separate paragraph with Text Wrapping 'Inline with Text', followed by the caption with style 'caption' (^S).

- 6 As a rule, other styles should not be used, such as **bold**, *bold italic*, underline, double underline, ~~Strikethrough~~.

FOOTNOTES

- 7 Add footnotes using the usual 'Insert Footnote' command.¹ Endnotes can also be used, but it won't make a difference when rendered.²

HYPERLINKS TO URLS

- 8 Please mark hyperlinks by using Word's Insert Hyperlink function if URLs are not automatically transformed by Word (on a Mac, mark the URL and press cmd+K). <https://press.ici-berlin.org/>.
- 9 Please note that while text and URL need not agree ([here](#), [for instance](#)), the URL will be lost in the print version.

ILLUSTRATIONS

- 10 You may place figures in the Word document. If you have many large images, it is preferable placing low resolution dummies in the text and send the original files separately. Please be aware that the image will generally not appear exactly where you placed it (but rather at the top or bottom of the type-set page). Please make sure, therefore, to refer to figures in the body of the text with their figure number (see Figure 1).

1 This is the Footnote text automatically styled with 'Footnote Text'.

2 Endnote.

Style	Shortcut
Title	^T
Subtitle	^S
Shorttitle	↑^S
Author	^A
Abstract	↑^A
Keywords	^K
Quote	^Q
Verse	^V
Caption	^C
Bibliography	^B
Filmography	↑^B

Table 1. Overview of relevant styles and their shortcuts.

TABLES

- 11 There is a rudimentary transformation of tables, which should be followed by a caption with the style `Caption`. Like figures, tables will usually float in the text, that is, they will not necessarily appear where entered, but at the top of a page. The formatting of widths and borders etc. is ignored and should be discussed when receiving the proofs.

BIBLIOGRAPHY / FILMOGRAPHY

- 12 Please add a bibliography / filmography at the end of the chapter preceding it by a section heading (using ‘Heading 2’). Each entry should be styled with the ‘Bibliography’ or ‘Bibliography2’-style. (The latter can also be used, for instance, for Secondary Sources). The entries will be placed at the end of each chapter in the online version and a consolidated bibliography will be placed at the end of the whole volume for the printed version. Do not replace repeated authors with long dashes (—) or another ellipsis (so that the bibliographies can be compiled and ordered correctly; the ellipsis will then be added automatically when rendered). See examples at the end of this file.

- 13 Thank you for using this ICI Word Template and thereby facilitating the translation process into XML-documents that will receive further mark-ups and function as the 'original' from which all publication formats will be generated (html, pdf, epub, print). See the [ICI Berlin Press Site](#) for examples, including for how [this document](#) would be rendered. For any questions, please contact the volume editors.
- 14 And that is it!

REFERENCES

BIBLIOGRAPHY

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- ICI Berlin, *ICI Repository* <<https://oa.ici-berlin.org/>> [accessed: 27 February 2019]
- 'ICI Summary of Style' <https://press.ici-berlin.org/pdf/ICI-Publications_Style.pdf> [accessed: 27 February 2019]
- 'ICI Word Template' <<https://oa.ici-berlin.org/repository/item/3399>> [accessed: 27 February 2019]

FILMOGRAPHY

The Simpsons, created by Matt Groening (Fox Broadcasting, 1989–)