



# **GI-Edition**

## **Lecture Notes in Informatics**

### **Author's Guidelines**

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**Abstract:** These notes present the formatting requirements that must be complied with when producing manuscripts or preparing volumes for the LNI Series. First rule: The summary/abstract is written in single spacing in Times New Roman 9p, justified, and indented by 1 cm to the left and right as compared with the general page setting (see below).

## **1 Introduction**

The present guidelines are binding for the preparation of reproducible manuscripts for the LNI GI Edition. They serve to ensure a uniform and acceptable appearance of the series. At the same time, this document can be used as a model, since it is formatted according to the guidelines.

The LNI series comprises conference volumes, monographs, the Seminar Series and the dissertations awarded the GI dissertation prize. Any differences in the formatting are referred to explicitly in the following.

## **2 Guidelines**

### **2.1 General Formatting Specifications**

- Type page: The volumes are in 23,5 x 15,5 cm format, the type page is 19.2 x 12.6 cm. This height and width must be used to the full.
- Type setting: justified
- Font: Times New Roman
- Spacing: single spacing
- Type size of text body: 10p
- Hyphenation: To be used, but limited to a maximum of three consecutive lines.



## 2.2 Headings

Headings of the same significance must be in the same typeface.

- Contributions in proceedings and seminar series and the main chapters in monographs or dissertations:
  - 14p, bold, centred, first letter of words having an informational content upper case;
  - author's names and address, 10p, not bold; followed by two blank lines,
  - then abstract
- Chapters: 12p, bold, flush left; preceded by two blank lines, followed by one blank line
- Sub-chapters: 10p, bold, flush left, preceded by two blank lines, followed by one blank line

## 2.3 Special characters

Only use special characters that are available in standard font sets.

## 2.4 Paging

The page numbering is handled by the editors for proceedings and seminar volumes, and the individual contributions are therefore to be submitted by the authors without page numbering; the pages of monographs and dissertations shall be numbered by the author:

- Preface, table of contents and contributions begin as a matter of principle on a right-hand page, and if necessary an empty page is to be inserted.
- The page numbers of the first contribution are calculated on the basis of the number of pages of the introductory section plus 1
- The introductory section (for specimen see the attachment) consists of
  - Cover sheet (page 1)
  - Reverse of cover sheet (page 2; bibliographical details)
  - Preface (page 3 et seq.)
  - In the case of proceedings and seminar volumes, where appropriate details of an event committee, list of sponsors
  - table of contents (beginning on a right-hand page)

## 2.5 Illustrations

- Make up: depending on size “rectangular” or “top and bottom”
- Numbering:
  - In proceedings and seminar volumes, consecutively within one contribution, in monographs and dissertations consecutively within a chapter, preceded by the chapter number (e.g.: Fig. 4.17)



- Font: Times New Roman, 9p, not bold
- Together with the description of the illustration, centred beneath the illustration; illustration number and description shall be entered in the text, and consequently if necessary deleted when scanning illustrations to achieve a uniform appearance and to comply with the numbering system. With quoted illustrations, the description of the illustration must be accompanied by a complete indication of source, and the publisher's approval must be obtained for reproduction and submitted to the editors.
- If illustrations are reduced in size, ensure that letters and figures are at least 1mm high; if scanned illustrations are used, ensure that alphanumeric characters, lines and shadings in black and white illustrations are identifiable.

## **2.6 Formulae and program texts**

Formulae and programme texts must be indented by four characters from the left-hand margin. If formulae are numbered consecutively, this numbering shall be entered in brackets, flush right at the right-hand edge of the type page.

## **2.7 Footnotes**

Footnotes are to be set apart from the text by a 5 cm long line<sup>1</sup>. In proceedings and seminar volumes, the numbering is consecutive within a contribution, in monographs and dissertations, consecutive throughout the entire work.

## **2.8 Bibliography and references**

The bibliography is added without chapter number at the end of a contribution in proceedings and seminar volumes, at the end of the entire work in monographs and dissertations. Font: Times New Roman, 9p, not bold, narrow spacing (exactly 9p).

References to the bibliography within the text are in the form

- (1) [Ez99] for a source with one author: E (capital) stands for the first letter of the author's family name, z for the second letter of the family name, 99 stands for the year of publication,
- (2) [Ez99a], [Ez99b], if a number of works by the same author exist from the same year,
- (3) [AB00] or [ABC01] for a source with two or three authors: A, B and C stand for the first letters (in capitals) of the authors in the sequence in which they are listed in the source.
- (4) in the case of more than three authors, only the first author mentioned in the source is listed, by analogy with (1), e.g. [Az99].

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<sup>1</sup> This is an example of a footnote. Footnotes should use the entire line. Font: Times New Roman, 8p, single spacing.



The bibliography is sequenced alphanumerically according to the references.

## Bibliography

- [AB00] Abel, K.; Bibel, U: Formatierungsrichtlinien für Tagungsbände. Format-Verlag, Bonn, 2000.
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- [Ez99] Ezgarani, O.: The Magic Format - Your Way to Pretty Books. Noah & Sons, 2000.



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## **BTW 2003**

**Tagungsband der 10. BTW-Konferenz**  
26.-28. Februar 2003, Leipzig

Gesellschaft für Informatik 2003



**Lecture Notes in Informatics (LNI) - Proceedings**  
Series of the Gesellschaft für Informatik (GI)

Volume P-26

ISSN 1617-5468

ISBN 3-88579-330-X

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