



Checklist for formatting your manuscript for the series “Dissertationen der LMU” and “Habilitationsschriften der LMU”

(as of January 2022)

In order to publish your thesis digitally and with a publisher we typeset your manuscript with the application InDesign. To do this your text document must fulfil a couple of requirements.

You can find all publications to date on the [website of the University Library](#).

File format and compatibility

- Please hand in your manuscript as a .docx-file (Word 2010 or higher).
- If your file format is not Word 2010 or higher or if it contains mathematical formulae, contact us.

Additional data and DVDs

Contact us if you have additional data. It is possible to publish these data on our server and just point to them in the printed document.

Templates, paragraph and character formatting

A consistent assignment of paragraph and character formatting for the body text as well as headlines including automatically numerations, quotations, footnotes and automatically numerations in the body text is absolutely necessary.

A distinction is made between:

- **Paragraph styles** for entire paragraphs
- **Character styles** for individual words or characters.

- Please provide the following text elements with their own **paragraph style** each
 - Chapter headings (numbered and unnumbered)
 - Texts above figures, tables, graphics
 - Texts under figures, tables, graphics
 - Body text (main language)
 - Body text (other languages)

Due to the different syllable divisions, different styles are required for text passages in languages that are different from your main text.

 - Quotes (main language)
 - Quotes (other languages)
 - Footnotes (main language)
 - Footnotes (other languages)
 - Table contents
 - Listings and bullets
 - List of illustrations and figures, reference list
 - Other text elements

- Please provide the following text elements with their own **character style** each
 - Italics
 - Bold
 - Small caps
 - Hyperlinks and URLs
 - Other special characters

- Do not add anything by hand that word processing can do automatically
 - Ends of lines, pagination, numeration of footnotes
 - Do not use blank spaces or the tabulator key for indentations or centering of body text. Use templates instead.
 - Activate the automatic hyphenation. Do not add hyphenation by hand.
 - By using language-specific templates and non-breaking spaces you can avoid wrong hyphenation or can keep characters at the end of a line together.
- “Treat similar things similar“. This is not only important for templates but for bold characters, characters in italics and underscored characters, quotation marks, apostrophes, indentures, empty lines in paragraphs as well.
- If you haven’t used templates already use **our preformatted example**. The templates used in it should be sufficient. If you need more, create them and name them clearly.

Figures and pictures

- Send us figures and pictures as a high-resolution .tif or .jpg (300 dpi for max. 10 cm width) in a zipped file via e-mail or dropbox. You’ll find help for high-resolution and the creation of scans under <http://www.friedrich-forssman.de/Scan.html>
- You don’t have to add the figures in your manuscript. A caption like: “Img. 1: Picture caption“ with the according template is sufficient.
- If you have more than 20 figures and/or pictures they will not be placed in the body text but in a separate image part at the end of the text.
- Please verify your sources and your picture copyrights before handing in the manuscript and sum them up in a separate image index.
- Please supply self-made graphics in the original application (Word, Powerpoint, Exel etc.) or as vector data.
- The maximum width of images is 10 cm. If possible, create your images possibly in this size.

Charts

- Do not send tables as figures and images but place them either as a word chart in your document or send a separate excel file especially for large charts.
- Do not overdo it with the charts layout. When we layout your manuscript we use standardized formats for charts. It is important however that the content is placed correctly in the lines and columns.
- You don’t have to add the figures in your manuscript. A caption like: “table 1: table caption“ with the according template is sufficient.
- Selected tables can be placed in landscape format (= higher width) by arrangement.

General tips

Do not do anything by hand to get a “nice“ layout, for example empty lines or page breaks. When typesetting your manuscript the whole text will be relocated anyway.

Our preformatted layout creates the table of contents, the charts and figures index automatically. If you have already written these by hand, please send them to as a frame of reference.

If you have any questions regarding formatting your manuscript contact publizieren@ub.uni-muenchen.de