Below you can see examples and hints for the different formats for viewing. Please delete before writing.

Please pay attention:

If you have already written a text and want to bring it into this style sheet, remember that this text already contains formatting that may not be compatible with it. You should therefore proceed as follows:

1. Open the new (this) style
2. Open your existing text.
3. Select your text and copy it (e.g. STR+C)
4. Go to the new template, make sure you are in "standard" mode
5. Select "Paste", then "Insert content" and select "unformatted text" from the drop-down box and confirm with "OK". Your old text will now be inserted into the publication style sheet without the format template. - **Do not use STR+V to insert, otherwise all previous formatting of the old text will be inserted into the new text!**
6. Format the texts accordingly (headings 1., 2., etc.)
7. It is advisable to proceed step by step to make it easier to reformat the previous formatting.

# Heading 1: Arial 18, line spacing before 21pt, line spacing after 9pt, left

## Heading 2: Arial 16, line spacing before 21pt, line spacing after 9pt

### Heading 3: Arial 14, line spacing before 21pt, line spacing after 9pt

#### Heading 4 Arial 12 12pt 9pt

Those who cannot cope with the automatic outline can also switch it off and do everything by hand.

Standard text Times New Roman 13, line spacing at end of paragraph 9pt, justified

Footnote text Arial 10.5, after 3pt

#### Citation in text and bibliography

**Citation** in text and bibliography: See instructions for final papers

#### Presentation of figures, tables and overviews:

**Figure 22**: The unheard-of lightness of being presented in a clear illustration. TNR12 bold before 12 after 6pt (Ü Fig. heading)

**Table 22:** The outrageous lightness of being presented in a clear table with annotations. (Ü table heading)

**Overview 22:** The unheard-of lightness of being presented in a clear overview with annotations. (Ü Overview-heading)

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| --- |
| Text in tables and figures, Arial 11, distance before/after each 3pt |