

# Authors' Guidelines - GI-Edition Lecture Notes in Informatics (UML-Workshop Version)

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**Abstract:** These notes present the formatting requirements for producing manuscripts or preparing volumes for the LNI Series. First rule: The abstract is written in single spacing in Times New Roman 9pt, justified, and indented by 1 cm to the left and right as compared with the general page setting (see below). Set the spacing after the summary/abstract paragraph to 12pt.

## 1 Introduction

The present guidelines are mandatory for the preparation of reproducible manuscripts for the 'LNI' GI-Edition. They 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 is published by the German Computer Science Association (GI = Gesellschaft für Informatik) and comprises conference volumes, monographs, the Dagstuhl Seminar Series and the dissertations awarded the GI dissertation prize.

Please note that the series is rather new and the formatting guidelines are still in beta version. If problems with the formatting arise, please contact the volume editor.

Specifics for the UML'01 workshop proceedings:

- Each paper contains a summary and a literature list.
- There is no hard page limit. However, each paper should have the size of "normal" proceedings.
- For layout questions you may try a good solution in the spirit of these formatting guidelines or contact the workshop organizers.

## 2 Guidelines

### 2.1 General Formatting Specifications

Page: The volumes are in 23 x 16 cm format, the type page is 19.2 x 12.6 cm. This height and width must be used to the full. Type setting is justified with single spacing, the type size of text body is 10pt. The font to use is Times New Roman or Times (for older Word-Versions and Unix). Hyphenation is to be used, but limited to a maximum of three consecutive lines. Set the spacing after paragraphs to 3pt.

Enumerations are formatted as follows:

- Font and type setting as general formatting specifications.
- Set the spacing to 1pt after each enumeration.
- Itemizations are preceded by a point, whereas the text itself begins after the 0,5 cm mark. The second and each following line within a single enumeration is also to be indented by 0,5 cm to the left.
  - Itemizations of second grade follow the same rules as the itemizations of the first grade with an additional indent by 0,5 cm to the left.

## 3 Headings

The title page of contributions in proceedings and seminar series:

- 14pt, bold, centered, followed by a 24pt spacing
- author's names 12pt, not bold; followed by a 9 pt spacing
- address of the author(s) 10pt, not bold, followed by a 24pt spacing; then the abstract

## 4 Fonts and special characters

The following standard holds: Headings of the same significance must be in the same typeface.

- Chapters: Arial/Helvetica 11pt, bold, flush left, preceded by a 12pt spacing and followed by a 6pt spacing.

### 1 Chapter

- Sub-chapters: Arial/Helvetica, 10pt, bold, flush left, preceded by a 9pt spacing and followed by a 6pt spacing, whereas the chapter numbers precede the sub-chapter numbering and begins with a 1.

#### 1.1 Sub-chapter

- Sub-sub-chapters: Arial/Helvetica, 10 pt, italics, flush left, preceded by a 6 pt spacing and followed by a 6 pt. The numbering is follows the same rules as set for sub-chapters.

##### 1.1.1 *Sub-sub-chapter*

An exception to this rule are the main chapters of monographs or dissertations for which holds:

- 14 pt, bold, centered, followed by a 24 pt spacing

#### **4.1 Special characters**

Only use special characters that are available in standard font sets which are presentable in pdf or eps files. Otherwise ensure all necessary fonts are included.

#### **4.2 Paging**

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

- Preface, table of contents and contributions begin as a matter of principle on a right-hand page, 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 + 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/seminar volumes, where appropriate, details on the event committee and list of sponsors.
  - table of contents (beginning on a right-hand page)

#### **4.3 Figures**

Figures can be simply embedded in the document:

- Make up: depending on size "rectangular" or "top and bottom".
- Numbering:
  - In proceedings and seminar volumes, consecutively within one contribution (e.g. GI-Logo).
  - In monographs and dissertations consecutively within a chapter, preceded by the chapter number (e.g.: Fig. 4.17).
  - Font: Times New Roman/Times, 9 pt, not bold.
  - Name/Describe the figure and center this name beneath the figure. The graphics can be anchored in the figure name/description, so that it can be moved together with it.
  - Figure number and its description shall be entered in the text, and when 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.



Fig. 1: Logo of the Gesellschaft für Informatik

#### 4.4 Formulae and program texts

Formulae and program texts must be indented by 0,63 cm 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.

#### 4.5 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.

#### 4.6 Enumeration

Enumerations are to be formatted as follows:

- (1) Font and type setting as general formatting specifications.
- (2) Set the spacing to 1pt after each enumeration/paragraph.
- (3) Each numeration is preceded by a number (in brackets), whereas the text itself begins after the 0,63 cm mark. The second and each following line within a single enumeration is also to be indented by 0,63 cm to the left.
  - (1) Enumerations of second grade follow the same rules as the itemizations of the first grade with an additional indent by 0,63 cm to the left.

#### 4.7 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, 9pt, not bold, narrow spacing (exactly 9pt). 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 publication year,

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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 with a following paragraph spacing of 1pt.

- (2) [EZ99a], [Ez99b], if a number of works by the same author exist written in the same year,
- (3) [AB00] or [ABC01] for a source with two or three authors: A, B and C stand for the first letters of their surnames (in capitals) of the authors as 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].

The bibliography is sequenced alphanumerically according to the references.

## **Bibliography**

- [AB00] Abel, K.; Bibel, U: Formatierungsrichtlinien für Tagungsbände. Format-Verlag, Bonn, 2000.
- [ABC01] Abraham, N.; Bibel, U.; Corleone, P.: Formatting Contributions for LNI. In (Glück, H.I. Hrsg.): Proc. 7<sup>th</sup> Int. Conf. on Formatting of Workshop-Proceedings, New York, 1999. Noah & Sons, San Francisco, 2001; S. 46-53.
- [Az99] Azubi, L. et. al.: Die Fußnote in LNI-Bänden. In (Glück, H.I.; Gans, G. Hrsg.): Formatierung leicht gemacht - eine Einführung. Format-Verlag, Bonn, 1999; S. 135-162
- [Ez99] Ezgarani, O.: The Magic Format - Your Way to Pretty Books. Noah & Sons, 2000.

## **Biography**

Optionally, a small bio may be added at the end for each author .