

Checklist

The following list should help you to check your file. Pay attention to special features in your document that are not listed in the checklist.

Obligatorisch

The following list contains all the settings that must be implemented:

Type area, Section transfer	☐ Margins correct? ☐ If these elements start on a new odd-numbered (right-hand) book page? ◦ Dedication, acknowledgements, foreword, ◦ List of contents, tables, figures, abbreviations etc., ◦ All main chapters, ◦ Bibliography, appendix, etc.
Page numbers, Column title	☐ Alignment: centred or outside even page number › left book page odd page number › right book page ☐ Pages before the table of contents without page numbers
Font, Paragraph	☐ Continuous text and footnotes in justified text ☐ Minimum font sizes adhered to? ☐ Correct line spacing? ☐ Remove superfluous blank lines?
Headings	☐ Left-aligned, no hyphenation ☐ A headline must never be placed alone (without follow-up text) at the end of a page ☐ Subitems counted correctly? An outline level has at least two sub-items (or none): For example, an item 2.1.1 also includes an item 2.1.2.
Hyphenation	☐ Hyphenation switched on and correct? ☐ Do not separate personal names if possible ☐ wrap web links all still functional? (important for the online edition)
Footnotes [alternative: Endnoten]	☐ Justification, hanging indent, flush after tab stop ☐ Start with capital letters, end with full stop
Tables of contents, figures, tables, index	☐ Font sizes, line spacing and indents ☐ Correct duplicate register entries if necessary ☐ Updated directories and cross-references?
Tables, illustrations, graphics & labelling	☐ Resolution and size ☐ Do not exceed maximum width, if necessary place on a new page rotated by 90 degrees ☐ Is the positioning of the labelling uniform? (preferably centred or flush left or right)
Dissertation data	☐ Dissertation pages and CV, if applicable, are uncounted ☐ Back of the dissertation title page: Names of the supervisor and date of examination ☐ CV must not be listed in the table of contents

Optional

The following list contains optional points for formatting that you can, but do not have to, implement:

Page numbers	☐ Separate Roman and Arabic numerals (consecutive within the numerals, main part starting with "1")
Footnotes	☐ Consecutive or section-separated footnote counting
Tables, lines in tables, column titles	☐ Colour gradations, shades not too dark ☐ Standardized table labels ☐ Line width (min. 0.5 pt, better 0.75 pt) ☐ Line colour: Black!