



Bundesamt für
Naturschutz

Manuscript guidelines for BfN Schriften

April 2024

1 Introduction

“BfN Schriften” are a series of publications published non-periodically since 1998 by the editorial team of the Federal Agency for Nature Conservation (BfN) in Bonn. They can be produced at short notice and contain, among other types of publication, final reports of research projects, workshop and conference reports. In particular, information that is only relevant in the short term can be the subject of BfN Schriften. Only unpublished original contributions are published. These contributions must not have been submitted for publication elsewhere at the same time. BfN Schriften are published in-house. They appear in a print version, digital version (PDF format), or – predominantly – as a hybrid version.

The BfN supports open access to scientific information. BfN Schriften are therefore published as an OPEN ACCESS series of publications. This series is made available under the terms of the Creative Commons Attribution NoDerivatives 4.0 International License (CC BY - ND 4.0) (<https://creativecommons.org/licenses/by-nd/4.0/deed.en>)

The following provisions serve to,

- A. create accessible BfN Schriften for the BfN-e-dition repository and the BfN website. As a federal authority, the BfN is obliged to have accessible publications in accordance with Section 11 of the Act on Equal Opportunities of Persons with Disabilities (BGG) and the Accessibility in Information Technology Ordinance (BITV)
- B. ensure a technically and/or digitally impeccable reproduction of the manuscripts (including illustrations, tables, photos, etc.),
- C. contribute to a uniform appearance of the series, taking into account the corporate design.

Compliance with these instructions will enable prompt editing.

2 Files for manuscript submission

The editorial team can provide guidance on the program versions currently being used at the BfN.

The following files should be submitted to the editorial team:

- a finalized Word file of the manuscript for review by the editor (in exceptional cases the file can also be created with a layout program). Prior coordination with the editor is absolutely necessary before obtaining print approval from the BfN and before submitting the final PDF file.
- an accessible entire file of the manuscript as a PDF file. The PDF file is created using the Adobe Acrobat Professional program in the version currently valid at the BfN. Depending on when the project starts, accessibility is checked either with the Adobe Acrobat Professional program (project starts before 01/02/2021) or the currently valid version of the PDF Accessibility Checker (PAC) (project starts after 01/02/2021).

3 Image rights

For all illustrations (e.g. images, graphics, photos, maps, aerial photographs, diagrams, logos) unlimited usage rights must be available in accordance with copyright law.

This applies to both the printed and digital version of the publication, which is placed in the BfN repository. The data source of all images must be cited and the image authors must be named. Please use the BfN repository declaration (available at: www.bfn.de/Schriftenreihen)

Contact

If you have any questions, please contact the BfN editorial team

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4 Text of the manuscript

4.1 Language guidance

It is important to ensure that the language used is consistent and gender-appropriate, and that current spelling is used. To ensure that accessible documents are understandable, please observe the following guidance:

- Short, clear, unconvoluted sentences;
- Formulate sentences using verbs rather than nouns.
 - Example: Instead of “The increasing production and the inadequate separation of waste has a negative impact on nature conservation.” it would be better to say: “The fact that more and more waste is produced and inadequately separated has a negative impact on nature conservation.”
- Use active voice rather than passive voice.
 - Example: Write “The BfN developed a plan in December” (active) rather than “In December a plan was developed by the BfN” (passive).
- Avoid acronyms and abbreviations: use the long form, especially if terms only appear once or rarely in the text. If acronyms and abbreviations have to be used, the word should be written out in full the first time it appears and the meaning placed in brackets. An exception is terms that are usually only used in abbreviated form, such as DVD, CD, NATO. A list of acronyms and abbreviations can be helpful.

4.2 Using the style sheet

Working with style sheets is a prerequisite for future error-free conversion to PDF format and is important for ensuring accessibility and compliance with the BfN's corporate design. The currently valid style sheet for the BfN Schriften can be downloaded from the BfN website at www.bfn.de/schriftenreihen. Please open this file, save it under a new name as a .docx file, and create your document within this file.

Only format your text using style sheets. To do this, highlight the relevant text passages and assign the appropriate style. For paragraph styles, simply click within the paragraph. Use the button ► Home ► Styles, then the small grey arrow at the bottom right, or the key combination ► ALT + CTRL + SHIFT + S to open the window with all the styles available in the current formatting template. Spacing in the document (for example between headings and paragraphs or between consecutive paragraphs) is defined by the format of the text elements; do not insert empty paragraphs using the Enter key!

The hierarchy of headings must be created using different styles such as Heading 2, Heading 3.

Copying text from other files into the file: If you copy text from other files, please do not copy any different styles. Copy the text into another file and then paste it via ► Home ► Paste ► Paste Special ► Unformatted Text.

In individual cases, changes can be made to the format template (right-click on the corresponding style in the Styles list ► Modify).

4.3 Page layout

Please do not change the page margins or the DIN A4 paper format;

Page numbering: start with the table of contents on page 3 (right-hand page); pages are numbered consecutively; page numbers are in Calibri 10pt.

4.4 Text formatting

Only use italics for scientific species and genus names. Do not underline the text; words/sentences can be set in bold for visual differentiation.

5 Manuscript structure and components

Please note the following specifications for the manuscript components. For formatting instructions for the manuscript structure described below, see the appendix.

5.1 Cover image

To insert a new cover image, right-click on the existing image ► Change Image ► From This Device, then choose your image . Your image will automatically be fitted into the frame provided. You can enlarge the image by dragging the four corners to change the size. You can also edit the image size via ► Picture Format ► Crop. Please make sure that the cover image fills the entire frame (light blue area). For easier handling, you can cut the image in advance to 19.8 cm x 17.5 cm. Graphics with a white background can be placed freely in the frame. Make sure the overall image is harmonious.

For templates with 2, 3 and 4 images, the images are embedded in the header to avoid moving them. First, double-click on the header to be able to edit the images. To enable accessibility, please ensure that the cover image is located at the top behind the blue box and not above it.

5.2 Table of contents

- Starts on page 3 (right-hand side).
- You can create a new table of contents via ► References ► Table of Contents

- The table of contents should also include the foreword, summary, and abstract as well as a list of figures and tables and, if applicable, a list of acronyms and abbreviations.
- If you have formatted all headings in the document with styles, the table of contents can be adjusted via ► right-click ► Update Field ► Update Entire Table ► (it is also possible to Update Page Numbers Only).
- Refresh the contents again after completing all changes to the document.

5.3 Foreword

- This follows the Table of Contents, on the right-hand side.
- 1-2 pages in length.

5.4 Summary and abstract

In German BfN Schriften (Abstract) and English BfN Schriften (Summary), these follow the Foreword; each is 1-2 pages long.

5.5 Chapter 1

The first chapter always begins on an odd-numbered right-hand page (e.g., page 9). If necessary, insert a blank page before it.

5.6 Header

The document header is created automatically and does not need to be edited by you. It is generated from the individual chapter headings. This requires section breaks after each main chapter. If this is not desired, the header can be deleted.

If the header shows an incorrect chapter heading, for example that of the previous chapter, first check whether all your chapter headings are correctly formatted with "BfN_Ueberschrift 1 oN" (for Lists) or "BfN_Ueberschrift_1" (for Chapter headings). In the next step, double-click on the header to edit it and then right-click ► Update field.

If the wrong heading is still displayed, right-click ► Edit field on the header. Under Field names, "Styleref" must be set, and under Style name, "BfN_Heading 1 oN" or "BfN_Heading_1" must be selected.

5.7 Illustrations

- Insert image with ► Insert ► Pictures
- Only format very narrow images left or right aligned, never with text on both sides: right mouse button on ► Image ► Wrap text ► In line with text or Top and Bottom.
- Format image with "BfN_Images" to insert the correct spacing before and after the image
- Create Figure caption ("Fig. 1: ..."): Right-click on the ► figure ► Insert caption ► Change the name to "Fig.", counting is automatic, select the position for the text ► Under the selected element ► OK ► Format the signature as "BfN_Figure caption"
- Stay within the text area.
- Sources or image authors (in brackets after the text). Either always abbreviate the first name or always write it out if full.

- References to figures in the text should be placed in parentheses, e.g. (see Fig. 1).
- Screen readers read the alternative text associated with an image in a Word file. Please add alternative text to all of your images. Right-click on the image ► View alt text.

5.8 Tables

- Tables should always be inserted as text tables so that the content is also accessible to people with visual impairments.
- Create tables with ► Insert ► Table ► Under Design, select “BfN_ Tabelle blau” or “BfN Tabelle grau”.
- First row (“header”) must contain column headings ► format with “BfN_ Tabellenkopf blau” or “BfN_ Tabellenkopf grau”.
- Format table content with “BfN_ Tabellentext”.
- For multi-page tables, click in the table ► Table tools tab ► Layout ► Repeat header rows.
- Select the entire table, right-click ► Table Properties ► Row tab, uncheck ► Allow row to break across pages.
- Create Table caption (“Tab. 1: ...”): Right-click on the ► table ► Insert label ► Change name to “Tab.”, counting is automatic, select the position for the text ► Above the selected item ► OK.
- Format signature as “BfN_ Tabellenüberschrift.”
- If necessary, add an explanation to the table by formatting the text as “Hinweis_Tabellen_Abbildungen”.
- Stay within the text area.
- When using landscape-oriented tables, make sure that the page numbers are positioned correctly.
- Place references to tables in the text in parentheses, e.g. (see Tab. 1).
- Avoid nested tables in the layout.
- If inserting a table as an image is unavoidable, you must provide descriptive alternative text so that the table is also accessible to people with visual impairments.

5.9 Lists

- If the program starts with an incorrect number during automatic numbering, you can change this: ► Select the list ► Right-click to Set Numbering Value ► Select the correct numbering
- Please do not insert bullet points manually, but use the formatting templates “BfN_Aufzählung_grüne Punkte” or “BfN_Aufzählung_Buchstaben”

5.10 Hyperlinks and email addresses

- Insert hyperlinks with ► Insert ► Link, enter the text of the link at the top and the web address to which you want to link at the bottom.

- For accessibility, enter a descriptive text ► Right mouse button ► Edit hyperlink ► Quick info ► Enter text (e.g. "Link to the BfN website"). This step is essential for accessibility.

5.11 References

5.11.1 Literature references in the text

- In the text, author surnames (no small capitals or upper-case letters) and year in brackets, if applicable page number (e.g. Becker 2016: 20)

5.11.2 References/Sources

- The list of references is at the end of the text and contains the complete literature references with the bibliographic data.
- Literature citations are arranged alphabetically by author's last name and, if the authors are the same, chronologically by year.
- If there are more than three authors, you can abbreviate with “et al.”.
- Page numbers have a short hyphen and no space between words.
- For Internet sources, please provide the URL and the date of access.
- No page breaks within a reference.

5.12 List of figures and tables

- Lists are placed separately after the references in the order given above and, if they cover more than half a page, begin on the next page.
- Please remove explanations, references, etc. from long lists of figures and tables.
- If all figure captions and table headings in the document have been formatted accordingly, the lists can be updated accordingly by right-clicking ► Update fields ► Update entire table ► (It is also possible to Update page numbers only).
- Refresh the lists again after completing all changes to the document.

5.13 List of acronyms and abbreviations

A list of acronyms and abbreviations is optional and is placed after the list of tables if necessary. If it covers more than half a page, it begins on the next page.

5.14 Glossary

A glossary is optional and is placed after the list of acronyms and abbreviations if necessary. If it covers more than half a page, it begins on the next page.

5.15 Appendix

An appendix is optional and is placed after the glossary if necessary and, if it covers more than half a page, begins on the next page.

6 Collected works (including conference proceedings)

- Table of contents: List the authors for each contribution (not in small capitals or capital letters).

- Start each contribution on a right-hand page.
- Place the author's first and last names under the main headings (not in small capitals or capital letters).
- Format address information for the authors of the individual contributions to a collected work in a uniform manner

A Summary of the most important formatting of the template

Text component	Formatting	Designation in the style sheet
Standard text	Font Calibri Font size 12pt Single column, justified Line spacing: 15pt Top spacing: 3pt Bottom spacing: 6p No first line indentation	BfN_Standard
	Text parts that should be printed in bold	BfN_fett
	Italic text only for the scientific species and genus names. For example: the marmot (<i>Marmota marmota</i>)	BfN_kursiv
Lists	Headings for table of contents and imprint do not appear in the table of contents like first-order heading	BfN_Inhaltsverz_Überschrift, BfN_Impressum_Überschrift
	Headings for lists of figures, tables, and abbreviations as well as the foreword as first-order heading	BfN_Ueberschrift 1 oN
	Table of contents text Font type and size as standard, left-aligned Line spacing: 15pt Top spacing: 3pt Bottom spacing: 6pt Hanging indent: 1.6 Do not allow text to run over the page number (left-aligned) Headings 1st order bold Headings from 2nd order light	Verzeichnis 1-4
	Text for figures, tables, and abbreviations Font type and size as standard, left-aligned Line spacing: 15pt Hanging indent: 2 Do not allow text to run over the page number (left-aligned)	Abbildungsverzeichnis
Chapter headings	Chapter heading 1st order Font size 14pt, left-aligned, bold, not underlined Colour: RGB 10 90 160 Line spacing single Spacing upwards: 0pt Spacing downwards: 12pt Arabic numbering Spacing between chapter number and text is the same for all hierarchy levels (use tab) Always starts on a new page (only for collected works, including conference proceedings, on a right-hand page) at the top of the type area	BfN_Ueberschrift_1
	Chapter heading 2nd level Font size 13pt, left-aligned, bold, not underlined Colour: RGB 10 90 160 Line spacing: single	BfN_Ueberschrift_2

Text component	Formatting	Designation in the style sheet
	Upper spacing: 12pt Bottom spacing 6pt Arabic numbering The spacing between the chapter number and the text is the same for all hierarchy levels (use tabs)	
	Chapter heading 3rd and 4th order Font size 12pt, left-aligned, bold, not underlined Colour: RGB 10 90 160 Line spacing: single Spacing upwards: 12pt or 9pt Spacing downwards: 0pt Arabic numbering Spacing between number and text is the same for all hierarchy levels (use tab)	BfN_Ueberschrift_3 BfN_Ueberschrift_4
	Font size 12pt, left-aligned, bold, not underlined Colour: RGB 10 90 160 Line spacing: single Top spacing: 3pt Bottom spacing: 6pt No numbering	BfN_Zwischenüberschrift
Lists	List with numbering (1st, 2nd, 3rd ...) left-aligned, without indentation	BfN_Aufzählung Ziffern
	List with numbering (A, a, b, B, a, b, C...) left-aligned, without indentation	BfN_Aufzählung_Buchstaben
	Bulleted lists Colour of bullets: RGB 0 150 65 left-aligned, without indentation	BfN_Aufzählung_grüne Punkte
- Figure caption	Font size 11 pt, justified Line spacing 1.0 Hanging indent: 1.5cm Numbering and description under the figures (Fig. 1: ...)	BfN_Abbildungsunterschrift
Table heading	Font size 11pt, justified Line spacing 1.0 Use tabs and indent from the 2nd line. Numbering and description above the tables (Table 1: ...)	BfN_Tabellenüberschrift
. Additional information.	Font size 10pt For explanatory notes on the tables and figures	BfN_Hinweis_Tabellen_Abbildungen
Table text	Font size 10 pt Line spacing: single	BfN_Tabellentext
	Font size 10pt Line spacing: single Colour: black	BfN_Tabellenkopf grau
	Font size 10pt Line spacing: single	BfN_Tabellenkopf blau

Text component	Formatting	Designation in the style sheet
	Colour: white	
Footer for Page number	Font size 10pt	Fußzeile
Footnotes	Font size 10pt, left-aligned Line spacing: single Hanging indent: 0.5cm No literature citations as footnotes	BfN_Fußnote
References	Heading see: Lists, BfN_Heading 1 oN Font size 11pt Top spacing: 0pt Bottom spacing: 6pt Within the quotations line spacing: single Hanging indent: 0.6cm	BfN_Literaturverz
Author names in the title of a conference paper	Font size 12pt Line spacing 1.0 Top spacing 12pt Colour: RGB 0 150 65	BfN_Tagung_Autor*innen
Headings Conference Proceedings	Chapter heading 1st order without numbering Font size 14pt, left-aligned, bold, not underlined Line spacing category 1.0 Top spacing 18pt Bottom spacing 6pt Colour: RGB 10 90 160	BfN_Tagung_Überschrift