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Foreword (BfN\_Überschrift 1 oN)

This page is for a foreword by the BfN President (1-2 pages). Please contact your contact person at the BfN to make arrangements.

Body texts are in the BfN\_Standard format style. This is the standard. This is the standard[[1]](#footnote-2). This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. **This is the ‘‘**BfN\_fett’’ **format style**. This is the standard. This is the “BfN\_kursiv” format style. This is the standard. This is the standard.

Summary (BfN\_Überschrift 1 oN)

Please summarize your findings on about one page.

Body texts are set in the BfN\_Standard format style (Reference e.g. Becker 2016: 20). This is the standard. This is the standard[[2]](#footnote-3). This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard.

* **This is a list with green bullet points.** This is a list. This is a list. This is a list (BfN\_Aufzählung\_grüne Punkte)
  + First subcategory of the list. This is a list. This is a list. This is a list. This is a list.
    - Second subcategory of the list

1. **This is a list with green numbers.** This is a list. This is a list. This is a list. (BfN\_Aufzählung\_grüne Ziffern)
   1. First subcategory of the list. This is a list. This is a list. This is a list. This is a list.
      1. Second subcategory of the list. This is a list. This is a list. This is a list. This is a list.

Abstract (BfN\_Überschrift 1 oN)

Please summarize your findings in English on about one page.

English body texts are also set in the BfN\_Standard format style. This is the standard. This is the standard[[3]](#footnote-4). This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard.

* **This is a list with green bullet points**. This is a list. This is a list. This is a list. (BfN\_Aufzählung\_grüne Punkte)
  + First subcategory of the list. This is a list. This is a list. This is a list. This is a list.
    - Second subcategory of the list

Start the actual content with, for example, a two-line heading (BfN\_Überschrift 1)

Body texts are set in the BfN\_Standard format style. This is the standard. This is the standard[[4]](#footnote-5). This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard.

1. This is a **lettered** list. This is a list. This is a list. This is a list. This is a list. (BfN\_Aufzählung\_Buchstaben)
   1. This is what the corresponding subcategories look like.
   2. This is what the corresponding subcategories look like.
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      * This is what the corresponding subcategories look like.

Table 1: Please always use the right mouse button to “Insert caption” for the table caption. Then format the text in “BfN\_ Tabellenüberschrift ”. Otherwise it will not appear in the List of tables.

| Column header | Column header | Column header | Column header | Column header |
| --- | --- | --- | --- | --- |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

The table itself is formatted using Table Tools - Design and the corresponding quick format style. The column header and the table text must then be formatted with the respective format styles. Format style for this text: (BfN\_Tabellenunterschrift)

Table 2: The table caption always has the same formatting and can also span several lines, as can be seen here

| Column header | Column header | Column header | Column header | Column header |
| --- | --- | --- | --- | --- |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Data row | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 | 0.00 |

Note: After marking these tables, you can save them for further use via > Insert > Table > Quick tables > Save Selection in the quick table catalogue (at the bottom).

1. Examples of image usage (BfN\_Überschrift 1)

Images should be integrated using the “Insert Pictures” function. When setting text wrapping, we recommend activating the “Top and Bottom” function (move with text). Only then can the distance to the text in the menu be adjusted. “Size and Position” can be defined (right mouse button).

This is the standard. Highlights in **BfN\_fett**. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard.



Figure 1: Please place images via “Insert Pictures” Layout option: (With text in line). Then format the image using the BfN\_bilder format style. The image caption is created using the right mouse button “Insert Caption”. (Add the name of the Figure). Then use the format style “BfN\_ Abbildungsunterschrift ”! (Source: don't forget!)



Figure 2: Be sure to use the “BfN\_ Abbildungsunterschrift” format style! Align smaller images left-justified. The smallest image width should not be smaller than half the text column.

1. Category 1 heading (BfN\_Ueberschrift\_1)

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard This is the standard.

1. Category 1 heading with numbering (BfN\_Ueberschrift\_1

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard This is the standard. (BfN\_Standard)

* 1. Category 2 heading with numbering (BfN\_Ueberschrift 2)

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* 1. Category 2 heading with numbering (BfN\_Ueberschrift 2)

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard.

Subheading without numbering: (BfN\_Zwischenüberschrift)

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. The species is Bufo bufo. (BfN\_kursiv)

* + 1. Category 3 heading with numbering (BfN\_Ueberschrift\_3)

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. (BfN\_Standard)

* + 1. Category 3 heading with numbering (BfN\_Ueberschrift\_3)

This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. This is the standard. (BfN\_Standard)

* + - 1. Category 4 heading with numbering (BfN\_Ueberschrift\_4)

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* + - 1. Category 4 heading with numbering (BfN\_Ueberschrift\_4)

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The text in a blue box is generated from the format style “BfN\_Textbox-Text blau”. The text in a blue box is generated from a custom format style.

List in the text box (BfN\_Textbox-Text blau Aufzählung)

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Text in a grey text box “BfN\_Textboxkopf\_grau”

The text in a grey box is generated from the “BfN\_Textbox-Text grau” format style. The text in a grey box is generated from a custom format style.

* List in the text box (BfN\_Textbox-Text grau Aufzählung)
* List in the text box (BfN\_Textbox-Text grau Aufzählung)



Figure 3: Select the caption using the right mouse button (Label: “Fig.”) and format it as “BfN\_bbildungsunterschrift”.

References (BfN\_Ueberschrift 1 oN)

Lange, H. (1999): This is the format for the bibliography. This is the format for the bibliography. (BfN\_Literaturverz)

Lange, H. (1999): This is the format for the bibliography. This is the format for the bibliography. (BfN\_Literaturverz)

**Monographs:**

Author name, Initial(s) of first name(s) (Year): Title. Subtitle. X edition. Name of publisher. Location: Page numbers.

**Anthology:**

Name of publisher (institution or person, with first name initial) (ed.) (Year): Title. Subtitle. X edition. Name of publisher. Location: Page numbers.

**Contributions from anthologies:**

Author name, Initial(s) of first name(s) (Year): Article title. Subtitle. In: Name of the editor (ed.): Title. Subtitles, X edition. Name of publisher. Location: Page numbers.

**Journal article:**

Author name, Initial(s) of first name(s) (Year): Article title. Subtitle. Journal name Year (Issue number): Page numbers.

**Internet address:**

Author of the site or electronic document (Author's name, Initial(s) of first name(s)) (Year): Title. URL (Last accessed: access date)

List of figures (BfN\_Ueberschrift 1 oN)

[Figure 1: Please place images via “Insert Pictures” Layout option: (With text in line). Then format the image using the BfN\_bilder format style. The image caption is created using the right mouse button “Insert Caption”. (Add the name of the Figure). Then use the format style “BfN\_ Abbildungsunterschrift ”! (Source: don't forget!) 2](#_Toc160623255)

[Figure 2: Be sure to use the “BfN\_ Abbildungsunterschrift” format style! Align smaller images left-justified. The smallest image width should not be smaller than half the text column. 2](#_Toc160623256)

[Figure 3: Select the caption using the right mouse button (Label: “Fig.”) and format it as “BfN\_bbildungsunterschrift”. 2](#_Toc160623257)

List of tables (BfN\_Ueberschrift 1 oN)

[Table 1: Please always use the right mouse button to “Insert caption” for the table caption. Then format the text in “BfN\_ Tabellenüberschrift ”. Otherwise it will not appear in the List of tables. 2](#_Toc160623268)

[Table 2: The table caption always has the same formatting and can also span several lines, as can be seen here 2](#_Toc160623269)

Acronyms and abbreviations (BfN\_Ueberschrift 1 oN)

| Acronym /  Abbreviation | Explanation |
| --- | --- |
| BMUV | Bundesministerium für Umwelt, Naturschutz, nukleare Sicherheit und  Verbraucherschutz |
| Abbr. | Explanation of the abbreviation (BfN\_Standard\_linksbündig) |
| BfN | Bundesamt für Naturschutz |
| Abbr. | Add lines using “Insert Below”. |

Glossary (BfN\_Ueberschrift 1 oN)

| Keyword | Explanation |
| --- | --- |
| Term | Explanation of the term (BfN\_Standard\_linksbündig) |
| Term | Explanation of the term |
| Term | Add lines using “Insert Rows Below”. |

1. Appendix (BfN\_Anhang\_Ueberschrift\_1)

Continuous text in BfN\_Standard

* 1. Heading Appendix, second category (BfN\_Anhang\_Ueberschrift\_2)

Continuous text in BfN\_Standard or BfN\_Standard\_linksbündig

* + 1. Heading Appendix, third category (BfN\_Anhang\_Ueberschrift\_3)

Continuous text in BfN\_Standard

1. Appendix (BfN\_Anhang\_Ueberschrift\_1)

Continuous text in BfN\_Standard

“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, working papers, and bibliographies. Many of the “BfN Schriften” are available digitally. Printed editions can also be produced in small print runs.

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3. Here the text is used for a footnote. (BfN\_Fußnote) [↑](#footnote-ref-4)
4. Here the text is used for a footnote. (BfN\_Fußnote) [↑](#footnote-ref-5)