
Mandatory Template for Abstracts and Proceedings

For ● Corresponding authors and ● abstract authors

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B. Your Template for Abstracts and Proceedings to edit

Titel, authors, abstract text are mandatory, lists, figures etc. optional

Title

Authors

Abstract text

Lists

Figures

Tables

Acknowledgements

References

●● Introduction

Why set up your proceeding / abstract in a template?

- **Dear corresponding author,**
- **dear abstract author**

the editor team has created this manual and a template to create a publication according to the corporate design of the AWI. It is the base for corresponding authors, abstract authors and the editor team for the formatting and publication of proceedings / abstracts as a print or an electronic publication in the electronic publication and information center (ePIC) of the AWI.

In order to avoid time-consuming inquiries/corrections of your documents and improve your and our editing process, please create and format your text **exclusively in the template** provided by us using the **AWI-styles only**. You will find an AWI-styles overview and how to use them as guidelines in this manual.

Before you submit your contribution (a template-based MS Word-file) **please delete all blue type explanation / style information inside the template**. Save your contribution as a new MS Word-file under a new name – the AWI-style gallery will remain in your current file which is important for the editor's workflow with different programmes :-)

Please note: If you have not used our template for your proceeding, we are obliged to ask you to reformat it accordingly, as this is indispensable for the (electronic-) print production process of your publication.

Please read this manual created for you **carefully** on how content and cover of the publication should be formatted, structured, stored and sent to us.

If anything is not clear to you, please do not hesitate to contact us.

Thank you for your help, successful workflow and kind regards from your editor team

Horst Bornemann and Susan Amir

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Reports on Polar and Marine Research

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<http://awi.de/en/reports>

●● List of AWI-styles to be applied

Based on the font Arial in the template

Abstracts require to be created in the template by using the so called AWI-Styles fonts. Before you start to work, please get an overview of the structure of the template showing typical items (text, tables, figures). The blue font style in the template is explaining how to use the placeholder text and the AWI-styles. Here you find an overview of the AWI-style gallery in the Home tab of MS Word with examples of typical applications to achieve a structure of your contribution:

Application	Name of the AWI-styles
Paragraph standard font	AWI-Standard <i>Please note: do not confuse "AWI-Standard" with "Normal" or the "Microsoft-Standard". They look similar, but are different!</i>
HEADER 1	AWI-HEADING1 <i>Please note: do not type text in capital letters if you want to use AWI-Heading1; edit your text in upper and lower case letters as usual. The formatting will do the capitalization.</i>
Header 1.1	AWI-Heading 2
Header 1.1.1	AWI-Heading 3
Header of references / quotations; First font for the header of subordinated topics	AWI-Heading 4
<i>Second font for the header of subordinated topics</i>	<i>AWI-Heading 5</i>
Names of the participants	AWI-Participants
References / quotations	AWI-References
• Font for a list with dots	• AWI-ListDots
1. Font for a list with numbers	1. AWI-ListNumbers
<i>Font for the caption of figures</i>	<i>AWI-Caption</i>
Font for the header of a table	AWI-Table Header
Font to be used for tables	AWI-Table

•• How to work with a template

Creating an abstract / a contribution with MS Word Mac OS and Windows 10

There are two options to work with the template:

(1) The manuscript creation takes place **within** the template

The author creates the text, tables and inserts figures **within** the template. This is the direct way as the author only needs to mark the text and select the AWI-Styles given in the AWI-Style gallery. For further details see p. 5 "How to apply the AWI-Styles". Finally the template has to be saved under a new file name, e.g. surname_firstname_No.docx.

(2) The manuscript creation takes place **outside** the template

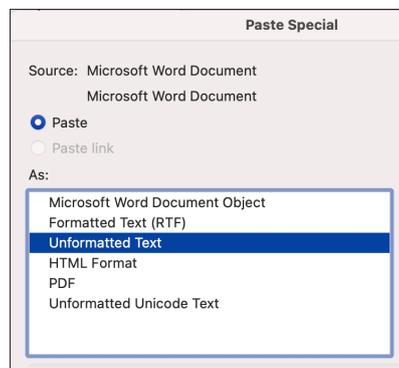
The author has already created the contribution elsewhere and now has to copy the text and different items piece by piece from another file into the template.

Important: Please use "Copy" and "Paste Special"¹ – please do not (!) work with the so called "Copy and Paste method" because this way of the transfer leads to serious formatting errors.

How to use "Paste Special"

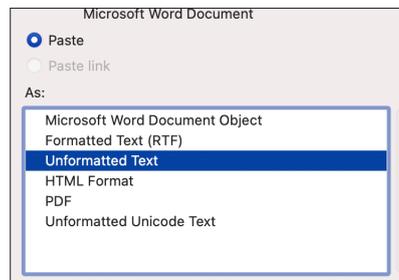
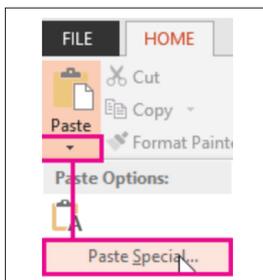
Text and tables have their own formatting — such as typeface, color, and font size. If you want to transfer them from your file with it's own formatting into the template with the AWI-Styles, you should select the command „**Paste special**“.

1. Cut or copy the text that you want to paste.
2. Click in the template at the place you wish to insert the text and mark the placeholder item



MS Word Mac OS

3. On the Menu bar, choose Edit, click Paste Special, then choose the option „Unformatted text“.



MS Word Windows 10

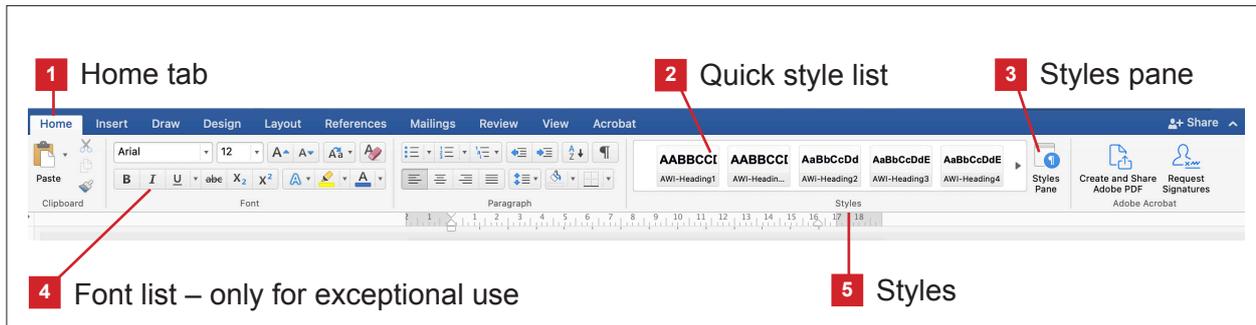
3. On the Home tab, in the Clipboard group, click the arrow under Paste, choose the paste options **Paste Special**, then choose the option „Unformatted text“.

The text / table will obtain the formatting of the template. If you did not succeed, mark the item you wish to format, click "clear" to clear the wrong format, then choose the AWI-Style.

¹ in German: "Inhalte einfügen" / Unformatierter Text

•• How to apply the AWI-styles – for Mac users

Formatting of paragraphs, sentences, words in the template with MS Word Mac OS



A. How to format entire paragraphs:

Choose the appropriate style from the **Quick Style list (2)** or the Styles task pane (3). Then click once anywhere into a paragraph to apply the style to the entire paragraph.

B. How to format isolated words (headings, sentences etc) – not embedded in a paragraph:

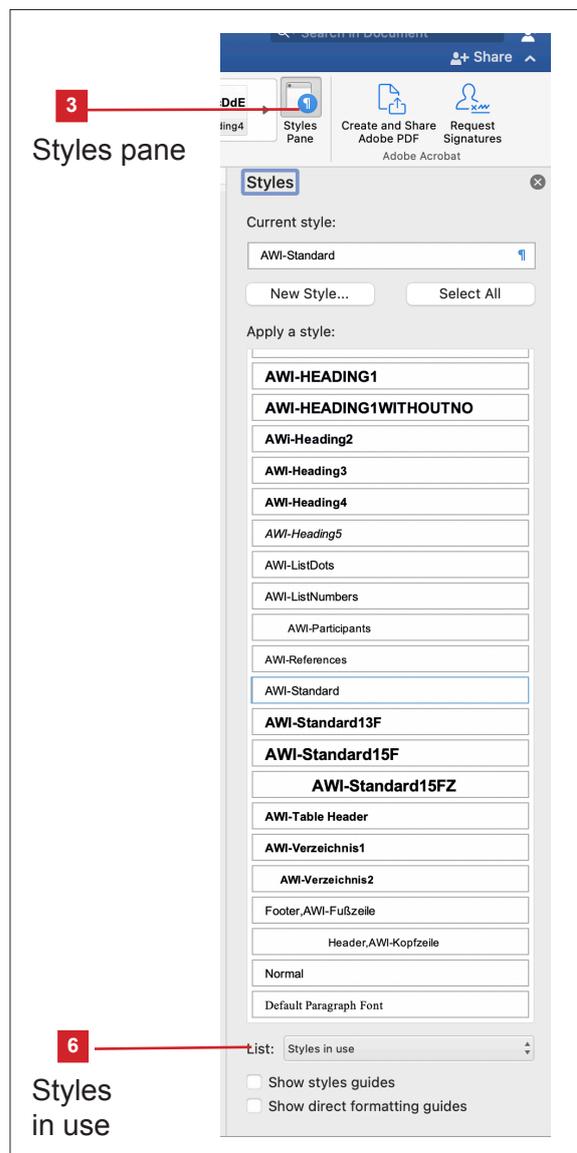
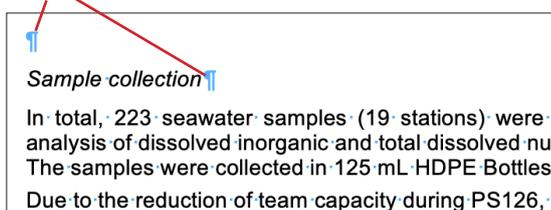
Select the word (e.g. heading etc.) by marking it, and choose the appropriate style (only AWI-styles) as mentioned above (A).

For further information about words and text not embedded in paragraphs please read (7).

C. How to format isolated words (headings, sentences etc) – embedded in a paragraph by using the Font list – exceptionally:

Select the word (e.g. heading etc) by marking it, and choose the appropriate style (only AWI-styles) as mentioned above (A). It may happen the marked text will appear in the format of the whole paragraph. Avoid this fact by choosing **exceptionally** a style modification (e.g. italic) from the **Font list (4)**.

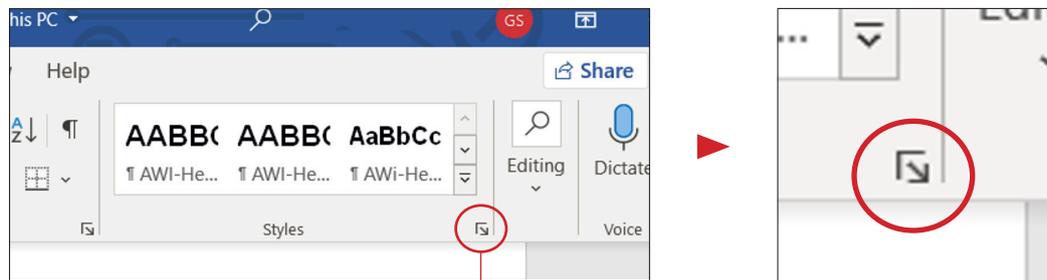
7 Example: Heading outside of a paragraph



◀ The Headline is not embedded in a paragraph because of the paragraph mark before and after it.

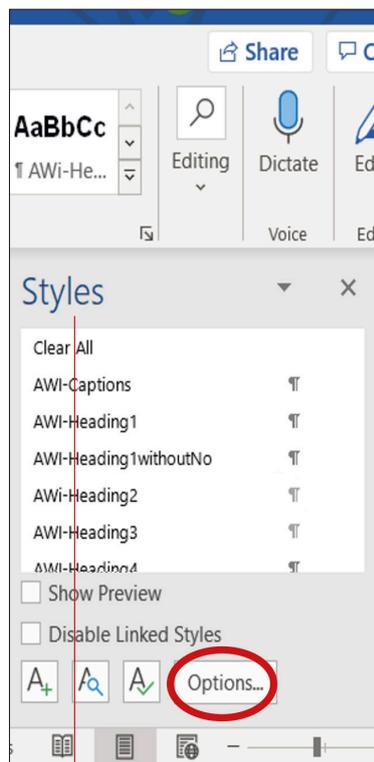
•• How to apply the AWI-styles – for Windows users

Formatting of paragraphs, sentences, words in the template with *MS Word Windows 10*



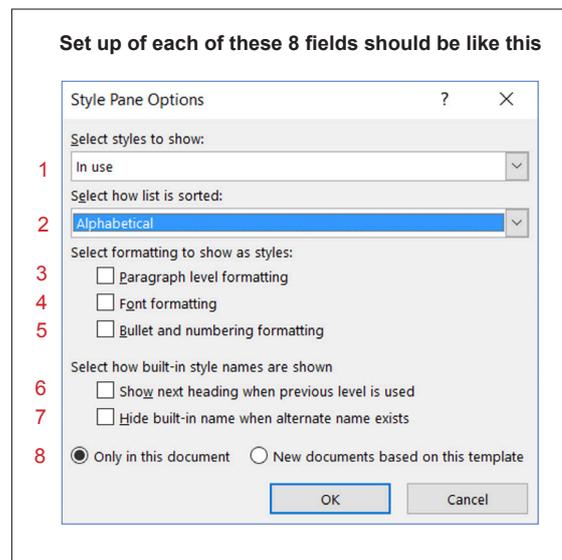
1

Dialog box launcher (WIN)



2

Styles pane (WIN)



3

Dialogue box: Options

1. Click the tiny arrow (the Styles **dialog box launcher** to open the Styles pane).

2. To see the AWI-styles at once, click in the options field. Otherwise there might be a mix of Microsoft fonts we can not delete.

3. **Please mind the set up of the dialogue box: Options**
The setting according to the points 1 – 8 is indispensable.

•• Start to work

Please open the file **BzPM_TEMPLATE_proceedings.docx** and start creating your abstract according to our guidelines after reading and deleting the blue text information. Save the document text as a separate file under a new name in a folder (surname_firstname_No.docx). **Keep the original template file so that you can read it at the same time if necessary.** In addition, all tables (xlsx, docx) as well as images, logos and figures (jpg or tiff) have to be saved separately in the same folder. **Important:** Stick to the fonts of the template.

•• Notation

Special requirements on notations

Please note: terms below must be formatted in Italic style or AWI-Heading 5 (see “formatting of isolated words” page 5)

In Italic style or Heading5

- *Polarstern* (without RV, R/V)
- *Names of ships, aircrafts and stations* (italics)
- *in situ, in vivo, en route, etc* (italics)
- *Names of genus and species* (italics; exception: in captions)
- *You may also use italics exceptionally to emphasize a term*

Abbreviation and punctuation

- Correct denotation of a particular cruise leg of *Polarstern* is PSXXX
- “Table” (complete word) in document text; in headings to: "Tab. 1: Header of table"
- “Figure” / ”Figures” (complete word) in document text; in brackets or a caption to: “Fig.”/ ”Figs.”; numbering of figures according to respective abstract
- Sentences in a caption **without** a verb should not end with a full stop
- Our English date format in document text: e.g. 1 June 2021 (not 1st June 2021, 2nd, 3rd, 4th,...) Please write day, month and year without a dot in between
- Nautical mile should be abbreviated with **nmi**, not with nm (nanometer); knot with **kt**, foot with **ft**. Plural and singular are to be abbreviated the same way.

•• Spelling

Geographical names

Please carefully check **the spelling of geographical names**. The following sources can be used for information:

- SCAR Composite gazetteer of Antarctica: <https://data.aad.gov.au/aadc/gaz/scar/>
- GEBCO Undersea Feature Names Gazetteer: <https://www.ngdc.noaa.gov/gazetteer/>
- SeaVox-Gazetteer: <https://www.marineregions.org/downloads.php#SeaVox>
- Antarctic Digital Database Map Viewer: <https://www.add.scar.org/>

•• Units

Signs and symbols

Please note: Always use internationally accepted signs and symbols for units, preferably SI units (for a transition period, and as an exception to this general rule, commonly used scientific units not included in the International System of Units may be applied). Avoid mixing different formats for units in one chapter! Reports on Polar and Marine Research prefer date and time formats used in PANGAEA **for tables and lists** (e.g., 2021-07-29T12:00:00). However, to improve readability in document text please choose the date format as described (see "Notation – punctuation" above).

● Images, logos

Quality

Coordinating authors submit at least one photo allowing us to make a choice for the cover of the proceeding in landscape mode together with the associated license agreement for the cover of the proceeding.

Please note that the lower third of the coverphoto will be covered by the blue banderole of the cover according to the corporate design of the AWI.

The exterior part of the publication – cover, inner title and verso – will then be designed and formatted by Susan Amir.

The interior part of the publication will be created by the authors.

Please include the images and logos into the document text as placeholders and do not compose images from power point presentations with different layers (e.g., by placing dots or arrows on top of photos).

In addition, all images, logos and figures have to be saved separately as jpg or tiff files with their respective numbers (e.g. Fig. 3) in a folder.

Images and logos must have a minimum resolution of 300 dpi. **Low resolution in images / logos results in poor quality when published either electronically in ePIC or in printing.**

● Compilation and transfer

How to compile and transfer the abstracts and contributions

Corresponding authors are responsible for the compilation of the abstracts – the interior part of the publication. We expect him / her to read the individual contributions for correctness. All abstracts have to be compiled in alphabetical order and submitted in a coherent single file. The use of the template is mandatory.

Once the complete collection of abstracts is available, the corresponding author contacts: berichte.polarforschung@awi.de to deliver the entire collection. We will set up a transfer folder for the corresponding author to exchange data and will send the link.

We need from the corresponding author

- (1) Conference name and dates;
- (2) cover photo with context to the conference (landscape, 300 dpi, no motive-defining details in the lower quarter of the photo);
- (2) all logos of the participating institutions and facilities for the inside title in high resolution;
- (3) author information on the editorial board of the conference in the desired order of appearance;
- (4) preface or welcome (based on the template);
- (5) the coherent and final edited conference programme (based on the template, as word and pdf), if applicable additionally as an illustration of the sessions;

(6) the coherent and finally edited table of contents (consisting of the title of the contribution, author information and page number, sorted alphabetically according to the first letter of the first author's last name). If this cannot be made from your side, we can offer assistance. For this purpose we would need the coherently sorted conference contributions aggregated in one document (one abstract per page – see (7) for details), which must be compiled on the basis of our template in order to allow us to generate a table of contents in Adobe Indesign, our publishing software;

(7) the conference contributions sorted alphabetically following the first author's surname and then aggregated in a coherent document (preferably one abstract per page - template based (!) with figures/tables embedded in a coherent single file. The editor team will then edit the collection, create a content, and compile them into a book, which will be published.

(8) In order to be able to consider requirements of the printing house and to guarantee the editorial process, the use of the template and a continuous workflow with us are necessary. We therefore require a corresponding time frame.

Deadline: Please submit the proceeding file / folders not later than 2 months prior to the conference.