



Formatting Styles

1. Page Format (based on Din-A4 \Leftrightarrow 21,00 x 29,70 cm):

margins	cm
margin top	5,25
margin bottom	5,25
margin inner page	4,20
margin outer page	4,20
margin running headline	4,50
margin running footline	4,75

2. Applied Fonts:

language	font
English and other European languages	Garamond
Chinese, Japanese, Korean	SimSun

3. Applied Styles:

name	font size (in points)	line height (in points)	alignment	spacing before / after (in pt.)
title (Titel)	14	16	centre	0 / 0
author (Autor)	12	14	centre	18 / 24
heading, 1st class (Überschrift 1)	12	14	left	12 / 9
heading, 2nd class (Überschrift 2)	11	13	left	9 / 6
heading, 3rd class (Überschrift 3)	10	12	left	6 / 3
standard paragraph (Standard)	10	12	fully justified	0 / 0
continuing standard paragraph (Standardeinrückung)	10	12	fully justified	0 / 0
stand alone citation paragraph (Zitat)	9	11	fully justified	6 / 6
citation of Chinese original text (Zitat_Chinesisch)	9	11	fully justified	6 / 0
citation of English translation (Zitat_Übersetzung)	9	11	fully justified	0 / 6
footnotes (Fußnotentext)	8	10	fully justified	0 / 2
running headline (Fußzeile)	7 (italics)	9	left / right	0 / 0