Dear Authors,

With the present document template ("writing template"), you can prepare your contribution for the Namenkundlichen Informationen (NI) for layout. You can either write your contribution directly in this document or import a finished text that you have already created in another file for further editing. In the latter case, you should first ensure that your contribution is already formatted according to the current NI guidelines.

On the first two pages of this document, you will find some instructions on how to use the writing template.

Pages 3–4 contain sample examples of the common formatting templates typically used in an essay. You can always refer to these if you are unsure how to format a particular section with the appropriate template. On the last page, you can:

* Compose your contribution or
* Import your finished text, either by copying/pasting (Ctrl + V) or using the following WORD menu option: Insert → Object → Create from File…

1. If you paste text into the template (Ctrl + V), you should "keep the original formatting" to ensure italicizations or other highlights are not lost.
2. You can then successively assign the appropriate formatting templates: for titles, headings, paragraphs, indented paragraphs, block quotes, etc. (Paragraphs without indentations always appear directly after a heading or after a blank line or an indented block quote).
3. It is necessary to individually mark all italic sequences in the running text, footnotes, lists, and tables with the character format GFN-Highlight (italic). The same applies to other highlights, such as bold, superscript, subscript, for which the template contains corresponding GFN formatting templates (headings are excluded, as they have their own formatting templates). This way, italicizations etc., remain intact when converting to other formatting templates and into the InDesign print template and do not need to be redone afterward.  
   (However, certain formatting may still need to be adjusted manually after assigning formatting templates, e.g., if individual words or sequences were specifically formatted in the original document.)
4. Links in the contribution (in text, footnotes, and bibliography) must be formatted as follows: 1. as a hyperlink with an underlying URL (directly accessible in the open-access version) and 2. marked with *GFN-Link*.
5. Furthermore, footnote markers in the text are not correctly recognized by WORD and must be specifically marked. To do this, simply select "Footnote Symbol" in the format styles catalog in the menu bar above, right-click on it, choose "Select all instances of…", and then click on *GFN-Footnote Symbol* in the catalog. On a Mac, footnotes can be most easily formatted by opening the outline view, clicking on a footnote symbol, and then assigning the format when all footnotes are displayed.

If formatting templates are missing from the template, please contact us. This will help to avoid later problems in the subsequent layout process!

Title of the Contribution

Gabriele Mustermann

1. Heading Level 1

1.1 Heading Level 2

1.1.1 Heading Level 3

1.1.1.1 Heading Level 4

[No indent paragraph:] Lorem ipsum dolor sit amet, consectetur adipisici elit[[1]](#footnote-1), sed eiusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodi consequat. Quis aute iure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint obcaecat cupiditat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Indented paragraph:] Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquid ex ea commodi consequat. Quis aute iure reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

[Block quote:] Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote Block quote (Mustermann 2021: 4).

[No indent paragraph:] Itatur, solor sequo qui is ex enti beariam endere licabo. Lab illores trumquam dolorest placcum enis ulpa aut quost que nessi quaecum eos eic tem quatendae molupti officim voloria alignihitas alibus magnis vit, sit, nectur, es volessitasim rescitias ut harionem vid quiatusam est anis sitium exeritat maxima volupient escieni endissi millesciisto milit fuga.

1. Sorted list (alphanumerically): Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua.
2. Sorted list (numerically): Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua.
3. Simple unordered list: Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua.

* Unordered List with Bullet Points: Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua1.
* Unordered List with Dash: Lorem ipsum dolor sit amet, consectetur adipisici elit, sed eiusmod tempor incidunt ut labore et dolore magna aliqua.

|  |  |
| --- | --- |
| Table Content Header | Table Content Header |
| Table Content | Table Content |
|  |  |

Tab. 1: Caption

Fig. 1: Caption

Bibliography

Mustermann, Gabriele (2021): Was mit Namen, Leipzig.

[Abstract: catioru ntiosse expere porerum harit eaquibus, te vero dolorpo rrovit odia sequam quundaectia vit et omnimus ipidiae qui a nobis dit verum quam, ut audi con explatiost officimi, sime dolest pra et et dolorrovit qui dollest, quo quia perciam, ut haruptat quos sit qui iderspe libusci pidus.]

**Hier unten können Sie Ihren Text einfügen und mit den Formatvorlagen ↓↓↓  wie oben beschrieben bearbeiten:  ↓↓↓**

1. Fußnotentext. [↑](#footnote-ref-1)