

InformatikMWG Style Guide

for publications and presentations

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Abstract

This document specifies the layout and appearance of official documents published by members of the InformatikMWG organization.

1 Official Templates

We aim to provide official InformatikMWG \LaTeX document classes following this style guide. Currently, work is in progress; however, it may take some long time until they are finished and matured.

We don't — and we won't — provide official templates for M\$ Office. On purpose.

2 General Style specifications

This section describes general style specifications to be used for presentations and (smaller) publications. Please note that these specifications do **not** apply to project documentations.

2.1 Page layout

Presentations

Use frame dimensions of 16 cm \times 9 cm and the default margin sizes.

Articles and Reports

Construct the page layout by dividing the page in 11 equal-sized rows and columns (subtract the binding correction from the page width). The margin sizes are depicted in table 1 with rh representing a row height and cw representing a column width.

\LaTeX users may rely on the `typearea` package.

The “correct” way to load it depends on the used document class:

		portrait		landscape	
		A4	A5	A4	A5
top margin	1 rh	2.70 cm	1.91 cm	1.91 cm	1.35 cm
bottom margin	2 rh	5.40 cm	3.82 cm	3.82 cm	2.69 cm
left margin	1.5 cw	2.86 cm	2.02 cm	4.05 cm	2.86 cm
right margin	1.5 cw	2.86 cm	2.02 cm	4.05 cm	2.86 cm
inner margin	1 cw	1.91 cm	1.35 cm	2.70 cm	1.91 cm
outer margin	2 cw	3.82 cm	2.69 cm	5.40 cm	3.82 cm

Table 1: Margin sizes for some common paper formats

- Standard \LaTeX document classes (article, report, book):
Add `\usepackage[DIV=11]{typearea}` to your preamble
- KOMA Script document classes (scrartcl, scrreprt, scrbook):
Add the DIV=11 option to the `\documentclass` command

2.2 Fonts and their usage

The corporate design uses these two fonts:

- Fira Sans for nearly everything
- Fira Mono for code, user names, passwords, URLs and similar stuff

Both fonts are licensed under the OFL 1.1 and can be downloaded at:

<http://bboxtype.com/typefaces/FiraSans> or
<https://github.com/bBoxType/FiraSans>

The following basic rules apply:

1. Whenever possible a font size of 10pt and line spread of 105 % should be used.
2. Use lining figures (1234567890) instead of old style ones (1234567890)
3. For part and section headings, the SMALL CAPS shape should be used.

2.3 Colors

- The main color used for text is **black**
- For structural elements and backgrounds, **MWGRRed** (`rgb(100,29,27)`) should be used
- If **MWGRRed** is used as background color, the foreground color should be white.