The title of the paper, which can also be somewhat longer and cover more than two lines

First name 1 last name 1[1], first name 2 last name 2[2] and other authors using the same notation

Abstract: This is a brief overview of the paper, which should be 70 to 150 words long and include the most relevant points. The font is Times New Roman in font size 9. The paragraph is justified and always begins with the word 'Abstract:', also in font size 9, Times New Roman and bold. The paragraph should be preceded by spacing of 30 pt and followed by spacing of 6 pt, and should use single line spacing. The whole width of the page should be used.

Keywords: These are the main words which best describe the topic of the paper. The formatting is the same as for the abstract, except with spacing of 6 pt rather than 30 pt before the paragraph.

1   Introduction

These guidelines (as of April 2017) must be followed when preparing reproduction-ready manuscripts for GI's 'LNI' editions. They are designed to ensure that the publication series has a good, consistent appearance. This document can also be used as a template as it contains the required formatting.

The LNI publication series includes conference proceedings, Dagstuhl seminar series, and dissertations awarded the GI dissertation prize. Any formatting differences between these are explicitly indicated below.

2   General formatting

Type area: the volumes use the format 23.5 x 15.5 cm with a type area of 19.2 x 12.6 cm; the full width and height of this should be fully used as far as the document allows.

It should generally be noted that changes to line and paragraph spacing will not be tolerated.

2.1   Title

The title font is Times New Roman, bold and in font size 14 pt. The text is left-justified.

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[1] Institution/university, department, address, town/city, postcode, emailaddress@author1
[2] Institution/university, department, address, town/city, postcode, emailaddress@author2

There is spacing of 0 pt before the title and it is followed by spacing of 23 pt. The title should not exceed four lines in length.

Subtitles may also be used if desired. In this event, the spacing after the title should be reduced to 16 pt. The subtitle is in bold and font size 10 pt, with spacing of 0 pt before and 23 pt after.

2.2   Author information

The font for author information is Times New Roman in font size 10 pt. The text is left-justified. There should be spacing of 0 pt both before and after the text.

All authors should be cited with their full names, first name followed by last name. If there is more than one author, the last name must be connected with an 'and' rather than a comma – using 'und' in German papers.

The footnote should contain the author's contact information, as shown in the template. The font is Times New Roman in font size 8 pt, with 0 pt spacing either side.

2.3   Running text

The font of the running text is Times New Roman in font size 10. The paragraph is justified and should use single line spacing. There is spacing of 0 pt before the paragraph and it is followed by spacing of 8 pt. No blank lines should be inserted.

The first line of a new paragraph should start at the very beginning of the line, with no indent.

Hyphenation should be used but should be limited to a maximum of three consecutive examples.

Only special characters that can be displayed in .pdf or .eps files should be used.

2.4   Headings

Section headings should be written in the font Times New Roman, font size 12 and bold. The heading is preceded by spacing of 24 pt and followed by spacing of 12 pt.

The numbering begins at 1 (not followed by a full stop). If using automatic numbering in Word, a special hanging indent of 0.76 pt should be applied. If the numbering is inserted manually, spacing should be added between the number and the subtitle text using the tab key and thereafter a special hanging indent of 0.76 pt should be applied.

2.5   Sub-headlines

Sub-headlines should also use the font Times New Roman, bold and in font size 10. The heading is preceded by spacing of 20 pt and followed by spacing of 10 pt.

The numbering begins at 1 (see this document for an example). If using automatic numbering in Word, a special hanging indent of 1.02 pt should be applied. If the numbering is inserted manually, a space should be added between the two numbers and the subtitle text using the tab key and thereafter a special hanging indent of 1.02 pt should be applied.

Only one level of sub-headlines is permitted beneath headlines (e.g. 1.1 or 1.2 and not 1.1.1 or 1.1.2).

2.6   Footnotes

Footnotes may be inserted in the running text. They should displayed at the end of the page in question and should be separated from the text by a line 5 cm long.[3] No spacing should be left between the line and the footnote beneath it. No indent should be used.

In conference and seminar proceedings the numbering is consecutive within a paper (i.e. beginning at 1 for authors and author information on the first page of the paper), in monographs and dissertations it is consecutive throughout the entire work.

2.7   Lists

- Lists use the same font and font size as the running text and are justified. Bullet points covering multiple lines begin at the same point as the first line. If this style sheet template is not used, the settings are: set the paragraph with special hanging indent of 0.88 cm, then insert a new tab stop position at 0.88 cm and delete any others.

- The first level should begin with a ● character. Spacing of 6 pt should be left after the text.
    - The second level should begin with a − character. Spacing of 6 pt should be left after the text. If this style sheet template is not used, the settings are: set the paragraph as left 0.88 cm with special hanging indent of 0.88 cm, then insert a new tab stop position at 1.76 cm and delete any others.
    - Bullet lists should generally have no more than two levels.

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[3]The font is Times New Roman in font size 8. The text should be left-justified with single line spacing. The number is in the same font size as the corresponding text and is set as superscript (if this is not automatically performed by Word).

If numbered lists are used, the same format specifications apply as for unnumbered lists:

1. Numbered lists use the same formatting as unnumbered lists.

2. They are left-justified with a distance of 0 cm from the margin, the tab stop should be set at 0.88 cm and the indent should also be set at 0.88 cm.

   a) Formatting at the second level is the same as that used for the second level of unnumbered lists.

   b) Numbered lists should also generally have no more than two levels.

3   Header & pagination

The header used on the first page is different to that used on odd and even numbered pages. The first page should display the names of the editors and the title of the book in accordance with the example given. The current year of publication should also be inserted after the GI information. The information required for this can be obtained from the editors before the final print version is submitted. The page number follows after 4 or 5 space characters.

Even pages display the page number in the top left with a gap of 4 or 5 space characters before the author's full name (first and last name). Overly long lists of authors must be shortened by the editors: one author is listed with their full name, two authors are listed as the same and connected with an 'and', and if there are three or more authors then the first is listed and all others are abbreviated to 'et al.'

Odd pages display the page number in the top right with a gap of 4 or 5 space characters before the title of the paper. Overly long titles must be shortened by the editors, with authors welcome to make suggestions.

Beneath the header is a line (created by selecting the text, menu item Format -> Borders and Shading, Frame tab, and insert the underline in the preview. Settings: line type solid, colour automatic and width ½ pt).

For conference and seminar proceedings, unless specified otherwise the pages will be numbered by the editor, so individual papers should therefore be submitted without pagination. Monographs and dissertations should be numbered by the author:

- The foreword, table of contents and papers must all begin on a right-hand page, so blank pages should be inserted where required.

- The page number of the first paper is calculated as the number of 'starting pages' + 1.

- The 'starting pages' (for a sample see the attached editor information) consist of:

- Page 1 (right): GI logo

- Page 2 (left): blank

- Page 3 (right): title page

- Page 4 (left): bibliographic information

- Pages 5 et seq. (right): foreword

- After the foreword on a new page (left or right): information about the conference, the programme committee or organisation team etc. Sponsor and event partner logos can also be printed here.

- Beginning on a right (odd-numbered) page: table of contents

Detailed information about starting pages and the table of contents can be found in the editor information and templates at http://www.gi.de/service/publikationen/lni/.

4 Figures

To prevent graphics from shifting the text, the wrap style 'in line with text' is used – a new paragraph must be begun for the graphic. The graphic should be centred.

Beneath the graphic should be written the signal word 'Fig.' ('Abb.' in German papers), the consecutive number and the description, all in font Times New Roman non-bold and in font size 9 pt. In conference and seminar proceedings the numbering is consecutive within a paper, in monographs and dissertations it is consecutive within a chapter with the chapter number as the prefix (e.g. Fig. 4.17: description).
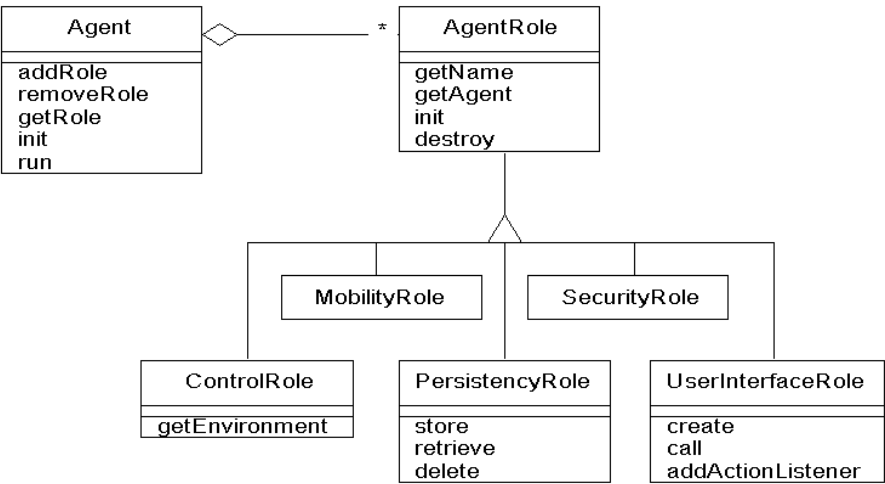
Fig. 1: Description of figure

If figures have been scanned in, then any figure numbers or descriptions should be 'erased' to ensure a uniform appearance and numbering scheme. If figures are cited then the figure description must include a complete source reference, and in addition printing permission must be obtained from the publisher and submitted to the editor.
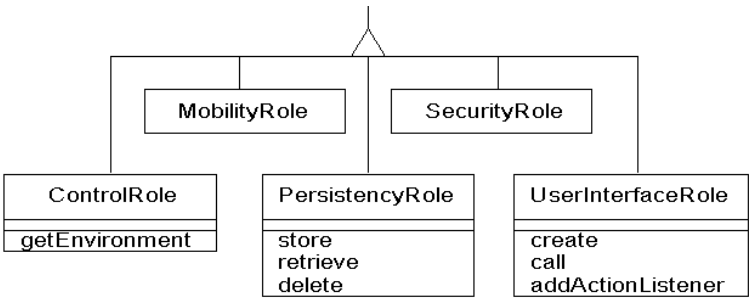

Fig. 2: Description of figure [AB00]

If figures are reduced in size, it is important to ensure that letters and numbers are at least 1 mm in height. If scanned figures are used, it is vital to ensure that alphanumeric characters, lines and shading are identifiable when displayed in black and white.

5   Tables

Tables should be centred vertically and may be no wider than the standard text (table properties: preferred width 12.6 cm). The table grid must have a maximum pixel width of 1 pt.

Heading levels	Example	Font size and type
Title (left-justified)	**Title...**	14 pt, bold
Heading 1	**1 Introduction**	12 pt, bold
Heading 2	**2.1 Title**	10 pt, bold

Tab. 1: Description of table

The text contained therein should be in the same format as the running text (Times New Roman, size 10 pt) but there should be no spacing (0 pt) between the individual lines. The text is left-justified and should be vertically centred within tables.

Under the table – centred and in the font Times New Roman, non-bold in font size 9 pt – appears the signal word 'Tab.', the description and the consecutive number: in conference and seminar proceedings the numbering is consecutive within a paper, in monographs and dissertations it is consecutive within a chapter with the chapter number as the prefix (e.g. Tab. 4.17: description).

Scanned tables should be treated in the same way as graphics.

6   Program code

Program code must be indented 0.5 cm from the left margin. Program texts are single spaced and followed by spacing of 8 pt like a normal paragraph. The font used should be a traditional typewriter font (e.g. Courier), with the font size staying the same as standard text at 10 pt.

```
public class Hello {
    public static void main (String[] args) {
        System.out.println("Hello World!");
    }
}
```

If the program code has been taken from a book or other written work, the source should be indicated in the text and bibliography.

7   Equations and formulas

Equations must be indented 0.5 cm from the left margin. If equations are numbered consecutively, then this number should be given in brackets justified to the right margin of the type area – the easiest way to do this is to use a borderless table. Spacing of 6 pt should be set before and after equations.

$$X^2 = (a+b)^2 \tag{1}$$

8   References & rules for creating a bibliography

The bibliography contains the references sorted in alphabetical order with no subdivision.

8.1   Formatting

The font is Times New Roman, the font size is 9 pt and the paragraph must be justified. Spacing of 6 pt should be left after every paragraph. The special hanging indent should be set to 1.5 cm and a tab stop position should be created at 1.5 cm.

8.2   Abbreviations

An author: e.g. [Ez10], where E (upper case) is the initial letter of the author's last name, z is the second letter of the last name, and 10 represents the year of publication 2010.

Two or three authors: the initial letters of the authors' names followed by the year of publication, e.g. [AB00], [ABC01].

More than three authors: only the first author is listed using the format for a single author, e.g. [Az09] or [Wa14].

An author or multiple authors with multiple publications in the same year: add lower case letters beginning with a after the abbreviation, e.g.: [Wa14a], [Wa14b].

For works without authors the first two letters of the title are used, e.g.: [An14] for 'Anteil an Frauen…' or [GI14] for 'GI, Gesellschaft für Informatik e.V.'

8.3   Layout

The various layout options for references are listed below.

Information given in angle brackets is not mandatory and should only be included if relevant. If multiple locations are stated, only one should be included and the others abbreviated to i.a.

Monographs, books / one author

Last name, first name: Title<. Subtitle>, <edition, ><publisher, ><location <i.a.>, >year.

Monographs, books / multiple authors

Last name, first name; last name, first name; last name, first name: Title<. Subtitle>, <edition, ><publisher, ><location <i.a.>, >year.

Journals

First name, last name: Title. Name of journal and number/year, pages, year.

Proceedings

First name, last name: Title. In (ed.): Volume title. <Publisher, ><location <i.a.>, >pages, year.

Websites

Page name, link, date accessed.

More than three authors may be abbreviated to et al. after the first author in the bibliography.

The next section shows a sample bibliography for books with one author [Ez10] and two authors [AB00], a paper in conference proceedings with three authors [ABC01], a paper in an LNI volume with more than three authors [Az09], two volumes by the same four authors published in the same year [Wa14a] and [Wa14b], a journal [Gl06], a website [GI14] and other literature without specific authors [An14].

Bibliography

[AB00]   Abel, K.; Bibel, U.: Formatierungsrichtlinien für Tagungsbände. Format-Verlag, Bonn, 2000.

[ABC01]   Abraham, N.; Bibel, U.: Corleone, P.: Formatting Contributions for Proceedings. In (Glück, H.I. ed.): Proc. 7th Int. Conf. on Formatting of Workshop-Proceedings, New York 1999. Noah & Sons, San Francisco, pp. 46-53, 2001.

[An14]   Anteil an Frauen in der Informatik. Statistics Worldwide, 2014.

[Az09]   Azubi, L. et.al.: Die Fußnote in LNI-Bänden. In (Glück, H. I., ed.): Formatierung 2009. LNI 999, Format-Verlag, Bonn, pp. 135-162, 2009.

[Ez10]   Ezgarani, O.: The Magic Format – Your Way to Pretty Books. Noah & Sons, 2010.

[GI14]   GI, Gesellschaft für Informatik e.V., www.gi-ev.at, accessed: 24/12/2014.

[Gl09]   Glück, H. I.: Formatierung leicht gemacht. Formatierungsjournal 11/09, pp. 23-27, 2009.

[Wa14a]   Wasser, K.; Feuer, H.; Erde, R.; Licht, H.: Essenzen der Informatik. Verlag Formvoll, 2014.

[Wa14b]   Wasser, K.; Feuer, H.; Erde, R.; Licht, H.: Ganz neue Essenzen der Informatik im selben Jahr. Format-Verlag, 2014.