

Studien zur Altägyptischen Kultur

Instructions for handling the document file
(for authors)

1 Working with the template file "SAK-Formatvorlage.dot"

1.1 Technical requirements

The **template file** is set up for Microsoft Word 97–2003 and contains the essential style sheets for formatting articles that are to be published in the SAK. A dotx-template for newer versions of Word is also available. Older versions (e.g. Word 95, Word 6) might lead to a non-function of some features of the style sheet, and not all of the functions might be at disposal even though the file has apparently been booted up completely.

1.2 Copying the template

- In order to work with the template, it has first to be copied in a special file folder for users' templates on your computer.
- Copy the template into this special **Word folder for users' templates**. This is usually the subfolder "Templates" (e.g. C:\Programs\Microsoft Office\Templates).

This folder might be found somewhere else in your system due to a different version of Word or an individual installation. Then you find it in the menu "Extras/Options ..." on the tab "File Deposition" under "User's Templates", or in the versions from 2007 onwards in the starting menu, Word Options\Extended\General\Memory Location. (If the path to the folder, e.g. C:\Programs\Microsoft Office\Templates, is not displayed completely, you can activate it by clicking "Edit ..."). Keep in mind the path of this folder and close the dialog boxes with "Abort" or "Close". Then copy the template into this folder.

1.3 The text has already been written down in Word and has now to be formatted newly for the SAK

- Open the existing Word file with "File/Open".
- Click the dialog "Tools/Templates and Add Ins", select "Link with" and choose the copied file "SAK-Formatvorlage.dot". Make sure that the button for an automatic update of the templates is activated. In Word versions from 2007 onwards, there is a special button under the menu item "Developer Tools". Maybe the button has to be activated. You can find some further advice to this under <http://www.edv-workshops.com/word-fuer-windows/makros/669-entwicklertools-unter-word-2010-einblenden.html>.
- Save the file with "File/Save as ..." in your working folder and format the text according to the toolbar (see 2).

1.4 The text is written down directly with the Word template (Creating new files)

- Click the menu item “File/New ...” and choose the template file “SAK-Formatvorlage.dot”.
- You get a new file based on this template. Opening this file, a toolbar with buttons for formatting the file either will appear automatically or has to be activated manually via the main menu “Templates”.
- Save this file with “File/Save as ...” in your working folder.

2 Formatting the file with the toolbar

- The template contains a toolbar that either appears automatically each time a file based on this template is opened or which has to be activated in the main menu. If you pass the mouse pointer slowly over one of the buttons, a short ToolTip description appears to explain the button’s function. The buttons serve mainly to assign paragraph formats and are arranged in groups.
- Paragraphs can be formatted either by working with the toolbar or with “Home/Font, Paragraph or Tabs”. Anyway, the toolbar is the quicker and more pleasant way.
- Samples or examples of the single style sheets can be found in the file.
- Please contact the person in charge at the publishing company (see 4), if the text demands a special processing that cannot be carried out with the installed template.

3 Typographic installation



Apart from the guidelines to format the manuscript, please also note to the following advices:

- Each article must begin on a right page (without header line and running title).
- The running title on a left page should give the name of the author centre justified and the number of the volume on the right margin, the running title on the right page should give the (shortened) title of the article centre justified and the year on the left margin. Pagination is always given on the outside margin.
- Headings should be numerated in decimals (1, 1.2, 1.2.1).
- If two headings follow consecutively, please put “Spacing Before” for the second heading under “Home/Paragraph” to zero.
- “Spacing Before” is also to be put to zero, if a page begins with a heading.

4 Contact

Please contact the person in charge at the publishing company, if you have any questions:

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