

Layout Information

Dissertation Layout:

Length: approx. 200 pages text plus bibliography

Page margins top/bottom: the top margin is 2.4 cm, the bottom margin 3.2 cm. These margins are to be used consistently throughout the paper.

Side margins: 3.1 cm left and right

Font: Times New Roman

Font size: 12.5

Line spacing: exactly 15.5 pt.

Footnotes:

- Font: Times New Roman
- Font size: 10.5
- Line spacing: 12.5 pt.
- Space between footnote symbol and footnote text: use tab key to set at 0.7 cm

Specifications about graphics and text within graphics (figures and tables):

- Font: Times New Roman
- Font size: 10.5 cm
- Line spacing: 12.5 pt.

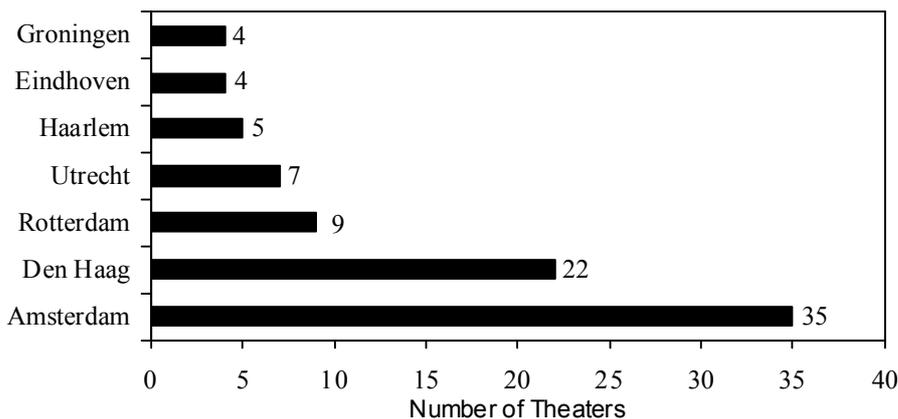


Fig. 1: Signature, Number of theaters in selected Dutch cities on January 1, 1941.

Tables: use the key combination "Alt" and mouse button to align the table borders with the text.

Paragraphs: Alignment: Justified

The first paragraph in a chapter or after a quote starts without indentation. All following paragraphs begin with a 0.7 cm indentation (alternative: instead of an indentation, a blank line may be inserted between each paragraph then each subsequent paragraph starts without indentation; do **not** combine both alternatives). Quotations that are shorter than three lines remain integrated in the work text, while quotations that are longer than three lines are to be displayed in a separate paragraph with the following formatting: side margin left 0.7 cm, font size 12, line spacing exactly 14.5 pt., space before and after the work text 12 pt. (does not apply to alternative formatting without indentation), no indentation in the subsequent paragraph.

EXAMPLES CAN BE FOUND IN THE SAMPLE FILE AS WELL AS IN THE ADDITIONAL SAMPLE FILE ON OUR HOMEPAGE.

Headers: formatting see sample file

Hyphenation feature: activate

Bibliography:

Font size 11.5; line spacing 14.5 pt.; indentation 0.7 cm

Abstract: conclude the abstract with 4-7 keywords

Print: A4 format, double-sided (not single-sided!)

Order of content: cover sheet, table of contents, text of the dissertation, appendix if necessary, images (images can also be set in line with the text with keywords), questionnaires etc, bibliography, curriculum vitae, declaration, abstract in German and English

Binding:

Cover: dark red

Spine: also dark red, first and last name in gold lettering (no title), alignment left

Filing: Please deliver **5 bound copies** and an **electronic version** of your dissertation (on CD) to Ms Pfitzner at the Doctoral Office on the day of your exam at the latest.