



Sicher und gesund...
Technik...

Vergleichende Untersuchung zur
Exposition von Arbeitnehmern und
Dritten bei der Bekämpfung des
Eichenprozessionsspinners mittel...

Proceedings of the 5th International
Digital Human Modeling Symposium

baua: Report

Optische Strahlenbelastung beim
Schweißen – Erfassung und Bewertung

baua: Bericht

Arbeit und Mentale Gesundheit

Style Guide for Scientific Publications of the BAuA

**Style Guide for
Scientific Publications of the Federal
Institute for Occupational
Safety and Health
(BAuA)**

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Date: 10 January 2019

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1 General

This information applies only to scientific publications by the Federal Institute for Occupational Safety and Health (BAuA), and especially to research reports, conference proceedings, theses and similar publications. These publications appear either as an online version only or as an online version with a limited number of printed versions for technical work. In both cases, the BAuA announces the publication to the German National Library.

Microsoft WORD should be used as the word-processing system. For the publication process the text file (.doc; .docx) and the printout of the manuscript is required.

Care must be taken to ensure that the use of figures, tables and other elements does not violate the rights of third parties, such as the rights of dissemination and utilisation or copyrights.

For figures, a resolution of at least 300 dpi is required for the printing process. With regard to the size of figures, bear in mind that these might be scaled down and that details might therefore be harder or impossible to see. This especially applies to the design of diagrams. Patterns, hatching, etc. should not be too fine, too narrow or too heavy.

For photos and graphics, the following file formats are permitted:

- Encapsulated Postscript (.eps)
- Adobe Illustrator (.ai)
- TIFF (.tif)
- JPEG (.jpg)
- Photoshop (.psd)

Photo and graphics files are to be supplied separately wherever possible.

2 Structure of scientific publications

2.1 Preliminaries

Cover pages such as the title page and the title on the spine, as well as the imprint page, are prepared by the BAuA. For the preliminaries' design to be correct, it is necessary to state the authors' full names and academic titles as well as the full address. The title of the publication should be generally comprehensible, as concise as possible and no longer than 175 characters. Where applicable, the project number and project title are stated. The cover and imprint pages are not numbered.

2.2 Table of contents

The table of contents comes after the imprint page, starting at the third page. The pages of the table of contents are also not numbered.

The title is typeset in 18 pt Arial; all other lines of the table of contents are typeset in 12 pt Arial. The table of contents is structured as follows:

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2.3 Abstract and Kurzzreferat

Scientific publications by the BAuA are given an abstract in English and its equivalent in German a so-called Kurzzreferat. The abstract and Kurzzreferat must each be no longer than one DIN A4 page. The abstract begins on an odd-numbered page and is the first element to be numbered in the table of contents.

Up to this point, the pages are counted but not labelled. A sample abstract and Kurzzreferat can be found in the annex.

2.4 Body text

The actual report consists of the introduction, the body text, the summary and the outlook:

- Introduction: The introduction briefly describes the aim of the report and the relation to other papers or areas and topics of research.
- It always begins on an odd-numbered page.
- Body: The body should include a theoretical part, a methodological part (applied methods) and the results of the work – in that order, wherever possible.
- Summary: This chapter summarises the report's contents. Key results are highlighted.
- Outlook: The summary should be followed by giving an outlook, along with any proposals for implementation.

The individual chapters each start on a new page.

2.5 List of references

The list of references comes after the body text of the manuscript, i.e. before any other lists or annexes.

The items in the list of references are given a bibliographic description based on the rules of the German Institute for Standardisation, as set out in DIN ISO 690:2013-10.

Example:

KRUGMAN, Paul R., Maurice OBSTFELD und Marc J. MELITZ, 2015. International economics: Theory and policy. 10. edition. Boston (Massachusetts): Pearson. ISBN 978-1-292-01955-7

As a minimum requirement, the list of references must provide all of the information required by the DIN standard; furthermore, the authors must be named according to the following pattern before other information is stated: surname, first name.

2.6 Other lists

Lists of figures, tables, abbreviations, symbols, etc. are compiled where necessary. They are given a page number, are included in the table of contents, and come at the end of the manuscript after the list of references and before the annexes.

2.7 Annexes

Annexes always come at the end of a manuscript. If there are multiple annexes, these are numbered sequentially starting from the number 1. The annexes are listed accordingly in the table of contents.

Example:

Annex 1, Annex 2, Annex 3, ...

The page numbering continues on from the rest of the report.

3 Page layout

3.1 Font

Arial (TT) is to be used as the typeface. The body type is set to a size of 12 points (pt). The following formatting is to be used for the hierarchy of headings:

3 Main heading 18 pt (bold)

3.1 Heading 14 pt (bold)

3.1.1 Subheading 12 pt (bold)

3.1.1.1 Sub-subheading 12 pt (not bold, but underlined)

3.2 Margins

The page margins are set to 2.5 cm (left, right, top, bottom).

3.3 Formatting

In addition, the formatting must comply with the following rules:

- The line spacing is set to single.
- Subheadings that are not section headings are written in bold type.
- Italics and underlining are not to be used.
- Visual highlighting of text passages is to be achieved using empty lines.
- Text indents are to be entered exclusively using the tab key.
- A space character is to be used for the space between words.
- The alignment is set to 'Justify'.
- Automatic hyphenation is to be activated, and ordinary hyphens are not to be used to split words between lines.
- The pages are numbered in the top centre of the page in 12 pt Arial.

Using styles in Word makes it easier to work on the manuscript. An example layout can be found in the annex.

3.4 Figures, tables and formulas

The image caption is to be placed below the image. The images are numbered according to section. For images from external sources, the source must always be stated directly at the image's location.

Example: In section 1

Fig. 1.1 Figure caption (not bold)

Fig. 1.2 Text ...

Fig. 1.3 Text ...

For tables, the caption is to be placed above the table. The tables are numbered according to section, as with the figures. Tables are created only using layout tables or tab stops.

Example: In section 4

Table 4.1 Table heading (not bold)

Table 4.2 Text ...

Table 4.3 Text ...

Figures and tables in annexes are numbered in the same way as in the chapters.

Example: In annex 1

Annex 1, Figure 1 Figure caption (not bold)

Annex 1, Table 1 Table heading (not bold)

Annex 1, Figure 2 Text ...

Annex 1, Table 2 Text ...

Formulas are numbered according to section, and the number is placed at the right of the page in round brackets and in bold type.

Example: In section 2

$$Z_{HAS} = j\omega \cdot m_{HAS} + k_{HAS} / j\omega + C_{HAS} \quad (2.4)$$

$$Z_{HAS} = C - j(k - \omega \cdot m) \quad (2.5)$$

3.5 Footnotes

Footnotes should only be used in the text in exceptional cases. The footnote is positioned below a page of text, a table, an overview or a figure. Footnotes are written in font size 10 pt (not bold).

4 Written style

4.1 Spelling

Texts prepared by the BAuA should use the correct spelling according to the current recommendations of the Oxford English Dictionary.

4.2 Abbreviations

As few abbreviations as possible should be used in the texts in order to avoid resembling a typical “official letter”. Abbreviations must be written out in full on first instance.

Example:

Federal Institute for Occupational
Safety and Health (BAuA)

Abbreviations such as “e.g.” are spelt according to the Oxford English Dictionary.

Tip:

Keyboard shortcut for a hard space:
Ctrl + Shift + Spacebar

Examples:

“e.g.” for “for example”
“i.e.” for “that is to say”

4.3 Quotation marks

As a rule, quotation marks are written as follows: “...”. A quote within a quote is indicated by inverted commas (‘...’). If whole sentences in foreign languages are quoted, the usual quotation marks in that language are to be used.

4.4 Units of measurement

As stipulated by the relevant legislation, the SI system of units and the statutory abbreviations are used. The publication entitled “The International System of Units” (8th edition, 2006), published by the “Organisation Intergouvernementale de la Convention du Mètre”, is the definitive reference for the correct use of the SI system of units. In the Federal Republic of Germany, there are statutory rules that build on this system, e.g. the “Law on Measuring Units” (EinhZeitG) (see relevant publications from the National Metrology Institute of Germany). Depending on the target group, an explanation can be given in the text:

Example: “square metres” for “m²”

The use and abbreviation of units of measurement should be handled consistently throughout a text. Other units of measurements may only be used in brackets in addition to the SI units (e.g. “kWh” and “PS”) and if there are good reasons for their use.

4.5 Dates and times

The date should be written out in full wherever space allows and it should be indicated that it is subject to alteration without notice. Leading zeros are to be omitted from numbers in dates.

Example: 3. October 2017

Times are written either in the 24-hour format with “:” or in the 12-hour format with “a.m.” or “p.m.” accordingly.

Example: 11:00 or 11 a.m.

4.6 Addresses

Addresses are written without preceding titles such as “Mr” or “Ms”. As recommended by DIN 5008, postcodes are written as a single number without spaces, i.e. without breaking them up. Country names are not to be given as an abbreviation before the postcode, but rather are written out in English below the address. In cases of doubt, the country’s official name is to be taken from the corresponding list from the UK Foreign and Commonwealth Office (“FCO geographical names index - country names and descriptive terms”). The same applies for the terms used to describe the respective citizens.

Examples:

Martin Mustermann
Musterstraße 10
12345 Musterstadt

Bruno Mustermann
Placa 10
12345 MILANO
ITALIEN

PO box numbers are to be broken up into groups of two numbers from right to left. The number is preceded by the word “PO box” without a colon.

Examples:

PO box 6 37
PO box 48 53
PO box 9 74 32 13

4.7 Telephone, email and internet

Telephone numbers are written as recommended by DIN 5008. Telephone numbers are broken up into groups, separated by a single space, according to function (provider, region code, area code, subscriber). For better legibility, parts of telephone and fax numbers may be highlighted according to function using bold type. Through-dialling numbers can be added at the end, preceded by a hyphen. If a premium-rate number contains a digit for call metering, a space is placed before and after that digit. In the case of international telephone numbers, the character “+” is placed before the country code. The following prefixes can be added, without a colon, to differentiate between different types of numbers: “Tel.” for telephone numbers, “Fax” for a fax line or “Mobile” for a mobile telephone. The explanatory prefix is only added if it is necessary for the sake of comprehension.

Examples:

0123 456789

(purely domestic use)

Tel. 0123 456789

(purely domestic use)

+49 123 456789

(international use)

+49 123 456789-1234

(number with extension)

0180 5 123456

(premium-rate number with digit for call metering)

Fax 0123 456789

(fax line)

Mobile 0172 1234567

(mobile telephone)

One exception is telephone numbers that are to be advertised especially for public attention. These can be written in a format that is easy to remember, e.g. taking account of symmetry and intonation. If necessary, the number can be preceded by a descriptive label, such as “Information centre”. For email addresses, the entire address is written in lower case letters. If necessary, they can be preceded by the word “Email” without a colon. The word “Email” can be omitted on one particular email address, e.g. only the official one.

If it is necessary to give multiple email addresses, only the word describing the address in more detail is written, without a colon, before the address. The word “Email” is then omitted.

Examples:

musterfrau.erika@baua.bund.de
Email musterfrau.erika@baua.bund.de
Official musterfrau.erika@baua.bund.de
Private musterfrau@provider.de

For websites – or, to be precise, internet addresses using the http protocol – the entire address is written in lower case without the protocol designation “http://”. Other protocols are stated. If necessary, website addresses can be preceded by the word “Website” without a colon. If the link points to a folder on the stated server, the path must strictly be entered in a case-sensitive manner.

Please test all internet addresses in your browser.

Examples:

www.baua.de
Website echa.europa.eu
www.gda-portal.de/de/Downloads/Downloads.html
https://www.biozid-meldeverordnung.de/erlaeuterung.php

4.8 Numbers and sums of money

Numbers are written as recommended by the Oxford English Dictionary. In particular, whole numbers consisting of more than three digits can be broken up (with hard spaces) into groups of three digits, counting from the final digit. This does not apply to sums of money.

Examples: 124 512 inhabitants
 € 4,711.38

Amounts in cents are quoted as fractions of euros; for example, an amount of 20 cents is written as “€0.20”. The € symbol is written before the amount without a preceding space.

4.9 Titles and official titles

Academic degrees in German-speaking countries are as follows:

- Bachelor
- Bakkalaureus
- Magister
- Diplom
- Master
- Lizenziat
- Meisterschüler
- Doktor

Doktor is the highest academic degree. Honorary doctorates (lat. doctor honoris causa), “Dr. h. c.” and “Dr. E. h.” are not academic degrees. If multiple honorary doctorates have been awarded, the title is usually abbreviated as “Dr. h. c. mult.” and placed before the name.

“Professor” is not an academic degree but rather an official designation or title, but it may be used after retirement as a so-called academic honorific (i.e. even without the abbreviation “a. D.”) in most states of Germany. A postdoctoral lecturing qualification does not entitle the holder to use the title of professor; they must first be appointed to a university or awarded the title of professor on an exceptional basis. Self-selected student degrees such as “stud.” or “cand.” are not provided for in the Framework Act for Higher Education Institutions and are therefore not to be used.

Designations such as “Regierungsrat” or “Direktor und Professor” are official designations for civil servants. The second example is only used at authorities that are research institutions or at which the civil servant works in their own area of research. The designation is neither an academic degree nor a title. After completing their service, civil servants use the designation with the abbreviation “a. D.”, e.g. “Direktor und Professor a. D.”, and must not use the title of professor before their name, which is provided for under state law for most university teachers. Official designations under civil-service law are not used.

4.10 References to authors

References to other authors in the text must be given as follows. The author’s surname is written in capital letters and stated without the first name. If there were other participating authors, the abbreviation “et al.” is added. The information is accompanied by the year of publication in brackets.

Examples:

The contagion indices according to MÜLLER et al. (1992) vary...

Studies offer sufficient evidence of the effects (MÜLLER et al., 1992; LEHMANN et al., 1993; HERMANN, 1994).

MÜLLER et al. (1992) – or: MÜLLER and colleagues (1992) – are of the opinion...

4.11 Name of the BAuA

Wherever possible, the Federal Institute is referred to using its official name, “Federal Institute for Occupational Safety and Health”. If it is referred to repeatedly, the abbreviation “BAuA” can be placed in brackets after the first instance and may then be used instead of the name for the remainder of the text.

Example:

Federal Institute for Occupational
Safety and Health (BAuA)

If it is necessary to refer to the Federal Institute for Occupational Safety and Health in German or French in individual cases, the following official names are to be used:

- Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA)
- Institut Fédéral de la Sécurité et de la Santé au Travail (BAuA)

The abbreviation “BAuA” is also used in foreign-language texts.

The head of the BAuA is officially referred to in the following various ways:

- President of the BAuA, Ms Rothe
- President of the BAuA
- ... Isabel Rothe, President of the BAuA, ...
- ... Ms Rothe, President of the BAuA, ...

Annex

Annex 1 Sample Kurzreferat

Arbeitsmedizinische Betreuung in den Ländern der Europäischen Union (18 pt bold)

Kurzreferat (14 pt bold)

Die vorliegende Literaturarbeit gibt einen Einblick in wichtige Grundlagen der arbeitsmedizinischen Betreuung in den Ländern der Europäischen Union und darüber hinaus Norwegens und der Schweiz.

In einem vorangestellten Teil werden einzelne Sachverhalte ländervergleichend beschrieben. Daran schließt sich, getrennt für die einzelnen Länder, eine systematische Zusammenstellung der formalen Regelungsinhalte an. Dafür wird eine Beschreibungssystematik verwendet, die eine einheitliche Darstellungsweise ermöglicht. Unterschiede und Gemeinsamkeiten der arbeitsmedizinischen Betreuung der einzelnen Länder finden dabei nur insoweit Berücksichtigung, wie sie von der Beschreibungssystematik erfasst werden. Da die alltägliche Praxis der arbeitsmedizinischen Betreuung häufig nicht mit den formalen Regelungen und Forderungen völlig übereinstimmt, erlaubt die Arbeit auch keinen unmittelbaren Rückschluss auf die Betreuungsrealität. Die auf Literaturrecherchen beruhende Beschreibung beschränkt sich vielmehr auf die ausgewählten formalen Regelungsinhalte.

Schlagwörter: (12 pt bold)

arbeitsmedizinische Betreuung, Betriebsarzt, betriebsärztlicher Dienst, Einsatzzeiten, Fachkunde, Klein- und Mittelbetriebe, Länder der Europäischen Union, Norwegen, Schweiz, Organisationsformen der betriebsärztlichen Betreuung

Annex 2 Sample abstract**Occupational health care in different European countries (18 pt bold)****Abstract (14 pt bold)**

The presented literature review surveys important basic structures of occupational health care in the countries of the European Union, as well as Norway and Switzerland.

A preceding part compares specific facts relating to these countries. This is followed by a systematic compilation of formal regulatory content in individual countries. A system is used that facilitates uniform description. Differences and common features of occupational health care of the individual countries are taken into consideration only insofar as they are covered by the description system. Since the everyday practice of occupational health care often does not completely correspond to formal regulations and requirements, this review does not allow conclusions to be drawn about the realities of health care. Rather, the description is confined to the formal content of the selected regulations.

Keywords: (12 pt bold)

occupational health care, occupational health physician, occupational health services, hours of occupational-medical duty, occupational-medical expertise, small and medium sized enterprises, countries of the European Union, Norway, Switzerland, organisational types of occupational health services

Annex 3 Sample layout

1 Justification (18 pt bold)

(1 empty line, 18 pt)

1.1 Current knowledge (14 pt bold)

(1 empty line, 14 pt)

The selection of literature set out below contains indications for the different prevalence of degenerative spine changes in persons exposed to whole-body vibration and in controls.

(2 empty lines, 12 pt)

1.2 Current knowledge of pathogenesis (14 pt bold)

(1 empty line, 14 pt)

1.2.1 Structure (12 pt bold)

(1 empty line, 12 pt)

The wider literature offers various hypotheses in the search for the mechanism of action that leads to an increased health risk for the spine as a result of whole-body vibration.

(1 empty line, 12 pt)

1.2.2 Effect (12 pt bold)

(1 empty line, 12 pt)

In construction, key factors include heavy labour and exposure to whole-body vibration.

(1 empty line, 12 pt)

Tab. 1.1 (12 pt bold) Table heading (not bold)

(1 empty line, 12 pt)

	Heading A	Heading B	Heading C
Heading 1			
Heading 2			

(1 empty line, 12 pt)

The process weight.....

(1 empty line, 12 pt)



Figure

(1 empty line, 12 pt)

Fig. 1.1 (12 pt bold) Figure caption (not bold)

(1 empty line, 12 pt)