Quick guide to the Word template Project paper

Before you begin with the following instructions for Microsoft Word, please note that there are different versions of Word. Therefore, the terms and definitions in your specific version of Word may differ slightly from those in these instructions. If you cannot find a term or need further help, you can consult the Microsoft instruction portal at https://support.microsoft.com/en-us/word.

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1 Formal requirements

1.1 Principles of scientific writing

In order to make the comprehensibility of the results and the origin of the ideas clear to the reader, the following guidelines should be observed when writing the paper:
- The paper should be structured in a logical and standardised way.
- Analysis and evaluation should be separate. References should be standardised throughout.
- The "I" or "we" form is only used when the authors are making their own decisions or personal judgements.

When copying content from published works, ensure that the source is correctly cited and that the author is named. Make sure that you do not infringe copyright.

1.2 Citation styles

The bibliography provides information on the texts from which either direct or indirect quotes are taken. The texts are organised alphabetically by author name in a single list. In your work you can choose between the two well-known citation styles APA and IEEE.

1.2.1 APA
General citation scheme for monographs and anthologies:

For monographs				
Author	**Year**	**Title**	**Publisher information**	**DOI / URL**
Author. A. A. & Author, B. B.	(2020)	*Name of the book*.	Publisher's name.	https://doi.org.XXX https://XXX
Name of a group/organisation		*Name of the book* (2nd ed., vol. 4).	Name of the first publisher; name of the second publisher.	
Editor, E. E. (ed.).		*Name of the book* (E. E. Editor ed.).		
Editor, E. E., & Editor, F. F. (eds.)		*Name of the book* (T. Translator, transl.)		

- Author, year of publication, title, and the name of the publisher should be listed.
- If there is a new edition, the year of the new edition is placed in brackets after the title.
- If the book has a DOI number, this is given as a link after the name of the publisher. Other numbers such as the ISBN are not used.
- If the book has 20 or fewer authors, name them all.
- If the book has 21 or more authors, the first 19 are named, followed by three dots and the name of the last author.

Examples:

Monograph | one author | with DOI

Koch, T. (2010). *Macht der Gewohnheit? Der Einfluss der Habitualisierung auf die Fernsehnutzung*. VS Verlag für Sozialwissenschaften. https://doi.org/10.1007/978-3-531-92529-5

Monograph | one author | without DOI

Donsbach, W. (1982). *Legitimationsprobleme des Journalismus: Gesellschaftliche Rolle der Massenmedien und berufliche Einstellungen von Journalisten*. Alber-Verlag.

Monograph | two to 21 authors | without DOI

Lazarsfeld, P. F., Berelson, B., & Gaudet, H. (1968). *The people's choice: How the voter makes up his mind in a presidential campaign*. Columbia University Press.

Monograph | Translation | without DOI

Freud, S. (1970). *An outline of psychoanalysis* (J. Strachey, transl.). Norton. (Original work published 1940)

For journals				
Author	**Year/date**	**Title**	**Journal**	**DOI / URL**
Author. A. A. & Author, B. B.	(2020) (2020, January). (2020, 1 January).	Title of the article.	*Title of the journal*, 34(2), 5–14.	https://doi.org.XXX https://XXX
Name of a group/organisation			*Title of the journal*, 15(1–2), Article 12.	
			Title of the journal.	

- If the article has a DOI number, enter it.
- If available, enter the issue number for journal articles.
- If the journal article has an article number, enter this instead of the page number. The word "article" is stated first, followed by the article number.
- If a journal article has 20 or fewer authors, name them all.
- If a journal article has 21 or more authors, the first 19 are named, followed by three dots and the name of the last author.

Examples:
Journal article | one author | with DOI
Walther, J. B. (1996). Computer-mediated communication: Impersonal, interpersonal, and hyperpersonal interaction. Communication Research, 23(1), 3–43. https://doi.org/10.1177/009365096023001001

Journal article | two to 21 authors | without issue number | with DOI
Appel, H., Gerlach, A. L., & Crusius, J. (2016). The interplay between Facebook use, social comparison, envy, and depression. *Current Opinion in Psychology*, 9, 44–49. https://doi.org/10.1016/j.copsyc.2015.10.006

Journal article | two to 21 authors | with issue number | with DOI
Horton, D., & Wohl, R. R. (1956). Mass communication and para-social interaction: Observations on intimacy at a distance. *Psychiatry*, 19(3), 215–229. https://doi.org/10.1080/00332747.1956.11023049

Journal article | two to 21 authors | with article ID | with DOI
Reinecke, L., Klimmt, C., Meier, A., Reich, S., Hefner, D., Knop-Huelss, K., Rieger, D., &, Vorderer, P. (2018). Permanently online and permanently connected: Development and validation of the Online Vigilance Scale. *PLoS ONE*, 13(10), article e0205384. https://doi.org/ 10.1371/journal.pone.0205384

Journal article | 21 or more authors (author rule also applies to books) | with issue number | with DOI
Rumpf, H.-J., Achab, S., Billieux, J., Bowden-Jones, H., Carragher, N., Demetrovics, Z., Higu-chi, S., King, D. L., Mann, K., Potenza, M., Saunders, J. B., Abbott, M., Ambekar, A., Aricak, O. T., Assanangkornchai, S., Bahar, N., Borges, G., Brand, M., Chan, E. M.-L., . . . Poznyak, V. (2018). Including gaming disorder in the ICD-11: The need to do so from a clinical and public health perspective. *Journal of Behavioural Addictions*, 7(3), 556–561. https://doi.org/10.1556/2006.7.2018.59

1.2.2 Presentation in the bibliography
- Do not use bullet points.
- The individual references are sorted alphabetically according to the surname of the first author.
- Several works by the same author are listed chronologically by publication date.
- Brief references in the text:
- Every source cited in the text must be listed in the bibliography.
- Brief references consist of the authors' surnames, the year of publication and, if applicable, the page number.
- Collective references, i.e. several references at a certain point in the text, are separated by a semicolon and sorted alphabetically.
- Academic titles are not mentioned in the brief reference.

1.2.3 IEEE

The IEEE citation system uses a numerical citation method. Sources in the text are placed after the quotation using square brackets. The numbering starts with 1, 2, 3, … This means that the sources in the bibliography are sorted numerically and not alphabetically.

Example:
It has been established that constant learning plays a significant role in the modern world of work [1].

[1] J. Schmidt, Die Bedeutung des ständigen Lernens am modernen Arbeitsplatz, 1. Berlin: Bildungsverlag, 2023.

1.2.4 Information in the bibliography

After the respective number of the source, the information listed must be given for the various media.

Book:
Author, book title, edition x. Place of publication: Publisher, year of publication.

Journal article:
Author, article title, journal title, volume, issue, pages, year.

Website:
Author, title of the page, website, date of publication, [online; retrieval date]. Available at: URL

Chapter from anthology:
Author, title of the chapter, in book title, edition x, publisher of the book, ed(s). Place of publication: Publisher, year of publication, pages.

2 Structure of the paper

The paper is divided into an orientation section, the main section and a documentation section. These contain the text sections listed below. The structure serves as a recommendation. Only the chapters on methodology and research needs are mandatory and must be included.
When preparing to print the report, please ensure that each new chapter begins on an odd-numbered page.

Orientation section	• Cover sheet • Title page • (Foreword) • Table of contents • (List of illustrations) • (List of tables) • (List of abbreviations) • Trilingual summary
Main section	• Introduction • Fundamental information • Methodology • Results • Research needs
Documentation section	• Bibliography • (Appendix)

The appendix should only contain documents that are not included in the main section or in other chapters but are nevertheless necessary, such as instructions, analyses, etc

3 Formatting/ design/layout

3.1 Style sheets

The Word template contains style sheets tailored to the corporate design.
Use these to format texts quickly and uniformly.

The extended style sheet window on the right-hand side of the screen is a good help.

A selection of the most important style sheets:

Heading 1

Heading 2

Heading 3

1 Überschrift 1 nummeriert

1.1 Überschrift 2 nummeriert

1.1.1 Überschrift 3 nummeriert

1.1.1.1 Überschrift 4 nummeriert

Text, justified: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Table heading

3.2 Bulleted points and lists

Bulleted points and numbered lists can be defined via the respective style sheets. Please do not use the bullet/numbering button in the menu bar.

- Bullet 1
- Bullet 1
  - Bullet 2
  - Bullet 2

1. Numbering 1
2. Numbering 1
   2.1 Numbering 2
   2.2 Numbering 2

a. Numbering abc
b. Numbering abc

3.3 Edit header

0000·|·Titel¶

The header can be edited by double-clicking on the top edge of the page. The title is automatically adopted, but can also be overwritten manually.

3.4 Insert info box

Note: Info boxes should be used sparingly and kept as compact as possible.

For Windows: The info box is stored as a Quick Part in Windows and can be added via "Insert > Quick Parts".

For Mac: If the Quick Part is not available, an existing info box can be selected and copied with Ctrl + C / Ctrl + V or ⌘ + C/ ⌘ + V. An info box is usually always aligned to the right.

Info box

Text
- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4
- Bullet 5

3.5 Illustrations

Illustrations are divided into tables and figures. Numbers are listed in tables. Numbers and relationships are graphically or schematically represented in figures. These two terms are clearly defined, and the terminology is binding.

- Tables and figures must have titles and be numbered. The number and title are shown below the table or figure.
- Illustrations must be annotated in the main text, even if they are in the appendix.
- The table or figure number must appear in the text so that it can be easily consulted. A table or figure is referenced in the text via a cross-reference (see chapter 3.5.3).

3.5.1 Captions

Right-click on an image to add a caption. The same procedure also applies to tables: Right-click to create a label. However, "Table" must be selected as the name in the labelling window. This labelling is later transferred to an automatic list of illustrations.
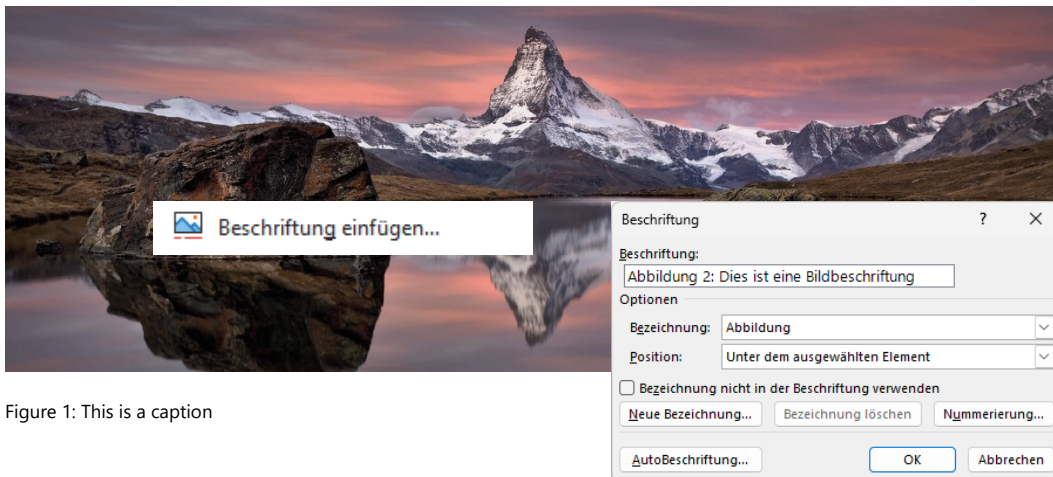

Figure 1: This is a caption

3.5.2 Tables

A "Table heading" style sheet is available for tables.
The table heading is placed above the table.

Table heading				
Title	**Title**	**Title**	**Title**	**Title**
Text	Text	Text	Text	Text
Text	Text	Text	Text	Text

Within the table, a "header row" (title row) can be activated/deactivated via the "Table design" toolbar.

Kopfzeile	☑	Erste Spalte	☐
Ergebniszeile	☐	Letzte Spalte	☐
Gebänderte Zeilen	☐	Gebänderte Spalten	☐

Tabellenformatoptionen

3.5.3 Cross-reference in the text

A cross-reference is created so that you can refer to an illustration in the text. To be able to create a cross-reference, the image or table must have a label. There is a small cross-reference button in the References tab. For the "Reference type", select Figure or Table. And for "References", "Name and number only" should be selected. Once you have inserted the link, the name of the figure appears as a link in the body text.
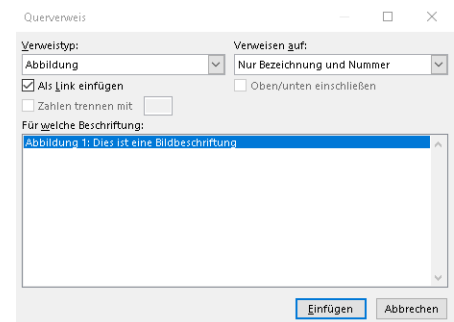
$$z_i = d_i - \frac{0.85x}{2} \tag{1}$$

3.5.4 Definition of equations

To insert equations, copy the table below and adjust the equation using the "Formula" menu item. Additional equations can be added by clicking on "+" (to the right of the table). The consecutive labels can be adjusted by right-clicking on them ("Update fields").

$$z_i = d_i - \frac{0.85x}{2} \tag{2}$$

3.6 Bibliography

You have two options for entering citations in your paper: you can either use specialist citation software such as Mendeley or Zotero, or you can use the integrated citation function in Microsoft Word.
To insert a citation correctly in Microsoft Word and configure the citation settings, proceed as follows:

1. **Select citation style**: Open the "References" menu in Word. There you will find a selection of citation styles. Select either APA or IEEE.
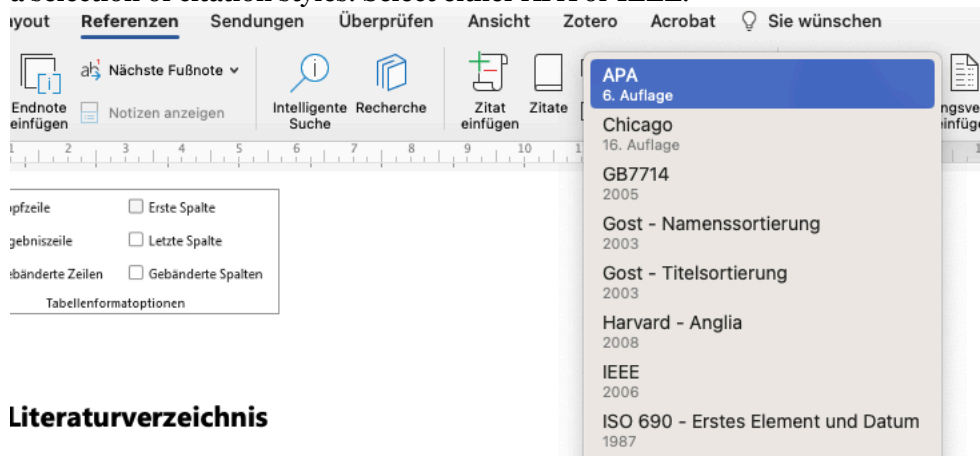

2. **Add source**: Click on "Insert citation". Here you can now enter the details of your source, e.g. the name of the author, the title, the year of publication, etc.
3. **Insert** citation: Once you have added the source, you can view all of its citations by clicking on "Citations". Double-click on a citation to insert it at the position of your cursor.
4. Create **a bibliography**: You can insert a bibliography at the end of your document. To do this, click on "Bibliography" and select a suitable format. Word automatically adds all sources cited in the text.

3.7 Table of contents

The automatic table of contents shows all texts that have been formatted with the Heading 1 and 2 (and ...numbered) style sets.
Right-click on the table to update it.
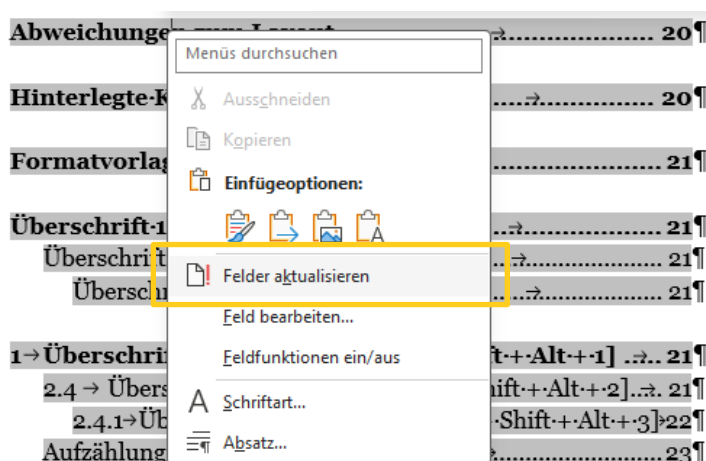
3.8 Footnotes

Notes are additional information on the topic that is important but not essential. They can be placed in footnotes. The actual text must be understandable without consulting the footnote. For this reason, footnotes should be used with caution. If the footnotes become too long, the information should be moved to the appendix. Footnotes are separated from the text by a horizontal line and set in a smaller font. The footnotes are numbered consecutively, either for the entire work, for each page or for each chapter.
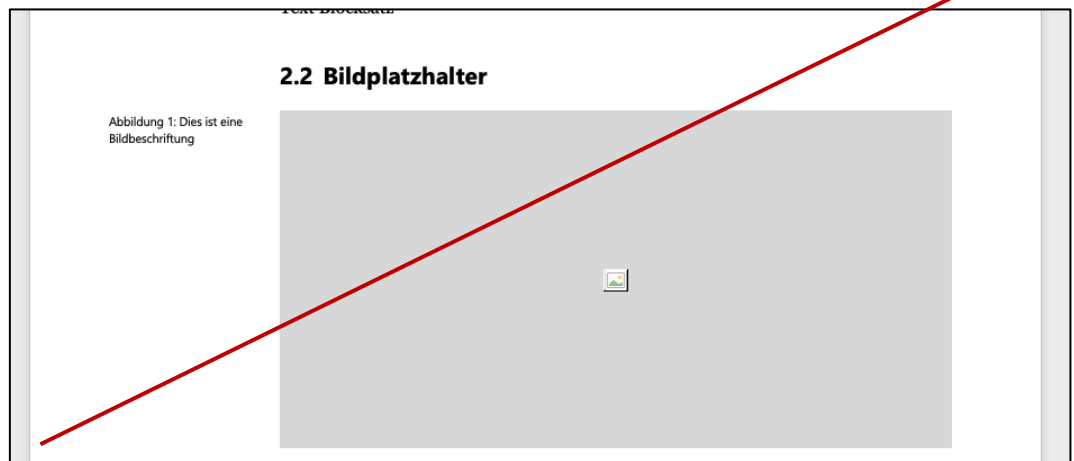
Insert footnotes:
Place the cursor in the text where you want the footnote to appear. And then click on Insert footnote in the References tab.
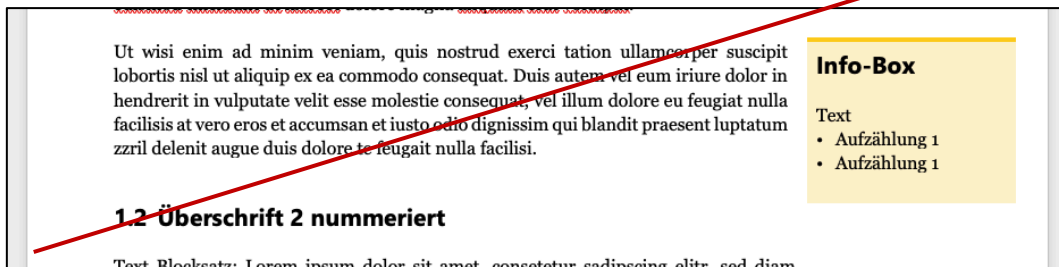
Edit format for footnotes:
In the References tab, there is a "Footnote" button where you can customise the format for the footnotes if necessary.
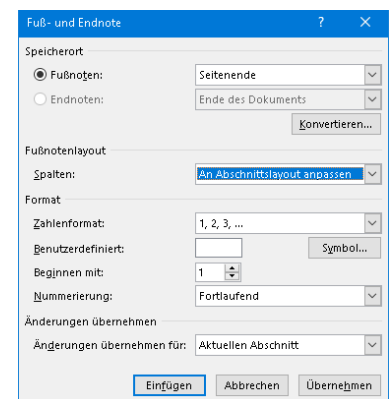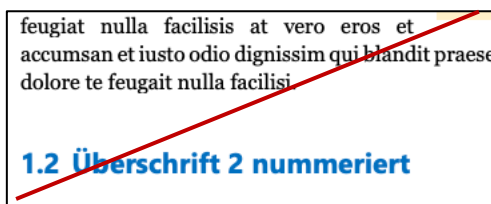

3.9 What is not allowed

Placing the caption to the left of the image. The caption should always be placed uniformly under the illustration.

Placing info boxes or images next to the text outside the typed area.

Using other colours for text, info boxes etc.

3.10 Accessibility

A high contrast between text and background improves readability, especially for people with visual impairments. Please ensure sufficient contrast, particularly in graphics and images. If you are unsure whether the contrast is adequate, you can test the foreground and background colours using a free tool (available for Windows and Mac).

Download: https://www.tpgi.com/color-contrast-checker/

After installing the software, use the pipette icon to select the foreground and background colours. The tool will indicate whether the contrast meets accessibility standards. Please ensure that at least the WCAG 2.1 AA standard is met.

This software is provided by a third party. ASTRA assumes no liability for its use.
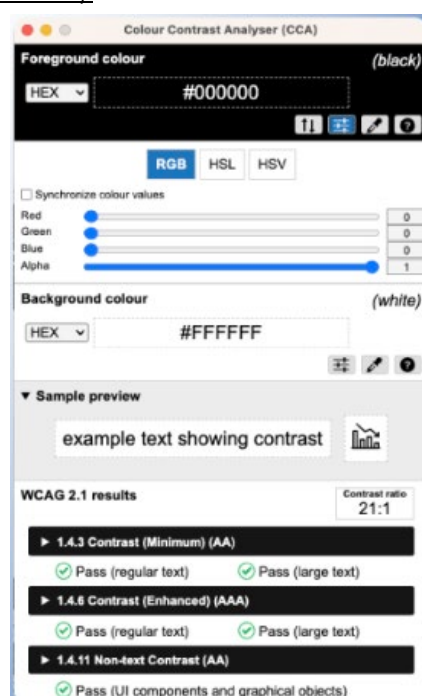
4 Use of Data

The chapter on the use of data is mandatory for all final reports. In this section, please describe the types of data used in your project and how they were applied. Specify the kind of data in detail – for example, survey data, measurement data, computer-generated data, status data, or calculation results. Clearly state the origin of the data, how it was collected or generated, and in what format it is available (e.g. digital, tabular, raw data, etc.).

Additionally, please indicate whether and how these data can be accessed by third parties – for instance, via a public database or by requesting access from an institution – and whether there are any restrictions regarding data protection, licensing, or access rights. Finally, explain whether the data can be reused for further research purposes, and if so, under what conditions and in which format.