MANUAL DISSERTATION

Manual for composing dissertations at the University of Natural Resources and Applied Life Sciences, Vienna
"template-dissertation-boku"

University for Natural Resources and Applied Life Sciences, Vienna
Gregor Mendel-Strasse 33, 1180 Vienna
Austria
(standings as of 28, July 2004)

Dissertations and Dissertation Print of the University of Natural Resources and Applied Life Sciences, Vienna

Module 1: Dissertations

Index

1 Introduction

We ask the authors of dissertations to follow the subsequent instructions. This is a prerequisite for the submission of a dissertation at the University of Natural Resources and Applied Life Sciences,Vienna.

At the same time the manual will provide assistance with creating your manuscript and for subsequent printing that may be conducted in less time and at a reduced cost. The following text provides instructions on how to work with the template for dissertations, "template-dissertation-boku.doc" as a sample document for creating and formatting texts and for the make-up of your dissertation. Most likely you are already familiar with some instructions for creating and formatting a document. In this case, please consider the following instructions as a reminder. Suggestions and comments are always more than welcome, particularly if you are able to help us make improvements or changes, in which we thank you very much in advance.

All instructions for Word concerning used commands and shortcuts are based on Word 2000 for Windows after Windows Version 98. In some cases they may differ from commands used by Word 97 or older versions and they are different from commands for Word used by Mac.

2 Instructions for working with the manual "template-dissertation-boku.doc"

The present template is supposed to guarantee a uniform and contemporary layout of dissertations completed at the University of Natural Resources and Applied Life Sciences, Vienna. The template is supposed to enable the user to focus more on the text itself versus wasting time and effort on the make-up and formatting process. In light of this the template is based on standard fonts and facilitates the exchange of the documents between different computers and various platforms of Mac and Windows. Furthermore, your dissertation can be printed or saved as a PDF ("Portable Document Format") file.

Therefore, we advise against changes of the settings for the pages, the fonts of this template and the definitions for the paragraph formats. However, should there be any reason that requires e.g. the redefinition of a new paragraph format, please indicate such changes before you share your data with other users or transmit them for printing.

3 Working with the document template

3.1 The document template

The sample file for a document template for dissertations completed at the University of Natural Resources and Applied Life Sciences, Vienna is denominated as "template-dissertation-boku.doc" and should be saved on your PC in the default index of Word for templates. If you are not able to locate the document template, please click on the menu button for "tools" then "options" and select the "file locations" tab; in "user templates" you can find the path to the template indexes. As a backup we have also saved the template as a simple Word-text file "template-dissertation-boku.doc". It can be found on the publication site of the research support service (Vice rector for research) at http://www.research.boku.ac.at

3.2 Three options for creating documents

You have three different options for creating a new document:

- When you start to write a new text you can just open the sample document and overwrite, delete or add to the pre-formatted titles and paragraphs
- Furthermore you are able to select from the "file" menu the command "new". Next a window with different options will open and you have to select the "general" tab and click on "template-dissertation-boku.dot". (DOT is the suffix in Word for template files)

- In case you have already written a simple text you can just select "tools" from the menu and the option "templates and add-ins". Next you select "attach" and then you will have to search for the template "template-dissertation-boku.doc" in the window that opens up. Next the dialogue box closes again and you will need to activate the title bar where "template-dissertation-boku.doc" should now appear with the function for "update format templates automatically".
Important note: It only makes sense to activate further functions such as "organize" the format template if you are proficient with Word. Word tends to operate such functions very independently and uncontrollably thus causing more or less severe problems.

3.3 Creating documents with other word processing programs
If you do not (wish to) use the word processing program "MS Word" by Microsoft you may of course use another program to write your dissertation. It is important, however, that you follow the requirements further below for the composition of the dissertation, the page and font layout, citation rules etc. You will find exact instructions for creating your document also in the file "template-dissertation- boku.pdf", which can be downloaded from the server of the University of Natural Resources and Applied Life Sciences, Vienna and that you will be able to reconstruct in the program you utilize. In this scenario it will be essential to create a PDF-file of your dissertation after you have completed it to make it accessible from any platform.

4 Composition of the dissertation

All dissertations shall be composed uniformly according to the following manner:
The title page shall include
- Name of the department
- Name of the institute
- Head of the institute
- Name(s) of the supervisor(s)
- Title of the dissertation
- Subtitle of the dissertation
- Dissertation for obtaining a doctorate degree at the University of Natural Resources and Applied Life Sciences Vienna
- Submitted by Name of the submitting individual
- Vienna, month, year
Acknowledgement (optional)
Preface (optional)
Abstract/ (German and English) as well as three to five key words
Table of contents
1 Introduction
2 Objective and definition of the topic
3 Basis of the data, materials and methods
4 Results and discussion
5 Summary and conclusions (German and English where applicable)
6 List of references
7 Table index (optional)
8 Table of figures (optional)
9 Appendix (appendix for figures and tables, documentation)
10 Table of abbreviations (optional)
11 CV (on one page, included in the document template in a table format)

Each part that follows the index shall be assigned a chapter number as well as a page number. They all start on a new right hand page. The page numbering initiates with the third page after the main part. The first two pages are counted as well even though the page number is not imprinted. If necessary, chapter 5 "Summary and conclusion" can be divided into two separate chapters "5 Summary" and "6 Conclusion". This is particularly helpful if the chapters have their distinct character and are of a certain extent. In the following chapters attention has to be paid to

numbering the pages correctly. If only a few figures and tables have been included then the table of figures can be omitted. Abbreviations in the text are likely to interfere with the reading process. Therefore, we advise one to only use abbreviations if this is absolutely necessary. If you include only a few abbreviations in your text then you may indicate the meaning in brackets the first time you use the abbreviation and refrain from creating a separate table of figures. You may overwrite and add to the text and titles of the template. In the same manner you are required to fill in the parts highlighted in yellow on the title page of the dissertation with your personal information.

5 Structure, Index and Titles

You may try to limit your structure to five different levels. You can either insert your titles as a normal text or you can also use different formats for various title levels with 1 being the largest title for the chapter and 5 the smallest and subsequently you will be able to automatically create the index with the command "insert table of contents". If you prefer to create the table of contents manually then just list the lines consecutively and do not use the tab key or the space bar to indent different chapter titles. Please make sure to match the titles of the index with those of your chapters and sections. According to DIN there is no period after the last digit of the numbering. Problems with formatting of the titles and the paragraphs may occur whenever you copy text from another Word document into your own Word document, as Word copies the paragraph settings of the other document and thus may alter titles. We strongly advise you to refrain from a lengthy formatting process and to only copy and paste separate paragraphs or text without titles into your document.

6 Instructions for entering text

6.1 General

The default font of the document template is always the font type "Arial". This also includes the font inside the tables, figure and table titles and all other types of text. In case you have not installed Arial on your PC or if you are working with a Mac, we recommend using a similar font type such as Helvetica. The marquee is always set at 11 point whereas the text inside the tables is set at 9 point.
Some detailed instructions:
- If you have selected the automatic hyphenation function do not use plain or soft hyphens as Word will wrap the text every time the document is opened and you will have to check all hyphens again.
- Please do not use indentions when you start a new paragraph or tabs and/or spaces between the individual paragraphs.
- You will be able to separate paragraphs by spaces if you would like to shift a paragraph to a new page. In this case however we rather recommend inserting a continuous pagebreak.
- Please do not number the paragraphs. We recommend to only use the enter key at the end of each line if you would like to begin a new paragraph.
- Make sure your printer is able to (correctly) print italics, symbols that are used in mathematics and statistics or in other languages (special characters such as cedille in François or the tilde in mañana), as well as footnotes.
- If you cross-reference we suggest that you omit page numbers; such information can be added in the course of the final corrections after the text-wrapping option has been established.
  - Whenever you copy and paste text from other documents we recommend to adjust the paragraph settings to those of your own document. Please specify "German" as the language of choice in the Word documents. Whenever you import text from another document make sure to specify German in your own document after you completed the process (this does not relate to the language that the document is actually written in but only refers to the settings).

6.2 Lists

For lists you may use the paragraph settings for "bulleted" and "numbered". The space before and after listings is defined with 3 point and corresponds with the default spacing between paragraphs. The paragraph format "bulleted" produces listings with a "bullet". Furthermore, the paragraph format "numbered" enables you to number your lists. In the following the paragraphs will be numbered automatically. The function for automatic numbering can be switched off by pushing the "enter" key twice. You will then be able to write an inserted text. Afterwards word initiates the numbering again with the first point. However, in case you would like to number in a consecutive manner then you should click "select numbering and bullets" in the corresponding line with a right mouse click and select "continue list".

Important note:
It is possible that Word may automatically choose the default settings of other Word versions for the definition of the indention. Most of the time the indentions will be at 0,63cm, 1,25 cm etc. You may also try to readjust the indentions in the menu "format – format templates" in "paragraph" via the settings "hanging indention" and "tabs". If this fails it is best to leave the indentions as Word has created them as manual interventions are too time-consuming and thus not promising in the long run. In this case please make sure that *all* indentions are the same for *all* bullets and numberings in the entire text. Do not use spaces or tabs to format bullets and indentions.

6.3 Text effects

To distinguish text you write words or entire portions of text in italics or bold or another style that will set them apart. In a professional layout of texts this distinction and its weighting differ considerably from typewriter and computer compositions. To guarantee clarity it is advised to limit oneself to only one type of text effect. We have chosen Italics for accentuating single words. Please do not use additional accentuations such as bold, all caps or small caps for the text or the titles and table labeling. We also ask you to refrain from underlining parts of your text. Citations should be inside double quotation marks and accentuated text portions in Italics.
Captioned text is in Central Europe another way to accentuate text. However, in English speaking countries text is only captioned to adjust it to the column width. To avoid misunderstandings we advise against captions in the text. If you need to format a portion of the text in a special way for instance due to its scientific character (e.g. for hyphenated listings or initiated with another symbol) we ask you to always conduct such changes via a paragraph format versus a manual definition of text portions (Word).

6.4 Citations and Footnotes

As a general rule, scientific dissertations do not include footnotes. Therefore, we advise you to omit footnotes if possible with the only exception of explanations for measurements at their first usage if such specifications are not generally known. Citations, also long citations should always be placed inside quotation marks without writing them as a separate paragraph.
Further instructions concerning citation rules and the list of references can be found in the chapter about "List of References and bibliography" further below.

6.5 Commonly used special characters

The most commonly used special characters such as three ellipses, dashes and the copyright symbol can be found in the menu "insert" under "symbols" under the tab "special characters". Please use these special characters to ensure a professional layout of your text. A variety of special characters can also be found via the tab "symbols" under the option "symbols" in the menu "insert". You are furthermore able to select special characters there for the font that you are operating with and to view the available character set.
Some examples include:
Ellipses: … ("Alt+Ctrl+.")
dash: – ("Ctrl+Num-")
Copyright symbol: © ("Ctrl+Alt+c")

Paragraph symbol: § ("Shift+3")
"Ctrl+space bar" eliminates all formatting for symbols such Italics, bold etc. in a highlighted text.
"Hard" spaces: to avoid that for example in "e.g." the "e" remains at the end of the upper line, whereas the "g" is at the beginning of the next line you should use the hard space command "Shift+Ctrl+space". The same applies for numbers and percentages ("15%"), specifications such as "n.d." ("no date") and similar cases.

6.6 Importing Text

For time saving reasons it may be necessary to import text from another file. In such cases you are advised to operate as follows:
Close the document you are working with.
1 Open the document that you wish to import text from and delete all hard returns. The hard returns can be recognized either in the normal or the layout view after activating the symbol "¶ activate/deactivate" in the header bar.
2 Next, you need to highlight the portion of the text you want to operate with then copy it and close the document and insert the text at your selected location of your recent document that you have reopened now.
3 After pasting the text, process each paragraph in a consecutive manner and format the paragraphs with the paragraph formats "default" and other desired paragraph formats of the document template. Next you can write down the paragraph formats that you have reformatted and after completing this procedure you can delete the paragraph formats that you do not need to use any longer in the menu "paragraph templates". We recommend to save the file in between this procedure several times manually– as it is also recommended after all extensive operations such as search/replace etc. as these operations often corrupt files and may cause programs to crash. Furthermore, you should always check unknown files for viruses before you open them and conduct a complete virus check of your system after importing text. The same goes for illustrations, tables, software, etc.
Important note: It is possible that certain paragraph formats of texts cannot be deleted from other Word-files. This is the case when dealing with e.g. Word default templates or whenever the subsequent blank line is defined by the paragraph format as part of the pervious paragraph without it being clearly visible at first sight. Therefore, you should always consider blank lines between the paragraphs whenever you reformat. To have a better overview of the paragraph formats you can select "format" from the menu then "format templates" and check the "paragraph formats in use".

7 Tables and Figures

We assume here that you are familiar with creating tables and all pertaining menus and functions. If you happen to have any further questions regarding this topic we will be more than happy to assist you. Therefore, we will only list the most relevant aspects for this document template.
1 "hard returns" are manually entered in Word to generate separate text portions that may for instance always initiate on a right page.
2 Modern virus software that is equipped with an automatic surveillance function require an enormous amount of storage and thus interfere with your operations, particularly if you use an old computer. However, you are able to switch this permanent surveillance function off and to conduct a complete system check at the end of the day instead. The only requirement is that you always have to check unknown files before opening them and that you use an updated virus database with real time protection features and/or a firewall particularly whenever you surf the Internet, open your mails or download any files.
Tables and charts have to be clearly structured as well. Sometimes it may make more sense to express a statement in only a few sentences instead of attempting to depict the information in a complicated chart. Furthermore, you should also consider that if your text is intended to be published as a book version later, a book page will be much smaller than a DIN A 4 page. Therefore, you should refrain from using too many columns and rows for your tables. Tables and

figures should always be labeled with a separate title that relates to the content. In particular for later changes it is important to depict digits and titles of tables and figures in a correct manner whenever the index is generated automatically.

7.1 Creating a new table

You can find some sample tables in the template that you will be able to use for most of your operations.
In order to generate a new table you need to proceed as follows: You need to copy and paste one of the sample tables to the location where you would like to insert the new table. Then you will be able to name the table with the table menu and Word will automatically number your tables. After completing your procedures you can create an automatic table index by selecting "reference" from the menu "insert".
Important note: Consider that Word will adapt all tabs, spaces, hyphenations etc. that you have entered manually into your table titles into the table index, just like it is done with titles. Therefore, you should avoid manually entered tabs etc. If you absolutely do not like a wrapping of a title you are advised to change the text of the (table) title.

7.2 Working with tables

You will be able to add or delete columns and rows as you wish. The text in the first column is left justified and in all other columns it is full justified. In all cells the text is also vertically full justified. The default width of a table is always 15.5 cm and corresponds with the entire width of a column (= length of an entire text line from the left to the right margin). You are able to define the width of the first column according to your needs and then choose the function "automatic alignment" for all of the others. This will also guarantee a uniform and clearly structured layout of the table.

7.3 Formatting text inside the tables

The text inside a table is always smaller than the normal text of a document. You can use three paragraph formats for formatting table texts. The paragraph format "table left" is reserved for the left table column and is left justified.
All remaining text is full justified (paragraph format "table centered" and "body text").
If the space is not enough for your needs you can select the paragraph format "table content reduced" that is full justified as well, however at a smaller font size.
Please do not change the font size manually and do not use spaces or tabs to format the text inside the table cells. As demonstrated by the following sample table, an exception is only given for the first column: in this column you are able to set tabs at 0.3 and 0.6 cm and to indent the text. To enter a tab, use the key combination "Ctrl+Tab". However, be careful when using this function as the column width may change considerably whenever you use tabs.
Important note: Imported tables might have been formatted manually with indentions, spaces etc. and it is recommended to delete all of this formatting
manually. The command for this action is called "delete formatting". Paragraph formats, cells and columns of tables are defined to where they only allow for one line and paragraph break. If you would like for your table to begin on the following page you are advised to select "manual change" in the menu "insert" for paging. Comments inside of tables should be labeled with "*" and the comment should be written below the table. The corresponding paragraph format is called "comments". You should also include a reference below the table, also with the format "comments". Vertical spacing "enter" should be inserted between the comment and the reference. For several comments you should choose the hard vertical spacing "Shift+Enter".

In general:

- Whenever you operate with tables it is advised to work with the table function in Word and the pre-formatted paragraph formats instead of tabs or spaces for defining the columns. This will

make your work much easier. Furthermore, you should avoid using frames, grids, infills and backgrounds etc.

- If you cannot refrain from using gray scales in tables then you should use shadings that can be clearly distinguished.

- In tables, the text should always be center aligned or aligned uniformly. Whenever you insert numbers in tables you should use the decimal tab instead of spaces or tabs.

- A series of tables, illustrations or images should be included – if this seems plausible in terms of content – in the appendix.

- It is recommended to follow a generous layout for tables instead of trying to "squeeze" a table on one page. Please label tables or figures with a number and a name and refer to them in the scroll text with a number and /or a name. It should look as follows: As it is shown in table 5 "Representation of..." instead of: As it is shown in the table on page x. Make sure to check if the title of the table and the figures in the table and figure index correspond with the titles of the given figures and tables.
"Tabs" pertain to paragraph definitions and specify tab jumps within the same line of text. This is supposed to ensure that e.g. elements pertaining to the same list are listed left aligned underneath each other. Word sets these spaces at 1.25 cm, which often causes problems with tables.
Whenever you copy and paste illustrations and tables from other documents you should use the original files versus rod files embedded with the excel sheet, illustrations or tables as they may not be processed later. You should always store the original files in a separate folder particularly if you consider publishing your dissertation in book version later on. This may save you from wasting too much time on searching for the original files and/or for revisions. Sometimes it may be helpful to insert colored and/or large maps and plans into your dissertation. If you are not able to scan them yourself please contact the multimedia user room at the University of Natural Resources and Applied Life Sciences for further assistance.

8 Information regarding orthography and punctuation

You are required to use the new orthography according to Duden and the listed typographic rules:

Spaces after punctuation marks, before and after hyphenations, before quotation marks and brackets and after quotation marks and brackets, before the three ellipses, in abbreviations such as e.g., p. 23 sqq. (In order to avoid separating the characters you may use hard spacing.)

All accentuations or citations in the text should only be marked with quotation marks instead of bold or capitalized letters or small caps, also they should not be indented and spaces should not be inserted before or after, and not captioned. If need be you may use italics, however only carefully. Consider that if the paragraph format is changed to "default" then all accentuating operations will be lost.

Make sure to write names, organizations, institutes, references and numbers etc. and their abbreviations in a uniform manner throughout the entire document, also when using gender neutral terms.

Numbers including up to twelve should be written out (one, two, three, twelve, 13, 35). Thousand numbers should be separated by a comma (1,000, 100,000). Phone and fax numbers should be written as follows:

Phone: +43 (0)1 476 54-0000, Fax: +43 (0)1 476 54-0000.

Dates should not contain any spacing (15.8.1998, instead of 15.08.1998) or if written out then with a space in between (15th, August 1998).

Footnotes, comments and references should always be concluded with a period. No period follows after titles, book titles on the cover and the main title of a book (in most cases on the third page).

The long dash is written with numbers when it replaces "from…to" without spacing before or after: 1998–2004, page 34–46. It is placed before words with spacing before and after: Graz – Enns 1990.

We recommend following the new orthography in a moderate manner as it has been applied in mass media for the past years. The only requirement is that you need to follow the aforementioned points and that you maintain the notation in a uniform manner throughout your document.

9 List of references and bibliography

It is absolutely necessary to include a uniform list of references. It is particularly useful to include references in your text and to list the references in detail at the end of your book in a separate list of references. Footnotes should be avoided.

9.1 Citations and references in the text

The references of the citations should always be placed in brackets at the end of a given text with the names of the authors and dates.

Another possibility is to include them in the text e.g. ILLBRECHT (1987) and MEDLEIGH (1990) found in the course of their research.

Two authors are separated by "and" and for more than two authors only the first author is named followed by et al. (et alia), e.g. (SCHÜPBACH 1990), (INGALLS and SCHARMA 1975), (JAHREIS et al. 1993). You may write the names of the authors in capitalized letters to accentuate them. (If for any reason it becomes necessary to list all of the authors because of identical names for example, then this is of course permitted. However this should be done for all references with several authors.)

If an author has written more than one publication in the same year, then you should distinguish the dates with a, b etc. For example (STEINZINGER 2001a).

If the work was published by an institution then this should be mentioned instead of the author. If authors with identical last names contributed to the work then the first names should be included to enable a clear separation. (SCHMIDT, H. 1943) or (SCHMIDT, E. 1964).

Also personal comments are included e.g. (MAYER personal comment).

If you include exact citations then please indicate this by placing it inside quotation marks and the reference shall also include, aside from the date, information about the pages e.g. (MOORHAMMER et al. 1990, 123–124).

9.2 List of references and bibliography

The citations are organized in alphabetical order in the list of references according to last names (Ä like ae).

The order of the information and the punctuation of a citation generally follow the regulations stipulated within DIN 1505 (Deutsche Industrie-Norm/*German Industrial Norm*) as an internationally valid standard. There are other recommendations as well that differ particularly in respect to punctuation. The most important thing is to decide on the format and to then follow this throughout the entire work.

According to the type of publication the citations may differ in their layout. The simplest format is that of which is found in monographs, which include university publications such as dissertations. Furthermore, there are publications that are included as single articles *within* one compilation, or dependently published works. This includes articles in journals, lectures as part of congressional publications or also individual essays that are published in anthologies.

The rule for all citations goes as follows:
- The authors may be written in capitalized letters for clearer structuring.
- As first names of authors are generally abbreviated in literature we recommend applying the same rules for citations.
- If you reference more than one author, they should be separated by a semicolon.
In this context usually up to three authors are references, if there are more than three involved then this is only indicated by et al.
- It is not customary to indicate professional or academic titles.
- Instead of authors, editors may often be listed and this is often indicated in brackets with (Ed.).
- Instead of an author also an institution may be named.
- If neither author, editor nor an institution are known then this is indicated by "ANONYMOUS".
- If the edition is included then this is inserted between the title and the place of publication.
- Citations conclude with a period.

9.3 Schema for monographs

NAME, first name abbreviated (date of publication): title, place of publication: publisher.
FISCHER-RIZZI, S. (1992): Blätter von Bäumen. München: Hugendubel.

9.4 Schema for an article in a journal

NAME, first name (date of publication): title of article. Title of journal, volume, first–last page.

MASACHIMI, A.; HEPLER, P. K. ; HUFF, C. et al. (2004): The feeding mechanisms of avian mammal parasites. J. Cell Biol. 28: 355-373.

If you abbreviate the title of the journal you should use the abbreviation according to the following publication "Periodical title abbreviations". Detroit: Gales Research Company. Main library at the University of Natural Resources and Applied Life Sciences, shelf mark: II-44408, location in the reading room: 10.35.

9.5 Schema for an article an anthology

NAME, first name (date of publication): Title of the article. In: name, first name: title of the anthology. Place of publication: publisher, first- last page.

THEIN, S.; WALLACE, R. (1986): The use of synthetic oligonucleotides as specific hybridization probes in the diagnosis of genetic disorders. In: Davies, K.E. (ed.): Human genetic diseases. Oxford: IRL Press, 88–93.

The following examples are supposed to assist with citing further types of literature. Further information for including citations can be obtained from the university library.

BEHR, C. (1976): Lebensmittelhygienische Anforderungen an Wildbret. Diss. Univ. Bonn.

MCGRATH, J. T. (1962): Intracranial pathology of the dog. In: Frauchiger, E., Seitelberger, F.(Hrsg.): Symposium über vergleichende Neuropathologie. Berlin: Springer. Acta Neuropathol.,Suppl. 1, 3–4.

GRZIMEK, B. (1972) : Unterfamilie Elche, Unterfamilie Renhirsche. In: Grzimeks Tierleben,Bd. 13. München: Kindler-Verlag, 259–272.

BUNDESMINISTER FÜR UMWELT, NATURSCHUTZ UND REAKTORSICHERHEIT (Hrsg.)(1990): Strahlenschutz und Reaktorsicherheit. Bonn.

WOLF, G. A. (1994): Reaktionsmechanismen bei der Epidemiologie von bodenbürtigen Pflanzenpathogenen . In: Bundesministerium für Ernährung, Landwirtschaft und Forsten (Hrsg.): Bodennutzung und Bodenfruchtbarkeit, Bd. 7. Münster-Hiltrup: Landwirtschaftsverlag,85–92.

DOPPELMAYR, K. (22. 3. 2004): Pflanzenschutz für Karotte. www.pflanzenschutz.com. Last access on 31.3.2004.
The last update of the website should be included, in our example this would be the 22, March 2004. Internet sites change frequently and therefore the date of its last access should be included.
This would also be acceptable: (2004-03-31).

SAVEL, J. (2004): Differential spectroscopy and beer ageing. Monatsschrift für Brauwissenschaft 57, 1–7. Online: http://www.brauwissenschaft.de

Ordinance of the Federal Ministry of Agriculture, Forestry, Environment and Water Management on 17.12.2002 regarding forest reproductive material (forest reproductive material ordinance). BGBL 480/2002.

10 Working with large documents

Word may cause various problems when creating large documents. These may range from failure to activate hyphenation to problems with creating the table of contents, tabs and indexes and may impede operations performed on the master and subdocuments altogether. Such problems may also result when working with documents that only comprise a few pages whenever Word is having trouble with e.g. an oversized font or with tables. Such problems are caused by the software itself and the development of Word, thus it does not make much sense to redesign your document to enable such operations with Word. Therefore, we suggest for you to adhere to the following procedures in such a case:

1 Structure your work from the beginning according to Chapter 3 "Composition of the dissertation" as separate chapters that shall be named and numbered in a consecutive manner.

2 Enter the text pertaining to each chapter as described previously and include titles as well as names for tables. You should also include the corresponding chapter numbers manually and the pages shall be numbered consecutively for the entire document. If Chapter 2 concludes with page 32 then Chapter 3 is supposed to begin with page 33. However, if the previous chapter concludes on the right page (e.g. 33), then the following chapter has to also begin on a right page (in this case on page 35).

3 After your dissertation has been completed you should continue with copying and pasting all titles manually into the table of contents and all table titles are to be included into the file at the end of your work. Here, you have to make sure to also copy the corresponding numbering of the chapters. Thereafter, you should insert a vertical spacing after each chapter number and after each title and the corresponding page number with each title. This is concluded with another vertical spacing. Each page number is followed by another vertical spacing.

4 Finally you can convert the table of contents or the table of figure with the command "convert" in the menu "table" into a table. The corresponding command is "text inside the table" and you have to activate at "separate text at" the function "paragraphs".

Important note:
This procedure has to be followed if Word causes trouble with long and/or large documents. If you do not encounter any problems you may just use automated Word functions such as for creating a table of contents and the tables, figures, tabs etc.

11 Optimizing reflective copies and creating PDFs

It is important that you make sure when entering your text that your printer is able to print special characters that you may use. You should also ensure that tables and images are printed correctly. If your printer fails to print your document or is only reproducing it partially, you should make sure your printer settings are correct and that the right printer driver has been installed. There are cases when Word causes problems with printing tables and images with a large amount of data. Therefore, you should also verify the corresponding settings and if need be you should exclude illustrations in color.

11.1 Printing your document

When you print your dissertation the following instructions shall be followed:
- Include a perforation for printing on the margin that has been defined in the template.
- Specify line masters with an ideal degree of blackening.
- Gray scale images should be printed with a gross grid, shadings are better in this scenario.
- Position your text and graphics in an upright manner on the page and make sure the paper feed is not impeded.
- Produce "clean" printouts, avoid toner blotches etc. and clean dirty paper trays and replace contaminated toner cartridges.
- The edges of the paper you utilize should not be damaged.

11.2 Creating PDFs

The "Portable Document Format" (PDF) of Adobe has established itself as the standardized format for printing and pre-press. It is especially helpful for dissertations as it compresses files to an ideal format, and writings, images and graphics are easily embedded, furthermore PDF files are created and printed platform independently. There are a variety of copy shops that will assist you with printing and binding your dissertation and they are also familiar with PDFs.

You may be able to create PDFs depending on which type of program you use directly from the program you are operating with, or alternatively you can additionally install the Acrobat Distiller to the Acrobat Reader. If none of these options are available, you are also able to download the required software from the Internet as a trial version. Suitable software can be currently found under (March 2004) e.g. www.actino.de in the menu "PDF Erstellung und Bearbeitung". The installation process is very simple and all of the necessary steps are explained on the site.

In the meantime software can also be purchased that generates PDF files directly out of various PC applications. They include e.g. PDFCreate 2, PDF Converter 2, and prices start, depending on their features, at EUR 50,00.

It is important that you always include the font "Arial" that you use in the PDF file. This can be done with the Acrobat Distiller e.g. by deactivating the function " Do not send text attached to PDF". Furthermore, you should always ensure that your original document and the generated PDF file correspond 1:1.

Another option is offered by the multimedia user room of the University of Natural Resources and Applied Life Sciences.
The staff will provide you with assistance with all things including with creating a PDF file of your completed manuscript by using the Acrobat Distiller. However, you should consider that you may operate with different fonts and font settings as used by the PCs in the multimedia user room. Word warps the layout again every time you open the document and reverts to using the active fonts and font settings. Therefore, you have to make sure that the layout of your dissertation has not been changed after opening it and if need be you may have to perform necessary corrections. Therefore, it makes sense to use the font Arial and to consider other settings of the document template as this may at least minimize some of the problems.

You can contact the multimedia user room at the University of Natural Resources and Applied Life Sciences, Vienna at:
Phone. +43 (0)1 47654-2134
E-Mail: mm-support@boku.ac.at
Contact on the Web: http://zidweb.boku.ac.at/?id=p_mm_betreuer

11.3 Specifications for binding dissertations

To printout your finished work you have several options:

1 You may print as many copies of your work yourself as you need and then bind them or commission a company with the entire procedure.

2 You may have copies made and bound of your dissertation at the company Facultas Digitaldruck from your original copy on paper or in PDF version. The company Facultas will then generate a cover page of the dissertation according to your specifications that meets the layout requirements of the University of Natural Resources and Applied Life Sciences Vienna and they will generate as many copies as you need and subsequently bind them in the required manner.
(Facultas Digitaldruck, Augasse 2-6/WU Vienna, 1090 Vienna,
Paul Frühwirth, Phone +43 (0)1 317 91 62-21, E-Mail: fruehwirth@facultas.at

3 If for any reason you need to submit your dissertation in the "classical" format for its approval then you should make sure that
- the binding is semi-canvas and black
- the imprint of the names of the authors are a single-line in golden letters on the back with a spacing from the bottom margin of 4 cm in the font Arial and that you need to
- submit five copies.

In all cases you need to cover the cost of producing your dissertation yourself.

12 Registering your dissertation with the Austrian dissertation database and printing

12.1 The Austrian dissertation database

The data entry of of dissertations have been performed electronically since March 2004 via the link http://dissdb.bibvb.ac.at. The necessary username and password can be obtained from the university library of the University of Natural Resources and Applied Life Sciences or at the place where you submit your dissertation. You can find contacts under the link "Kontakte und Hilfestellung bei der Erfassung (contact information and assistance for registration) " in which they will be happy to assist you with questions. You can also print out a "fact sheet for dissertations". Please do not forget to apply for a retention period if desired. This will ensure that

your dissertation is publicly accessible only after the retention period, this is particularly useful if your dissertation is supposed to be published as a book version.

12.2 Printing your dissertation as a book version

Your dissertation may be published after its approval under certain conditions as a book version by the Guthmann-Peterson publishing house. If you are interested in this option, please contact the university representative for dissertation prints, Univ.-Prof. Dipl.-Ing. Dr.Dr. h. c. mult. Winfried E. H. Blum:

Univ.-Prof. Dipl.-Ing. Dr. Dr. h. c. mult. Winfried E. H. Blum
Department of Forest and Soil Sciences
University for Natural Resources and Applied Life Sciences, Vienna
Gregor Mendel-Strasse 33, 1180 Vienna
Phone +43 (0)1 47654-3100
E-Mail: winfried.blum@boku.ac.at

If you have any technical questions concerning the composition or layout of your dissertation for printing your work as a book version then you can contact

Guthmann-Peterson publishers directly at:
Dr. Susanna Harringer
Editorial office Guthmann-Peterson
Elßlergasse 17, A-1130 Vienna
Phone: +43 (0)1 877 04 26, Fax: +43 (0)1 876 40 04
E-Mail: buecher-boku@guthmann-peterson.de
http://www.guthmann-peterson.de

13 Further reading

Concerning the topic of Word and writing scientific works with Word a variety of readings are available and they are continuously updated whenever a new version is launched. Therefore, we will only reference three examples concerning operation and working with this software. These manuals also provide information about Word for Mac. Furthermore, there is literature for other word processing programs such as
OpenOffice and Mac. Some manuals include information for several program versions and therefore you are advised to always buy the most recent issue of a book and of a program.

KÄUFER, M. (2001), Das große Buch Word 2002. Düsseldorf: Data Becker.
GIESSEN, S./NAKANISHI, H. (2002), Word 2000. Kaarst: bhv

The latter recommendation elaborates on scientific works including the planning phase and the actual writing process with master and subdocuments and using figures, tables, formulas, as well as on printing. However, the disadvantage is that this book is not an easy read and thus requires a certain amount of time to become familiar with.

NICOL, N./ALBRECHT, R. (2002), Wissenschaftliche Arbeiten schreiben mit Word. München:Addison-Wesley.

14 Concluding remarks
These guidelines and the corresponding document template for dissertations of the University of Natural Resources and Applied Life Sciences Vienna were developed on behalf and prior consultation of the responsible entities of the University of Natural Resources and Applied Life Sciences Vienna, particularly the vice rector for research, library and computer center.

They shall be regarded as a basis for writing and composing dissertations. If a Word document does not suffice your purposes and you require other versions (OpenOffice or LaTex) you are asked to contact the university representative for dissertation prints, Univ.-Prof. Dipl.-Ing. Dr. Dr. h. c. mult. Winfried E. H. Blum, Department for Forest and Soil Sciences.