

Guidelines on the correct use of the UBA document templates for research reports and surveys

Publisher

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Before you get started ...

Why have we given you a document template?

You are working on behalf of the German Federal Environment Agency (UBA). Your reports or surveys must therefore correspond to the corporate design of the UBA.

Will your results be published?

Yes, they will be published in the UBA library and in the form of a PDF file on the UBA website.

What needs to be taken into account with the publication?

The UBA is obliged to design its website so that it is fully accessible, i.e. so that it can also be accessed by people who suffer from a mental or physical disability.¹

Are you allowed to change the template?

No. The template ensures compliance with both the corporate design and the provision of accessibility.

For which version of Word has this document template been designed?

The template is optimised for Microsoft Office Word 2010.

How can you use the template in other versions of Word?

If you use a more recent version of Word than Word 2010, you must be certain to leave the file in the compatibility mode.

What is the first step?

Please open the template file that you were given when you were provided with your assignment, and save it as a .doc or .docx file to begin compiling your report. Do not use any earlier reports as your template!

What are the next steps?

Please use the design elements which are explained in further detail below.

¹ according to § 11 of the German Law on Equal Opportunities for Disabled Persons and the German Accessible Information Technology Ordinance (BITV 2.0)

Familiarise yourself with the document template

2.1 Metadata

The metadata of a document consist of information about authorship, the title and the most important key points. They support search algorithms and screen readers with the search and identification of the document, and therefore support the requirements regarding accessibility. The more comprehensive and detailed the metadata are, the more effectively the programs are able to work with them.

To save this data in Word, go to the File tab. On the right-hand side under the thumbnail, go to the small arrow adjacent to Properties and select *Advanced Properties*. In the dialog box you can enter the required data under the Summary tab.

If the UBA should not be listed as the publisher on the title page, or if there is another publisher should be listed in addition, the entry in the “Company” column within the advanced document properties should be adapted accordingly. This exception must be clarified with the UBA in advance.

2.2 Text fields and automated document passages

To ensure a uniform appearance and to enable the easier editing of the template, parts of the document template have been automated with text fields.

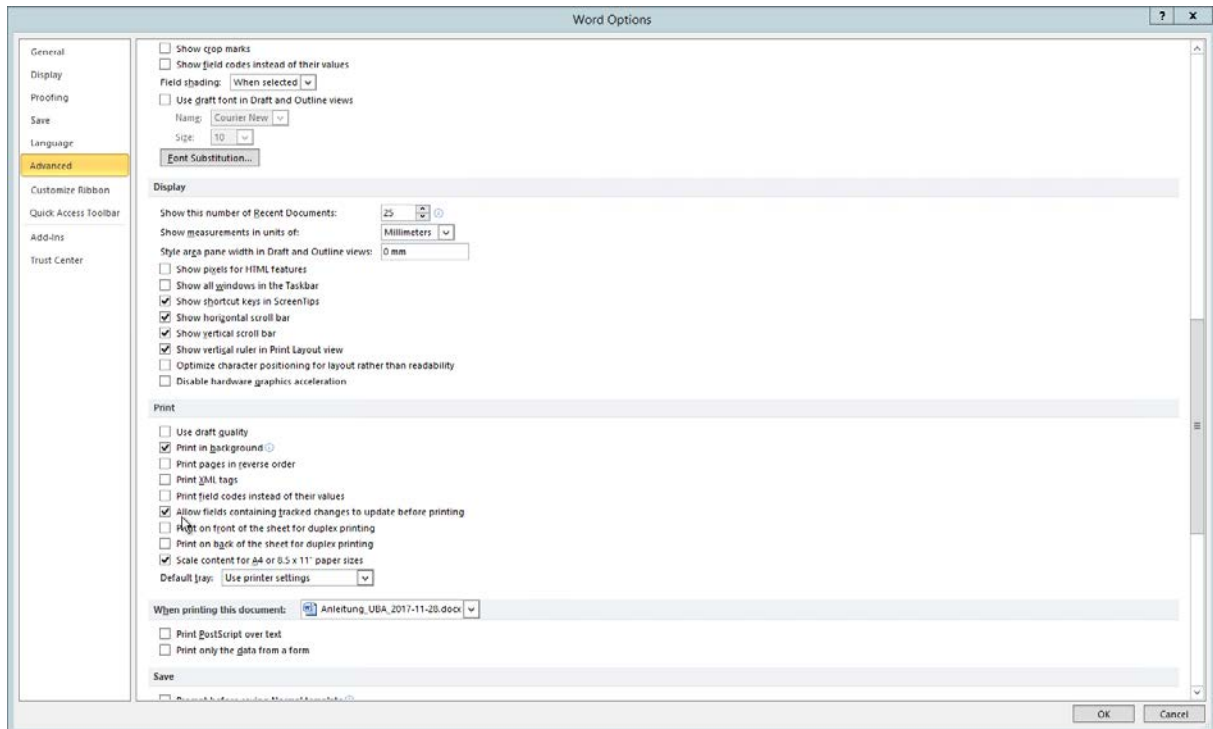
As Word does not always update all of the text fields, however, you have to apply the following setting:

Under *Options* → *Advanced* → *Print*, select the item *Allow fields containing tracked changes to update before printing*.

The keyboard shortcut Ctrl + P, opens the print preview and all the fields within the document will be updated. You can end the print preview by pressing the Esc-button.

Tip

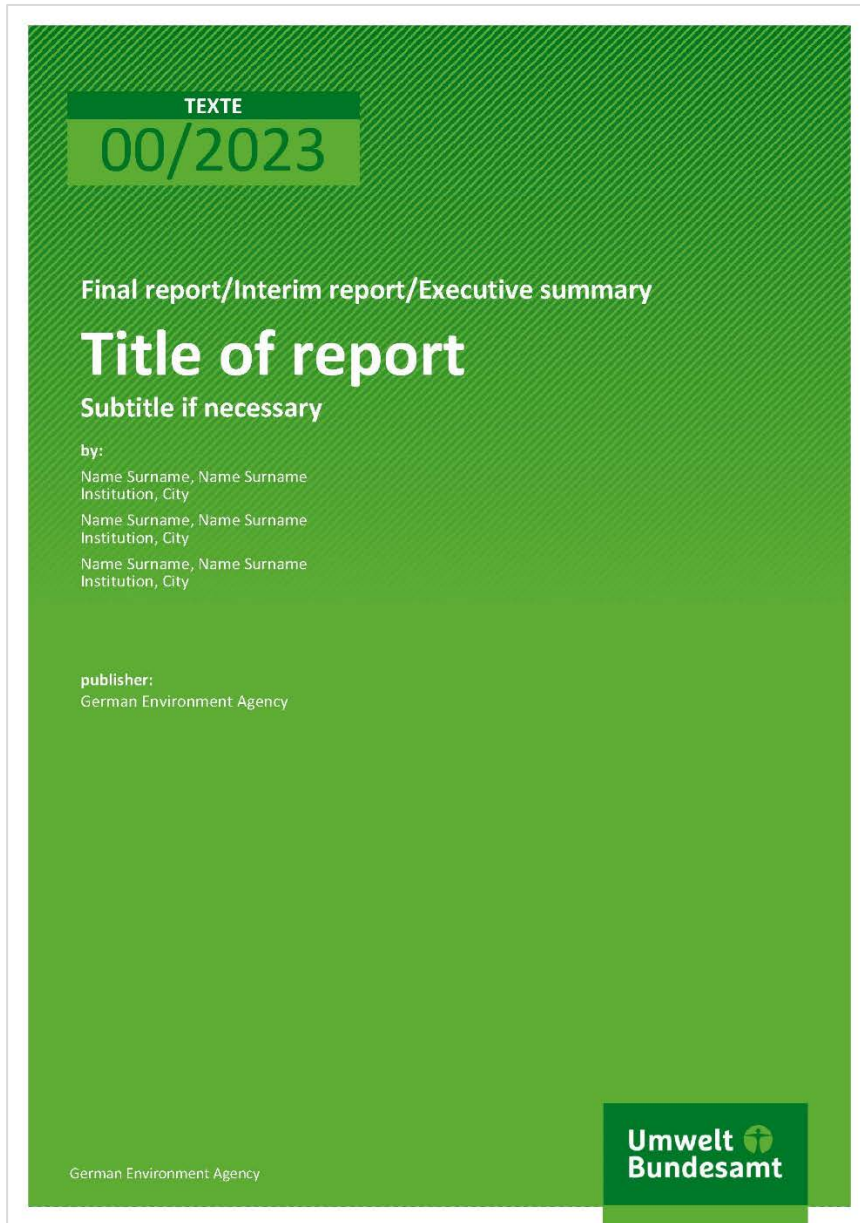
When working with tracked changes, changes may be shown in the different fields on the title page or in the headers. In order to resolve the presumed changes at these points, either accept or reject all changes in the document at this point and stop working in change mode. Switch back to the print preview (CTRL + P or File → Print). All fields will be automatically updated. No changes can be seen any more in the edit view. Figure 1: Settings for the updating of the document fields



2.3 Title page

The title page is already full formatted, so you don't have to edit it. The requisite information is inserted automatically when you enter the data in the appropriate fields on the half-title page (page 3 in the template). The title page is followed by a blank page.

Figure 2: Title page



2.4 Half-title

The half-title page contains the data regarding the financing, a repeat of the title and sub-title of the publication, and the details about the authorship.

Figure 3: Half-title

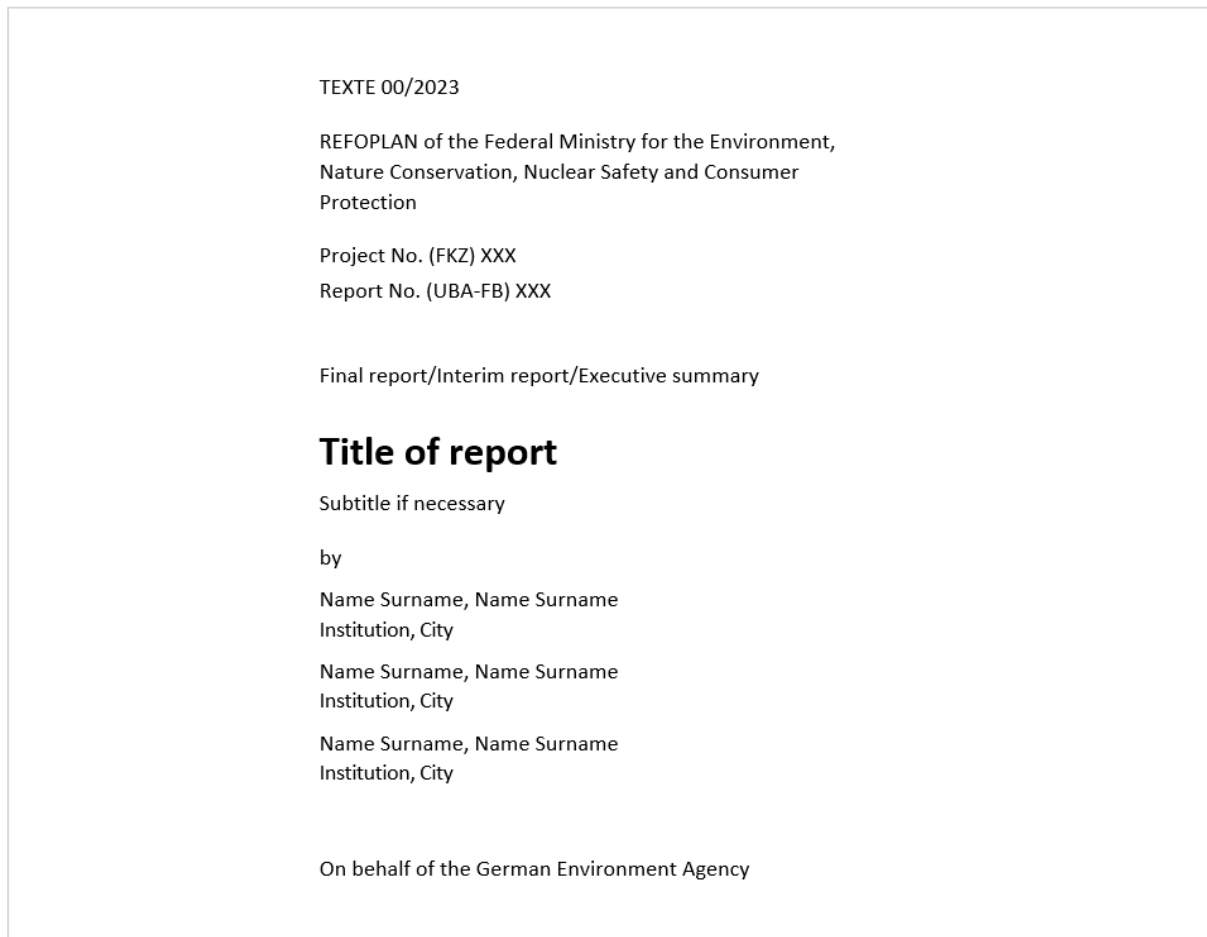


Figure 3 shows a template for the half-title page. It includes fields for the document code (TEXTE 00/2023), the institution (REFOPLAN of the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection), project and report numbers (Project No. (FKZ) XXX, Report No. (UBA-FB) XXX), the report type (Final report/Interim report/Executive summary), the title of the report, a subtitle (if necessary), the author(s) (Name Surname, Name Surname, Institution, City), and the agency (On behalf of the German Environment Agency).

2.4.1 Serial number

The serial number is assigned by the UBA and does not require any editing on your part. The serial (TEXTE, for example) cannot be edited; you will be provided with the correct document template.

2.4.2 Financing reference, research code, UBA-FB

The financing reference is controlled via selection from a drop-down list. The text content of the paragraph adjusts accordingly. Press F9 or use the print preview (shortcut CTRL + P) to update it.

Figure 4: Selecting the financing reference

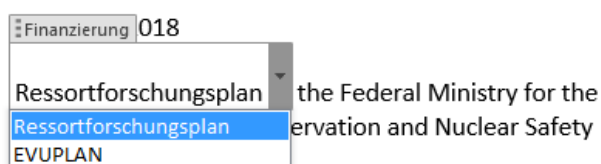


Figure 4 shows a screenshot of a drop-down menu for selecting the financing reference. The menu is open, showing options: Finanzierung 018, Ressortforschungsplan (highlighted), and EVUPLAN. The text 'the Federal Ministry for the Environment and Nuclear Safety' is visible next to the highlighted option.

Research code / project number, UBA-FB

The code which is assigned to the project must be entered in the field for the research code (*Forschungskennzahl/FKZ*) and/or project number. The UBA-FB number is assigned by the UBA library during the publishing process.

Figure 5: Financing reference and key figures

REFOPLAN of the Federal Ministry for the Environment,
Nature Conservation, Nuclear Safety and Consumer
Protection

Project No. (FKZ) XXX

Report No. (UBA-FB) XXX

2.4.3 Title, subtitle

Entering the title on the half-title page is compulsory. The entry is then transferred to the title page and the page header.

Entering a subtitle is optional. Like the title, the entry is transferred automatically to the appropriate parts of the document. If the document does not have a subtitle, simply insert a blank space in the field.

Please select whether it is a final, partial or interim report and delete any entries that are not relevant.

Figure 6: Section for the entry of titles, subtitles

Final report/Interim report/Executive summary

Title of report

Subtitle if necessary

2.4.4 Authorship

Group the authors according to their affiliation to the participating institutions and sort them in these groups according to their surname. The institute groups are ranked according to their level of participation (named first = greatest share in the publication). Please also provide – according to the entry template – the names of the institutions and their location.

2.5 Imprint

The imprint contains all the key information about the publication. As a minimum, it must contain the stipulated data.

It is not necessary for you to complete any individual formatting work, as all of the key items are managed using fields or example templates and all you have to do is fill them out.

Figure 7: Legal notice page

Imprint
Publisher Umweltbundesamt Wörlitzer Platz 1 06844 Dessau-Roßlau <u>Tel:</u> +49 340-2103-0 <u>Fax:</u> +49 340-2103-2285 <u>buergerservice@uba.de</u> <u>Internet:</u> www.umweltbundesamt.de
Report performed by: Institution Address Post code/Zip City Country
Report completed in: June 2023
Edited by: Section XX Name of Section Name Surname (Fachbegleitung)
Publication as pdf: http://www.umweltbundesamt.de/publikationen
ISSN 1862-4804
Dessau-Roßlau, xxx 2023

Performance of the study

Fill out the entry fields according to the example text.

The word “Country” should be removed in the case of an institution which is located in Germany.

Figure 8: Details regarding the completion of the study

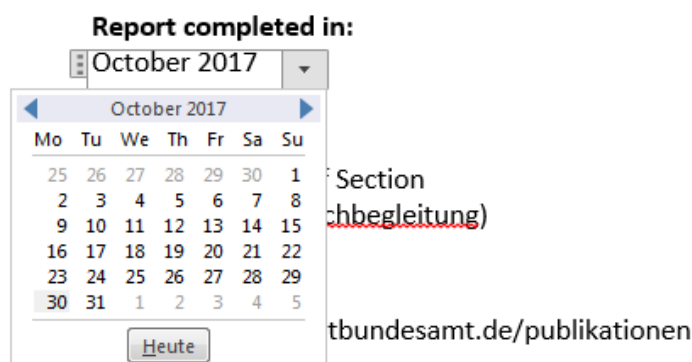
Report performed by: Institution Address Post code/Zip City Country
--

Calendar details

Select the date of completion using the available calendar field. The data will be formatted automatically.

The date of publication will be added by the UBA before it is posted onto the UBA website.

Figure 9: Calendar field for selecting the date



Editorial details

In most cases, the editorial work will be completed by your specialist support staff (*Fachbegleitung*) in the UBA. Enter the required details in the appropriate fields in agreement with your specialist support staff. The entry template is provided through the example text.

Figure 10: Fields for the editorial details

<p>Edited by: Section XX Name of Section Name Surname (<i>Fachbegleitung</i>)</p>
--

2.6 Foreword, acknowledgements

You can insert a foreword, acknowledgements or similar between the “Imprint” and “Abstract” pages. To do this, position the cursor after the final character on the imprint page. Next, press the right-hand arrow key once. The cursor will then go to the start of the next page.

Note

Clicking before the first character of the abstract is not sufficient, as in this case we are working with fields, and the cursor will then be inside the field rather than before it.

Insert a page break via *Page Layout* → *Breaks* → *Page*. For the heading, use the *UBA_subheading* style, and for the text, use the *UBA_basic_text* style.

2.7 Page header

The page header of the documents is assigned automatically and does not require any editing on your part. It is generated from the details on the half-title page.

In the case of long titles and subtitles

In the case of long titles, you can remove the subtitle from the page header. To do this, change to the page header, select the subtitle together with the line, and delete it. Please note that it is no longer possible to insert the subtitle into the page header afterwards, this must then be adjusted manually by you.

Figure 11: Automatic page header and abstract

TEXTE Title of report – Final report/Interim report/Executive summary

Abstract: Title of report

2.8 Abstract

The abstract contains one summary of the contents of the publication in English and one summary in German. Both should contain the chosen approach, particularly the central research results of this research report and be, at most, half to three-quarters of an A4 page in length. This text can be used for the publication at a variety of different places.

The English heading of the abstract is also created automatically. Subsequent editing on your part is not necessary. Add the German translation of the title behind the word “Kurzbeschreibung”.

Figure 12: Abstract in English and German

TEXTE Title of report – Subtitle if necessary

Abstract: Title of report

Please summarize here the objectives, the chosen approach and especially the central research findings of this research report in English in the size of half to three quarters of an A 4 page. This text can be used in several places (UBA website, etc.) to give interested parties an overview of the contents of the publication.

Kurzbeschreibung: Titel

Bitte fassen Sie hier die Ziele, den gewählten Ansatz und vor allem die zentralen Forschungsergebnisse dieses Forschungsberichts auf Deutsch im Umfang einer halben bis dreiviertel A 4-Seite zusammen. Dieser Text kann an mehreren Stellen (fachliche Stellungnahme, Bibliothek, UBA-Website etc.) genutzt werden, um Interessierten einen inhaltlichen Überblick zur Publikation zu geben.¹

2.9 Lists

The template already contains the lists for the contents, figures and tables; these do not need to be created again. To update the entries in the lists, you must select the list (click on it; it is then highlighted in grey) and then press the F9 key. Here, it is always necessary to select the *Update entire table* option.

Table of content

The table of content lists all the headings and sections in the document. The entry starts with the table of content. The half-title page, the legal notice, the foreword and/or acknowledgement and abstract are not shown. The formatting of the table of contents has been set and in the case of changes it automatically updates back to its original formatting.

Figure 13: The table of content

Table of content	
List of figures.....	7
List of tables.....	7
List of abbreviations.....	8
Summary.....	9
Zusammenfassung.....	10
1 Heading level 1.....	11
1.1 Heading level 2	11
1.1.1 Heading level 3	11
1.1.1.1 Heading level 4	11
2 List of references.....	15
A Appendix.....	17
A.1 Part of appendix A	17
A.1.1 Part of appendix A	17
B Appendix.....	18
B.1 Part of appendix B	18
B.1.1 Part of appendix B	18

List of figures and tables

The list of figures and tables contains a list of all the figures and tables in the document. These are already provided in the template and do not need to be adjusted again. You can update it by selecting it pressing the F9 key. The prerequisite is that the captions for individual elements have been created using the reference function (see Chapters 2.11.7 and 2.11.8).

Figure 14: List of figures and tables

List of figures	
Figure 1:	Title of figure3
List of tables	
Table 1:	Title of table3
Table 2:	Title of table3

List of abbreviations

In the list of abbreviations (default table), it is necessary to enter all of the abbreviations that are used in the publication and their long form when written in full.

Additional entries and sorting

You can insert further entries via *Right click* → *Insert* → *Insert Rows Below*. When inserting entries, make sure that they are sorted in alphabetical order. You can subsequently use the table sort function. To do this, select the table, and under *Layout*, select → *Data* → *Sort*.

To add a new entry at the end of the list, position the cursor in the final cell and press the Tab key.

Figure 15: List of abbreviations

List of abbreviations	
Abbreviation	Explanation
COP	Conference of the Parties
EU-ETS	EU Emissions Trading Scheme
F-gases	Fluorinated greenhouse gases
FTIP	Federal Transport Infrastructure Plan
GHG	Greenhouse gas
HGV	Heavy goods vehicle
ICAO	International Civil Aviation Organization
IMO	International Maritime Organization
KSBV	UBA-study Klimaschutzbeitrag des Verkehrs bis 2050 [UBA, 2016a]
NDC	Nationally Determined Contributions (in Paris-Agreement)
NEDC	New European Driving Cycle
N ₂ O	Nitrous oxide (laughing gas)
PJ	Petajoule (energy measuring unit)
PtG	Power-to-Gas (any power-based gaseous fuels)
PtL	Power-to-Liquid (any power-based liquid fuels)
RDE	Real Driving Emissions
TWh	Terawatt hours (measuring units for energy)
UNFCCC	United Nations Framework Convention on Climate Change

2.10 Summary

The English and German summaries are separated from each other by a page break. Both should be 5 to 8 pages in length. They should contain a summary of the key targets, contents and results of the document. Here, you must also use the *Styles* which are explained in chapter 2.11 *Main Text*. You can also use the design elements.

Figure 16: The summary (in English and German)

<p>Summary</p> <p>Please summarize the objectives, content, and findings of this research report in English in no more than 5 to 8 pages.</p>
--

Zusammenfassung

Bitte fassen Sie die Ziele, den Inhalt und die Ergebnisse dieses Forschungsberichts in Deutsch auf maximal 5 bis 8 Seiten zusammen.

2.11 Main text

The main text is separated by headings and contains the main part of the document. You can format it with the use of the specified *Styles*. The document template is configured in the portrait format.

2.11.1 Changing the page layout

For graphics, tables or diagrams, you may require a landscape page. Proceed as follows:

Layout → Breaks → “Next page” section break → Change alignment to landscape format.

After the pages which need to be landscape, the section must be ended and the format of the following page reset to portrait.

Layout → Breaks → “Next page” section break → Move cursor to next page → Change alignment to portrait format.

Figure 17: Example of main text

1 Heading level 1

1.1 Heading level 2

1.1.1 Heading level 3

1.1.1.1 Heading level 4

1.1.1.1.1 Heading level 5

1.1.1.1.1.1 Heading Level 6

This is your basic text. This is your basic text. This is your basic text. This is your basic text. This is your basic text. This is your basic text. This is your basic text. This is your basic text.

This is your basic text. This is your basic text. This is your basic text. This is your basic text. This is your basic text.

1. list
 - a. list
 - b. list

► list

- list

- list

- list

2.11.2 Styles

In the document template, the styles which have been created in this file can be clearly shown in a right-hand column. Go to “*Home → Styles*” and click on the arrow in the bottom right-hand

corner. Next, click on “*Options*” (which is at the bottom of the right-hand column), and select “*Recommended*” in the first pull-down menu and “*As Recommended*” in the second pull-down menu.

Using the different styles

Select the appropriate passage of text and the appropriate style in the list on the right-hand side, and assign it with a right-click.

Do not under any circumstances use manual styles via the buttons in the quick start list! These have a negative impact on the layout and the accessibility.


Please avoid inserting passages of text from other documents!

If this is required however, please proceed as follows:

Under the *Home* → tab, click on the arrow under *Paste*. In the menu, select *Set Default Paste*. Make the required settings here; please see *Figure 19*.

Figure 18: Settings for pasting text

Word Options

 Advanced options for working with Word.

Editing options

☒ Typing replaces selected text
☒ When selecting, automatically select entire word
☒ Allow text to be dragged and dropped
☒ Use CTRL + Click to follow hyperlink
☐ Automatically create drawing canvas when inserting AutoShapes
☒ Use smart paragraph selection
☒ Use smart cursoring
☐ Use the Insert key to control overtype mode
☐ Use overtype mode
☐ Prompt to update style
☐ Use Normal style for bulleted or numbered lists
☐ Keep track of formatting
☐ Mark formating inconsistencies
 Updating style to match selection: Keep previous numbering and bullets pattern ▼
☒ Enable glick and type
 Default paragraph style: Normal ▼
☒ Show AutoComplete suggestions
☐ Automatically switch keyboard to match language of surrounding text

Cut, copy, and paste

Pasting within the same document: Keep Source Formatting (Default) ▼
 Pasting between documents: Keep Source Formatting (Default) ▼
 Pasting between documents when style definitions conflict: Use Destination Styles (Default) ▼
 Pasting from other programs: Keep Source Formatting (Default) ▼
 Insert/paste pictures as: In line with text ▼
☒ Keep bullets and numbers when pasting text with Keep Text Only option
☐ Use the Insert key for paste
☒ Show Paste Options button when content is pasted
☒ Use smart cut and paste ⓘ Settings...

The following styles are available:

Table 1: List of available styles

Name	Use
Continuous text	
UBA_basic_text	Normal continuous text (<i>Cambria; 11 Pt.</i>)
UBA_basic_text_german	typical continuous text with the language set to “German” for use in the abstract and summary (<i>Cambria; 11 Pt.</i>)
Chapter headings	
UBA_heading_1	Heading 1st level, numbered, colour (<i>Calibri; 18 Pt.</i>)
UBA_heading_2 – 6	Heading 2nd to 6th level, numbered (<i>Calibri; 14 Pt. – 11 Pt.</i>)
UBA_subheading	Non-numbered heading, is not included in the table of contents (<i>Calibri; 11 Pt.</i>)
Bulleted lists	
UBA_list_letters	Bulleted list with letters (a), b), c) ...) (<i>Cambria; 11 Pt.</i>)
UBA_list_numbers	Bulleted list with numbers (1., 2., 3. ...) (<i>Cambria; 11 Pt.</i>)
UBA_list_arrows	Bulleted lists with arrow shaped bullet points, colour, 4 levels (<i>Cambria; 11 Pt.</i>)
Tables and figures	
UBA_table_text	Normal table text (<i>Calibri; 10 Pt.</i>)
UBA_table_header	Table text for the page header (<i>Calibri; 10 Pt.</i>)
UBA_table_text_right	Right-justified table text for numbers (<i>Calibri; 10 Pt.</i>)
UBA_tables_graphics_tables_caption	Numbering and description above the figures (figure 1:) and above the tables (Table 1) (<i>Calibri; 11 Pt.</i>)
UBA_figures_and_tables_subcaption	Comments underneath tables and figures, such as source details or explanations (<i>Calibri; 7 Pt.</i>)
Text boxes	
UBA_textbox_header	Text for the text box header, provided in colour (<i>Calibri; 11 Pt.</i>)
UBA_textbox_header_grey	Text for the text box header, provided in grey (<i>Calibri; 11 Pt.</i>)
UBA_textbox_body	Normal text box text, provision of a text box (<i>Calibri; 11 Pt.</i>)

Name	Use
UBA_textbox_list	Un-numbered listing in text boxes with an arrow - only the first level can be used for technical reasons (<i>Calibri; 11 Pt.</i>)
Lists	
UBA_index_heading	Headings for lists of contents, figures, tables and abbreviations (created already in the document template) (<i>Calibri; 14 Pt.</i>)
UBA_abbreviationlist	Abbreviations and their associated long forms in the list of abbreviations (<i>Calibri; 11 Pt.</i>)
UBA_references	Details of sources in the source references (<i>Calibri; 10 Pt.</i>)
Annex	
UBA_appendix_heading_1	Heading for annex, 1st level, colour (<i>Calibri; 14 Pt.</i>)
UBA_appendix_heading_2-3	Headings for annex, 2nd & 3rd level, (<i>Calibri; 12 Pt.</i>)
Automatically applied styles	
UBA_header	Already created in the document, page header updates automatically (<i>Calibri; 9 Pt.</i>)
UBA_footnote	Is automatically generated on the insertion of a footnote (<i>Cambria; 8 Pt.</i>)
Hyperlink	Is automatically generated if a link is added to a word
UBA_abbreviationlist	Is automatically generated upon the creation of a new entry in the list of tables or figures (<i>Calibri; 11 Pt.</i>)
Character styles	
UBA_basic_text_bold	Character style for highlighting a word in bold
UBA_basic_text_italic	Character style for highlighting a word in italic

Character styles can be assigned in addition to paragraph styles. Paragraph styles apply to the complete paragraph, character styles apply to the selected text when they are assigned. For example, table contents with the “UBA_basic_text_bold” format template can be emphasised in bold type.

Example

This paragraph was formatted with the paragraph style UBA_Textboxtext. *This part was formatted additionally with the character style UBA_Fliesstext_Kursiv.*

Spacing and breaks

The spacing is predefined by the styles and does not have to be adjusted. The addition of empty lines through additional spacing (Enter key) is not necessary. To simplify the creation of the accessible PDF, you should generally avoid the use of such spacing.

You do not have to insert breaks between the main chapters. The default setting for *Heading, 1st level* completes this function automatically.

Headings

The headings of all levels are numbered (see *Table 1*). The headings of the 1st – 4th level are captured automatically in the table of contents. Heading, 1st level: *UBA_Ueberschrift_1* automatically creates a page break. Please do not use any additional heading styles.

For headings within the basic text which are not numbered, use the paragraph style *UBA_Zwischenueberschrift*.

Body text / basic text

The paragraph style *UBA_basic_text* is available for you to use for the body text. The typesetting is single-column and left-justified, the automatic hyphenation is activated.

Bulleted lists

Three styles are available to you for bulleted lists within the text:

- ▶ Paragraph style *UBA_list_letters* has one level.
- ▶ *UBA_list_numbers* has two levels.
- ▶ Paragraph style *UBA_list_arrows* consists of four levels.

The indents for the different levels are already predefined, a manual adjustment is not necessary. If the numbering starts with the incorrect number, please select the incorrectly numbered paragraph: *Right click* → *Start again with 1* or *Right click* → *Set Numerical Value ...*. Make the required settings there.

Text highlighting

Two character styles are available for text highlighting within the basic text or text boxes: *UBA_basic_text_bold* and *UBA_basic_text_italic*.

Other forms of text highlighting, by adding capital letters or underlining areas of text for example, are not permitted.

2.11.3 Special characters and symbols

To insert special characters / symbols, use the command *Insert* → *Symbols* → *More Symbols*.

If you use the keyboard to create the arrow: “-->” = → this will lead to errors when checking the accessibility. Therefore, please use the → symbol instead.

If it is not possible for a special character to be shown in the current font, it must be formatted in a standard font which is similar to the font which is being used.

2.11.4 Equations

Equations are inserted as follows: *Insert* → *Equation* → *Insert New Equation*. In Word, it is not possible for alt text to be assigned to equations. This should be completed in the PDF afterwards.

2.11.5 Footnotes

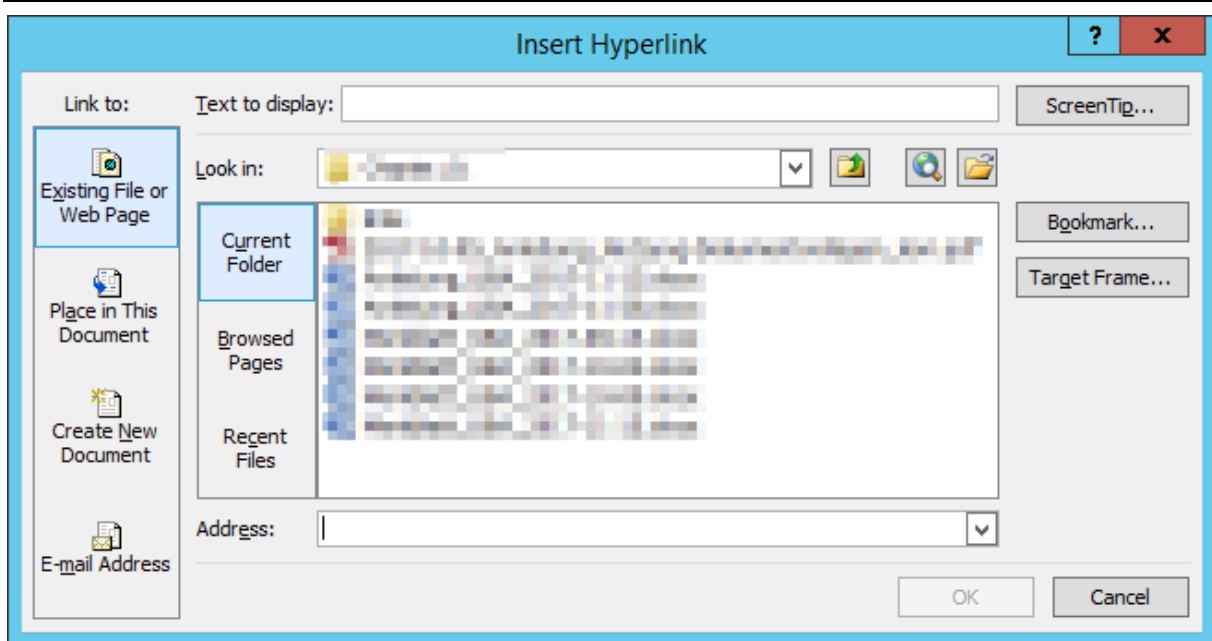
Footnotes are inserted as follows: *References* → *Insert Footnote*. The style which has been assigned is maintained.

2.11.6 Hyperlinks and email addresses

To insert a hyperlink, select *Insert* → *Link* or *Ctrl + k*. Alternatively, a text passage can be selected, and a hyperlink can be created via *Right click* → *Link* or *Ctrl + k*. A dialog box opens. In its upper section, you must enter the text which is to be displayed. Add the appropriate web link underneath.

Under ScreenTip, add a descriptive text (e.g. “Link to the UBA website”). This step is compulsory for ensuring the accessibility.

Figure 19: Menu window for hyperlinks



2.11.7 Tables

Tables should be added as text-tables only, so that their contents are more easily accessible to partially sighted individuals. Always make sure that you provide a table header.

To add a table to the document, go to *Insert* → *Table*. It is now necessary for you to select the table, and under *Design* → *Table Styles* to then select one of the two styles:

UBA_Tabellenformatvorlage or *UBA_Tabelle_grau*

The style *UBA_Tabellenkopf* is automatically assigned to the header line of the table, and the style *UBA_Tabellentext* is assigned to the remaining cells. The style *UBA_Tabellentext_rechts* should be used for numerical tables. This makes the values easier to compare. **To highlight specific details** you can use the character style *UBA_Fliesstext_fett*.

Main captions are to be positioned above the table. To do this, select *References* → *Insert Caption*. Table captions positioned under the table (e.g. for source details) must be assigned the style *UBA_Tabellen_und_Abbildungsunterschrift*.

If inserting a table as a picture is unavoidable, you must add an alt text. See *Chapter 2.11.8* and *Page 23*.

Figure 20: Design configuration of tables**Table 1: Title of table**

Subtitle [if not necessary, please remove]

Table header	Table header	Table header	Table header	Table header
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Results	0.00	0.00	0.00	0.00

Sub caption of table – for example source, additional information.

Table 2: Title of table

Subtitle [if not necessary, please remove]

Table header	Table header	Table header	Table header	Table header
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Table text	0.00	0.00	0.00	0.00
Results	0.00	0.00	0.00	0.00

Sub caption of table – for example source, additional information.

2.11.8 Charts, figures, pictures

All graphics are positioned in the document with the command *Insert* → *Illustrations*. With charts from Excel, select them in the Excel worksheet and copy them. Next, change to the Word document, position the cursor at the required place, and add the picture via *Home* → *Arrow under Insert* → *chart*.

Please add the line break in the *Format* tab at *In Line With Text*.

Please position the main caption above the illustration. To do this, select *References* → *Insert Caption*. Captions for graphics positioned under the figure (e.g. for source details) must be assigned the style *UBA_Tabellen_und_Abbildungsunterschrift*.

You add an alt text to the figure via *Right Click* → *Format Picture ...* → *Alt Text*. Providing the designation only is not sufficient. The contents of the illustration must be described in detail so that people who are visually impaired are able to gain an impression of the figure and the information that it contains; see *Page 234*.

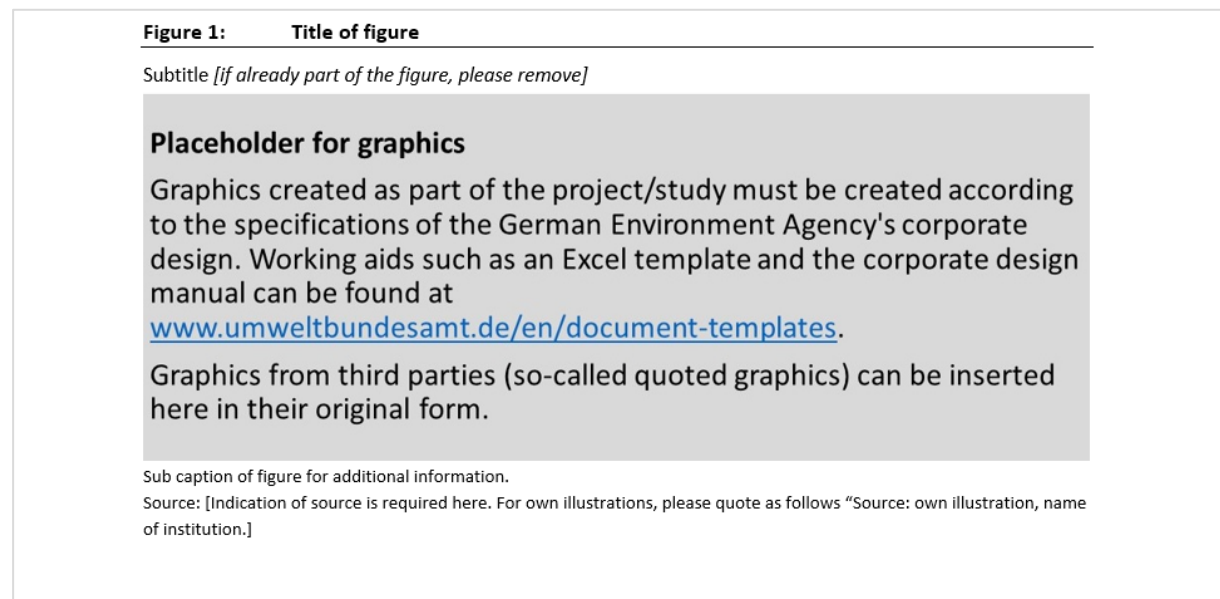
In the case of Excel charts, proceed as follows:

Select the chart in the Excel worksheet and copy the chart. Change to the Word document, highlight the placeholder, and delete it with the delete key. Leave the cursor in its position. Insert the picture via *Home* → *Arrow under Paste* → *Picture*. Please add the chart as a picture and not as an active chart, as this means fewer issues when creating an accessible PDF.

The sources must be stated for all charts. If these are created as part of the project then they must be labelled as follows: “Source: own illustration, name of institution”.

Graphic elements created as part of the project must be in line with UBA design specifications. For this purpose, there is an Excel template at <https://www.umweltbundesamt.de/dokumentvorlagen> (in the overview at the end of the page). If the template is not suitable for the intended presentation, the illustration must be adapted to be in line with the UBA design (with a particular focus on the fonts, the background hatching and the colour scheme).

Figure 21: Placeholders for figures with captions



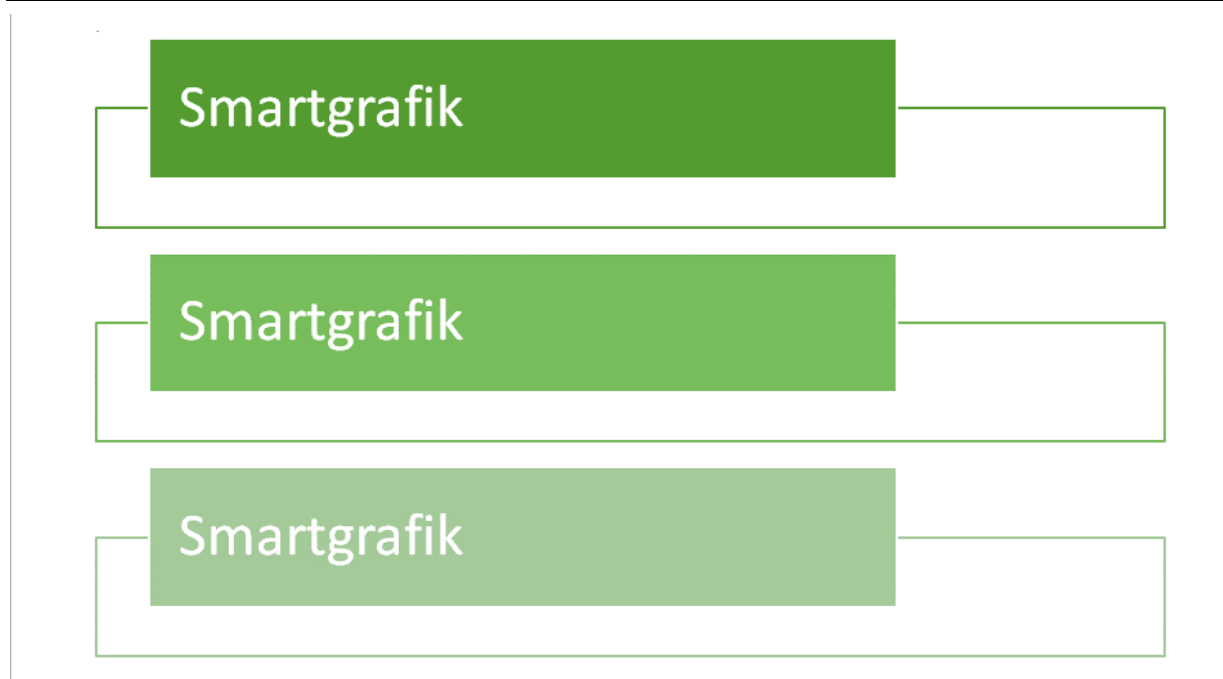
SmartArt pictures

You can place a SmartArt picture via *Insert* → *SmartArt*. SmartArt pictures use the standard colours which are defined in the layout. Effects such as gradients, transparencies and shading should not be used. You can edit these pictures under the *Design* and *Format* tabs.

You are also required to add an alt text here via *Right click* → *Format Object...* → *Alt text* (Page 23), which describes the illustration which is to be viewed in detail.

This type of graphic can lead to much more effort being required when preparing and handling an **accessible PDF**. It is therefore better to prepare graphics in other programs (Excel, PowerPoint, etc.), then insert these as an image and issue an alt text.

Figure 22: Example of SmartArt pictures



Alt texts

The dialog box for the alt text has two entry fields. The descriptions which are saved there are also read out by screen readers (software applications for reading out text).

1. Title: An expressive title for the picture can be added here, or the caption for the picture in the main text. The title does not have to be assigned.
2. Description: This entry must be provided. The description should detail the contents of the picture, figure etc. in a logical, understandable and accurate way. The wording must be chosen in such a way that people who are visually impaired gain a clear impression of the illustration when they listen to the alt text.

2.11.9 Text boxes

Two paragraph styles are available for the creation of a text box:

UBA_text_box_header and *UBA_textbox_body*.

If you wish to create a text box, apply the *UBA_textbox_header* style. Due to the settings, *UBA_textbox_header* is automatically followed by *UBA_textbox_body*, when the enter key is pressed. If the text content is already available, you must assign the format manually.

The header of the text box is already formatted with the appropriate basic colour of the serial. For a colourless version, use the style *UBA_textbox_header_grey*.

A variant for bulleted lists is available for text boxes in the form of the *UBA_textbox_list* format template. However, only the first level of the list works due to technical reasons.

Figure 23: Example of text boxes

TextBox
Your information goes here.

TextBox
Your information goes here.

2.12 List of references

The list of references consists of all the texts and documents that are quoted.

You must create the source references manually. For the design and quotation guidelines of the UBA, example texts are available. You are required to comply with these to ensure that all of the quotations are uniform.

Figure 24: Example template for reference details (extract)

2 List of references

Monographs:

Author's surname, First letter of name (Year): Title – Subtitle. X. Edition, Publisher, City, if required Chapter or Pages

Bach, M.; Guerniche, D.; Thomas, K.; Trapp, M.; Kubiak, R.; Hommen, U.; Klein, M.; Reichenberger, S.; Pires, J.; Preuß, T. (Jahr): Bewertung des Eintrags von Pflanzenschutzmitteln in Oberflächengewässern – Runoff, Erosion und Drainage. 1. Auflage, Umweltbundesamt, Dessau-Roßlau, S. 143 – 145

Anthologies

Editor (Surname, First letter of name [ed.]) (Year): Title – Subtitle. X. Edition, Publisher, City

Doktoranden-Netzwerk Öko-Audit e.V. [ed.] (1998): Umweltmanagementsysteme zwischen Anspruch und Wirklichkeit – Eine interdisziplinäre Auseinandersetzung mit der EG-ÖKO-Audit-Verordnung und der DIN EN ISO 14001. Springer, Berlin, Heidelberg, New York, Barcelona, Budapest, Hong Kong, London, Milan, Paris, Singapore, Tokyo

Articles taken from anthologies

Authors (Surname, First letter of name) (Year): Title of the article – Subtitle. In: Editor(Surname, First letter of name [ed.]): Title – Subtitle, X. Edition, Publisher, City, Chapter or Pages

Kanning, H.(1998): „Sustainable development“ als Leitbild der EG-Öko-Audit-Verordnung. In: Doktoranden-Netzwerk Öko-Audit e.V. [ed.]: Umweltmanagementsysteme zwischen Anspruch und Wirklichkeit – Eine interdisziplinäre Auseinandersetzung mit der EG-ÖKO-Audit-Verordnung und der DIN EN ISO 14001. Springer, Berlin, Heidelberg, New York, Barcelona, Budapest, Hong Kong, London, Milan, Paris, Singapore, Tokyo, p. 11 – 32

2.13 Annex

In the annexes, additional documents, tables or graphics can be provided which refer to the main text and its contents. Special headings of levels 1 to 3 are available to you for this purpose. In these chapters, please also use the previously described styles and design elements.

Figure 25: The annex

A Appendix

A.1 Part of appendix A

A.1.1 Part of appendix A

Checking your work: Have you covered everything?

To prevent problems from arising when creating accessible PDF files and to keep the outlay as low as possible, please check the document for the following points:

- ☑ The specified styles have been used. **P. 15**
- ☑ Unnecessary empty paragraphs have been avoided. **P. 17**
- ☑ The text is designed in a single column. **P. 18**
- ☑ The hyperlinks include a ScreenTip. **P. 18**
- ☑ Figures, SmartArt pictures, and tables inserted as pictures all have a good alt text. **P. 22**
- ☑ Text boxes have not been created as text fields. **P. 23**

Important note

Creating the document according to the aforementioned points allows for a more straightforward conversion into an accessible PDF. Some subsequent editing on your part is still necessary, however. However, manual editing and checking of the PDF is always necessary as not all information is transferred from Word into the PDF, some information may not be stored correctly in Word, etc. The technical options currently available in Word are used in the entirety when it comes to the UBA document templates.

A few words regarding use of language

Use **easily understandable sentences which are not overly complex or excessively long**. Subordinate clauses should be added rather than inserted. Use verbs rather than nouns as frequently as possible; this assists with the readability and comprehension of the text.

For example:

Instead of: "The increasing rates of production, as well as the insufficient separation and inadequate recycling of waste, are having a negative impact on the environmental balance."

Better: "The increasing amounts of waste and their inadequate separation and recycling are having a negative impact on the environmental balance."

As far as possible, use the **active rather than the passive voice**.

For example:

Instead of: "At a workshop in December 2005, a recommendation for action was developed by the UBA and the Federal Environment Ministry."

Better: "At a workshop in December 2005, the UBA and the Federal Environment Ministry developed a recommendation for action."

Prioritise the use of the long version instead of abbreviations, particularly if the terms only appear in the text once or twice. If abbreviations are nonetheless necessary, the first time, write out the word in the text in full, then followed by the abbreviation in brackets. Terms which are only used in the form of an abbreviation are exceptions to this rule, however, (e.g. DVD, CD, NATO) as well as terms used in tables such as kg or m². If you use abbreviations, a table of abbreviations is to be created at the beginning of the document, as already prepared in the document template.

Please use gender aligned language and pictures. For further information, please see the UBA guidelines https://www.umweltbundesamt.de/sites/default/files/medien/1410/dokumente/leitfaden-fuer-geschlechtergerechte-sprache-umweltbundesamt_2021_bf.pdf.