**Paper Template**

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1 Professorship1, Institute1, Faculty1, Uni1 Please use numbers only in case that contributors from different institutions participate

2 Professorship2, Institute2, Faculty2, Uni2

3 Professorship3, Institute3, Faculty3, Un3

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| --- |
| Abstract [LL-Abstract Title]  Hier kommt der Abstract erstmal in Deutsch rein  Gesamtlänge des Abstracts so, dass mit beiden Varianten der Abstract-Block auf die erste Seite passt. Es genügt den Abstract in der Sprache einzusetzen, in der das Paper im Original geschrieben wird. Die anderssprachige Variante bauen wir ein, wenn die Übersetzung erledigt ist!  [**LL Abstract]**  And with one free line in between we'll have the English version of the abstract too.  Total length of the abstract so that the abstract block fits on the first page with both variants. It is sufficient to insert the abstract in the language in which the original paper is written. We will include the variant in the other language when the translation is done! |
| \*Corresponding author: name.nachname@tu-dresden.de This article was originally submitted in German. [**LL-Corresponding Author**] |

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| 1. General |

Papers for Lessons Learned should be submitted as MS Word files (not as pdf files!). This makes it easier for us to correct the format of the paper in order to get a consistent picture for the publication. The length of the papers should not be less than 5 pages and not exceed 15 pages.

In case of deviations, please arrange briefly in advance!

Since the whole thing is to be made available as a unified book, the urgent request to use this template and adhere to the specifications!

To ensure this uniformity we have generated this new template, which is based on format templates and thus should (actually) result in a uniformly formatted image all by itself. For this reason, changes to the formats outside of changing the style sheet are deliberately locked! For those who do not get along with the format templates, the format details for all required components are described in the following points. In square brackets are the styles to be used for the corresponding text areas.

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| 1. Use of style sheets |

For basic formatting, simply select the text area to be formatted and click the required style in the style list. To format paragraphs, simply position the cursor in the paragraph and select the style - the entire paragraph will be formatted automatically.

By locking the style sheets, settings such as bold, italicize, etc. can also no longer be set using the usual formatting switches. As a substitute, there are a number of style sheets such as **bold**, italic or superscript and subscript, with which the corresponding text - without changing the basic formatting - can be formatted accordingly.

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| 1. Pages layout |

Page size: DIN A4

Margins: top 2.5 cm

bottom 2 cm

right/left 2.5 cm

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| 1. Title |

Centered, Open Sans, 16pt, bold, 24pt spacing to next paragraph [**LL Title**].

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| 1. Authors |

First name (initial only). Name

Centered, Open Sans, 14pt, 12pt spacing from abstract box [**LL-Autorenname**].

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| 1. Addresses |

Open Sans, 8pt, italic, left justified, numbers to reference authors, one free line (10pt) before main text [**LL-Adresse**].

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| 1. Text |

Two columns, column width 7.6 cm

Single line without additional spacing

Paragraphs with 3Pt. before and 0Pt. spacing after the paragraph

Justification, hyphenation

No indentation at the beginning of a paragraph

Font: Open Sans

Font size: 10pt

Insert a free line at the end of the chapter as a distance to the next heading!

[**LL-Text]**

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| 1. Images |

Please do not use image links to other programs - this leads to horrible compatibility problems!

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| Fig. 1: Captions in Open Sans, 9pt, italic, left-aligned. 4pt spacing before caption text. [**LL-Bildunterschrift**] |

Images should be 150 dpi jpg files!

Please include images in tables. Two-line table, upper cell for the image, lower for the caption. Image centered. No grid lines. One free line above the table, one below as spacing to the text.

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| 1. Headings |

In a table row, 10% gray background without border. Left justified, Open Sans, 10pt, bold, 4pt spacing above and below, numbered. Tab between number and text.

You can get the correspondingly formatted table row by <**Insert**><**Table**><**Quick Tables**><**LL-Ueberschrift**>**.**

Format [**LL-Überschrift]**

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| 1. Equations |

Centered with right-justified numbering, in a table of the format Formula.

|  |  |
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|  | (1) |

You can find the corresponding table structure under <**Insert**><**Table**><**Quick tables**><**LL-Formel**>**.**

Format: [**LL formula line]**

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| 1. Enumerations |

* Free line before and after the enumeration
* Dots as bullets
* indent 0,25cm
* Special indentation hanging 0.5cm
* Paragraph before and after 0 pt. Spacing
* [**LL enumeration bullet]**

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| 1. 2 column illustrations |

Make page single column at the point, before and after a continuous section change (produce the new WORD variants automatically. )

Text continues below in two columns. Text flow: above the image filled in two columns up to the image, below the text then continues correspondingly in 2 columns. The text does NOT run across the image within a column!

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| Fig. 2: Captions in Open Sans, 9pt, italic, left-aligned. 4pt space before caption text [**LL caption**]-. |

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| 1. Tables |

It makes sense to use a single column across the entire width of the page. Headline line delimited above and below with 0.5 pt line. After last line also 0.5 pt line. Font size Open Sans 9 pt. Lines Alternately white and with 10% gray shading. Text run as for two-column images. Spacing above text 3pt.

Under **<Insert><Table><Quick Tables>** you will find **LL-Tabelle** as a template, which automatically provides a 10-line table with heading column and full formatting. The heading column has the formatting [**LL-Tabellenüberschrift**] and the text in the table is formatted with [**LL-Tabellentext**].

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| Tab. 1: Overview of the table style | | | |
|  | Column heading 1 | Column heading 2 | Column heading 3 |
| Line name1 | Text | Text | Text |
| Line name 2 | Text | Text | Text |

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| Acknowledgement |

If necessary before the literature, no numbering in the heading line! [**LL-Überschrift ohne Zahl**]

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| Conflict of Interest |

Authors need to declare competing interests and also must explicitly state if they have no competing interests.

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| Literature |

A free line for the distance at the beginning,

no numbering of the heading

[**LL-Überschrift ohne Zahl**] !

[1] Referenced in text with numbers in square brackets [1]..., list of literature at end with same numbers and indentation given here. Use the Vancouver reference style plus the DOI (see example below).  
Font: Open Sans

Font size: 8pt

[2] Müller M, Schmidt T. Innovations in Digital Teaching. J High Educ Res. 2022;15(3):123–130. doi:10.1234/jher.2022.01503

[**LL-Literatur]**