



## Memorandum

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This file: <http://purl.org/cabinair/styles>

Dieter Scholz<sup>1</sup>

# Template & Styles for the Aircraft Cabin Air Conference

Some questions will certainly come up after reading the instructions in the template for the Aircraft Cabin Air (ACA) Conference Proceedings. Especially the styles need some more explanations. Purpose of this document is especially to give a **full definition of the ACA styles** used in the template. This memorandum is structured by addressing five questions similar as done in a list of Frequently Asked Questions (**FAQ**).

## 1 Why Use Styles?

Papers in conference proceedings have the same look and feel. This is done not only for **aesthetic reasons**. It is also **easier for readers** to follow the content of the papers. The ACA Conference provides authors with a template for writing the conference papers. The template includes styles. Styles are nothing more than a named definition of how text should appear. Styles **increase** author's **writing efficiency** and eliminate much of the ambiguity that otherwise could exist when interpreting template rules.

For the author writing the paper, it is important not only to have the visual appearance of the template and the explanations to text editing as provided in the template. It is also of primary importance to **understand the logic of the styles** and to build carefully on this logic. The authors should refrain as much as possible from ad hoc modifications of the text as a one off solution, but should rather edit the text by using the pre-defined styles. One-off changes in the text or uncoordinated changes of styles can easily end up in a chaotic document structure that is later almost impossible to correct.

The **honorary production of the conference proceedings** is only viable, if authors deliver their manuscript in a form ready for publication based on detailed formatting requirements as given in the template with defined styles.

## 2 Where Do I Find the ACA Template with the Styles?

Please find the template here: <http://purl.org/cabinair/template>. This link will initiate the download of a Word (\*.doc) file. The template was stored in the format of Microsoft Word 2003 (\*.doc). It can be used also in Word 2007/Word 2016 (\*.docx) as well as in LibreOffice (\*.odt). The styles are embedded in the template.

The usage of the styles is explained rudimentary in the template itself. A full explanation of styles can be found with each of the mentioned word processors or on the Internet. This Memorandum does not serve to explain the general usage of the styles. Instead, detailed information is given about the underlying logic of the ACA styles as defined for the conference.

## 3 How to Find the Styles in the Document?

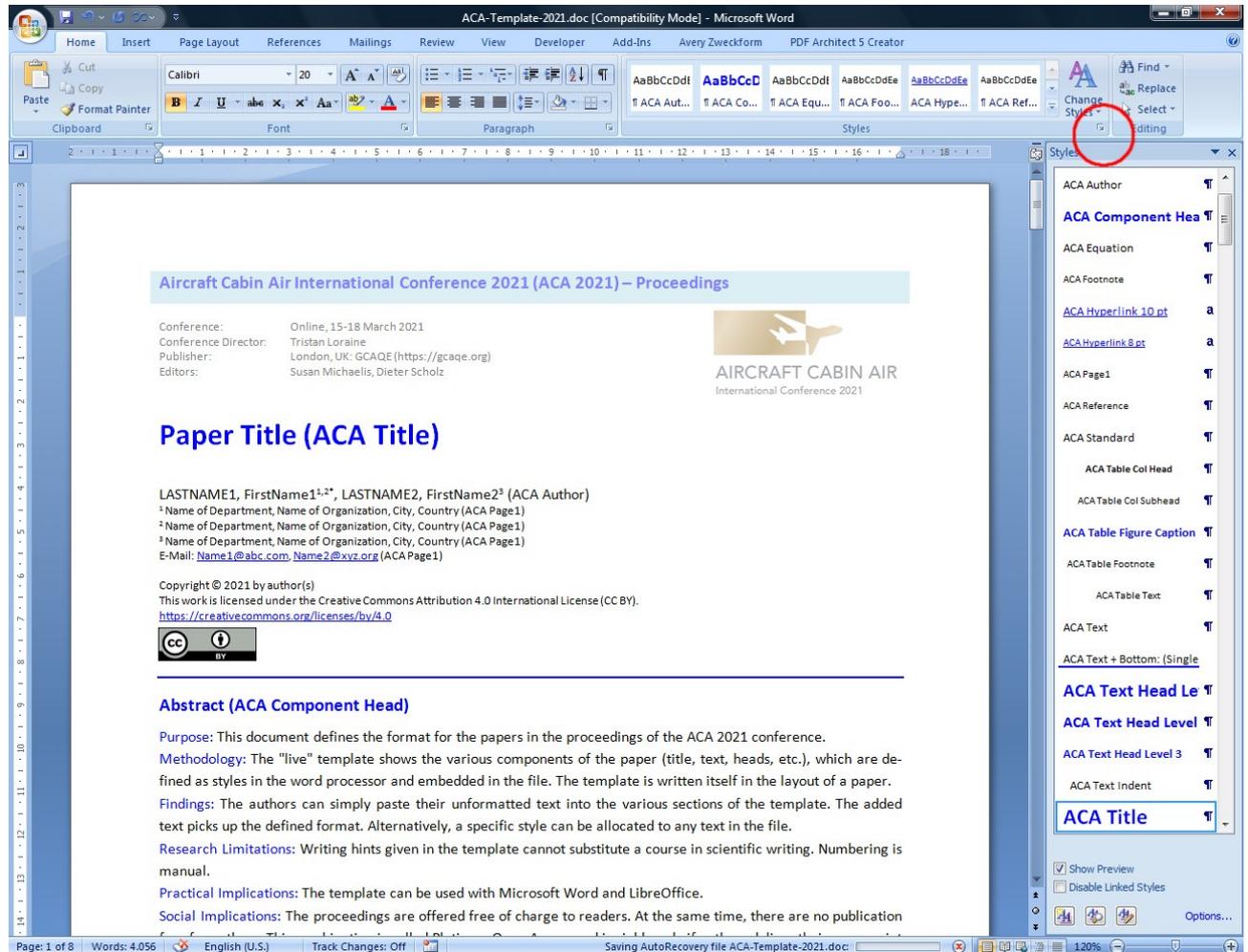
The ACA template includes the styles as defined in **Table 1**. They are presented to the user as depicted in **Figure 1**, using Word 2007 as an example. In **Word 2007** and **Word 2016** open the style list by clicking on the little arrow marked by a red circle in Figure 1. Go to "Options ..." in the lower right corner of the screen to define the visibility of

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<sup>1</sup> of. Dr. Dieter Scholz, Hamburg University of Applied Sciences, Aircraft Design and Systems Group (AERO), Hamburg, Germany, <http://ProfScholz.de>, [info@ProfScholz.de](mailto:info@ProfScholz.de)



the styles such that you only see the ACA styles. Many styles are defined in the word processor. Without defining a preference in the style presentation, it could be difficult to find the ACA styles.



**Figure 1** Appearance of the ACA template and its styles in Word 2007. Note the red circle. The little arrow marked here by the red circle has to be selected to show the styles in the right column.

In **LibreOffice**, the styles open from the "Format" Menu. Best viewing of the ACA styles is by selecting "Hierarchical" (at the bottom of the "Styles and Formatting" window) and with selecting the "Paragraph Symbol" (icon top left in the pop up window).

## 4 How are the Styles Defined and Used?

**Styles are defined in a hierarchy.** Basic styles are provided in the word processor (e.g. Word, LibreOffice). Users have the possibility to extend the styles in a hierarchical manner. This has been done for the authors of the ACA conference. All styles in the ACA template can easily be differentiated from other styles because they start with the letters "ACA".

**Table 1** shows the ACA style hierarchy. All styles are based in the Word style *standard*. Only for ease of future maintenance and to easily correct differences in different Word implementations an ACA baseline style called *ACA Standard* has been defined. All *ACA Hierarchy 1 Styles* inherit all attributes directly from *ACA Standard* and modify its definition in a certain way. The modifications with respect of the "parent style" are given in Table 1 in the column "Style Definition".



*ACA Hierarchy 2 Styles* are based on a selected *ACA Hierarchy 1 Style*. This is done for simple maintenance on the styles. Only the parent style needs to be changed and the changes are inherited to all depending styles with higher number. In Table 1 the styles always inherit the attributes of the style to the left and above of it. So, e.g. *ACA Text* inherits the attributes from *ACA Standard*. *ACA Text Indent* (used for subsequent paragraphs) inherits all attributes from *ACA Text*.

The baseline style *ACA Standard* is not really intended for the authors to be used, but all other *ACA* styles are designed for authors to be used as prescribed in the *ACA* template.

There are **styles for different purposes** which are marked in *different colors* in **Table 1**:

- styles for headings are marked *yellow*,
- styles for basic text in paragraphs are marked *purple*,
- styles for text in tables are marked *blue*,
- styles for footnotes are marked *green*.

Word allows defining which style will come up automatically once we have finished with the first style while writing and are pressing "return". In this case Word continues with the style defined as the "**following style**" in the style definition. **Table 1** lists the "following style" in column "Additional Style Definitions" as last entry. If the style just keeps on with its same style there may be no entry of this fact in the table. The "following styles" to be used for the next paragraph have been defined as it will be required in most cases in the sequence of the document. If the author's text requires some other style in the following paragraph, the style definition of the next paragraph can be changed manually allocating another style to the text in question.

URLs should be defined in the document as **hyperlinks**. If need arises to quickly format these links (Font: Calibri, Underline, Font color: Blue), two character style types are available: one for text in 10 pt and one for text in 8 pt.

## 5 How to Deliver the Results?

Authors should generate a PDF from their document in order to see, if it turns out correctly. It is best, however, to **submit the paper produced in the template file** (\*.doc or \*.docx). Only in this way the layout of the file can be checked and adjusted for the conference proceedings if need arises. The PDF can be sent in addition to show the intended layout.



**Table 1** Style hierarchy defined in the ACA template.

ACA Baseline Style	ACA Hierarchy 1 Style	ACA Hierarchy 2 Style	Additional Style Definitions
ACA Standard			Font: (Default) Calibri, 10 pt, English (U.S.), Justified, Line spacing: single, Hyphenate, Based on: Normal
	ACA Title		Font: 20 pt, Bold, Font color: Blue, Left, Line spacing: Multiple 1,2 li, Space Before: 15 pt, After: 15 pt, Based on: ACA Standard, Following style: ACA Author
	ACA Author		Do not check spelling or grammar, Based on: ACA Standard, Following style: ACA Page1
	ACA Page1		Font: 8 pt, Do not check spelling or grammar, Left, Based on: ACA Standard
	ACA Heading Level 1		Font: 14 pt, Bold, Font color: Blue, Line spacing: Multiple 1,2 li, Space After: 4 pt, Style: Quick Style, Based on: ACA Standard, Following style: ACA Text
		ACA Heading Level 2	Font: 12 pt, Based on: ACA Text Head Level 1, Following style: ACA Text
		ACA Heading Level 3	Font: 10 pt, Based on: ACA Text Head Level 1, Following style: ACA Text
		ACA Component Head	Font: 12 pt, Based on: ACA Text Head Level 1, Following style: ACA Text
	ACA Text		Font: Line spacing: Multiple 1,2 li, Based on: ACA Standard, Following style: ACA Text Indent
		ACA Text Indent	Font: Indent: First line: 0,35 cm, Based on: ACA Text, Following style: ACA Text Indent
		ACA Equation	Space Before: 3 pt, After: 3 pt, Tab stops: 8,5 cm, Centered + 17 cm, Right, Based on: ACA Text, Following style: ACA Text
	ACA Footnote		Font: (Default) Calibri, 8 pt, English (U.S.), Indent: Left: 0 cm, Hanging: 1 cm, Justified, Line spacing: single, Hyphenate, Style: Quick Style, Based on: Footnote Text, Following style: ACA Footnote
	ACA Table Footnote		Font: 8 pt, Indent: Left: 0,2 cm, Hanging: 0,5 cm, Tab stops: 0,7 cm, Left, Style: Quick Style, Based on: ACA Standard
	ACA Table Figure Caption		Font: Bold, Font color: Blue, Indent: Left: 0 cm, Hanging: 1,5 cm, Tab stops: 1,5 cm, Left, Based on: ACA Standard, Following style: ACA Text
	ACA Table Col Head		Font: 8 pt, Bold, Centered, Space Before: 2 pt, After: 2 pt, Based on: ACA Standard
	ACA Table Col Subhead		Font: 8 pt, Centered, Space Before: 2 pt, After: 2 pt, Based on: ACA Standard
	ACA Table Text		Font: 8 pt, Centered, Space Before: 2 pt, After: 2 pt, Based on: ACA Standard
	ACA Reference		Font: 8 pt, Do not check spelling or grammar, Indent: Left: 0 cm, Hanging: 0,5 cm, Space After: 3 pt, Based on: ACA Standard
	ACA Hyperlink 10 pt		<b>Style type: Character:</b> Font: Calibri, 10 pt, Underline, Font color: Blue, Based on: Hyperlink
	ACA Hyperlink 8 pt		<b>Style type: Character:</b> Font: Calibri, 10 pt, Underline, Font color: Blue, Based on: Hyperlink