

Stichproben Journal Article Templates

README

Version: 1.0 (2026-04-23)

This package provides authoring templates for Stichproben Journal articles in LibreOffice and Microsoft Office, with consistent styles and automated headers, page numbering, figure/table numbering, and cross-references.

1. Files

In the .zip file there are four template files, two .ott, which are Libre-Writer templates¹, and two .dotx, which are MS-word templates. The *sp-template_example* templates serve the purpose of providing (visual) examples of the different styles used in the template. The *sp-template_use* files are the templates to be used by authors. However, the *sp-template_example* files can of course also be used. All four templates have the same paragraph styles and will open in either MS-word or Libre-Writer (and derivatives thereof). The only difference between them is the typescript, which in the Libre-Writer templates is Liberation Serif and in the MS-word templates Times New Roman, since MS-Office by default does not contain open typescripts. The two typescripts are visually almost identical. If Apple's MacOS Pages is used only the MS-office templates (.dotx) will work.

Supported programmes

- LibreOffice Writer 7.x+ (and derivatives) (Linux, Microsoft Windows, Apple MacOS)
- Microsoft Word 2010-365 (Microsoft Windows, Apple MacOS)
- Apple Pages (Apple MacOS)

2. General usage

2.1 Using the template: Open the template and *save as* either a .odt or .docx file.

2.2. Styles: Use only the provided SP-Article-* styles from the Styles panel. (see styles-tutorial.pdf)

2.3. Formatting: Do NOT edit headers/footers, margins, or page styles/sections.

2.4. Title page entries: Title (max 4 lines), Authors, Abstract (≤ 300 words), Affiliations. No additional text should be placed on the title page. Do NOT use footnotes on the title page.

2.5. Acknowledgments and Declarations: Place at the end of the article but before the Bibliography using the acknowledgment text-style (SP-Article-Acknowledgment).

2.6. Line Formatting and Line/Row Breaks: If you want to place a word in a new line use Shift+Enter or (from the menu bar) Insert -> Line/Row Break for a line break inside the same paragraph style (not a new paragraph). For instance, if you want a word in the title to be on the next line press SHIFT+ENTER!

2.7. Tables and Figure: Use the table function for tables, but provide figures (e.g., images) as separate files instead of inserting them → use placeholders instead.

2.8. Short running title: Odd pages display short titles in the header. Authors may either choose one or leave it blank, in which case a short title will be chosen by editors.

1 These also work in other open-source office-suites such as Open-Office, Zeta-Office, Collabora, or WPS-Office.

3. Styles catalog (apply from the Paragraph Styles panel)

Use these exact style names. Keep direct formatting to a minimum.

3.1. Title page (preconfigured → No change needed!):

- SP-Article-Title — article title (max 4 lines)
- SP-Article-Authors — author line(s) under the Title
- SP-Article-Abstract — abstract body
- SP-Article-Affiliation — author affiliations

3.2. Core text

- SP-Article-Text — main body text
- SP-Article-Block-Quotation — block quote paragraphs
- SP-Article-Bibliography — references list
- SP-Article-Bibliography-Title — heading for the references section
- SP-Article-Vignette — ornamental separator or short vignette text (may also be used for poems etc.)
- SP-Article-Epigraph-left — epigraph quotation (left or centered, as set)
- SP-Article-Epigraph-right — epigraph attribution (usually right aligned)
- SP-Article-Acknowledgment — use for Acknowledgments, Declarations, or Funding statements

3.3. Headings

- SP-Article-Level-1-Title — section heading
- SP-Article-Level-2-Title — subsection heading
- SP-Article-Level-3-Title — sub-subsection heading

4. Line breaks vs. paragraphs

- Use Shift+Enter to create a new line within the same paragraph/style when:
 - Stacking author names or affiliations line by line.
 - Breaking long epigraphs into multiple lines without starting a new paragraph.
- Use Enter (new paragraph) for new paragraphs in the body, new references, etc.

5. Tables and Figures

Tables and figures should be used purposefully, i.e., to support an argument or as empirical evidence. They should therefore be explained and/or discussed.

5.1. Tables

- Authors must:
 - Create tables with the Table tool (no tabs/spaces).
 - Insert table captions via the caption tool:
 - Writer: Right-click table > Insert Caption... (Label = Table).
 - Word: References > Insert Caption... (Label = Table).
 - Place the caption above the table (this should be the default)

- Do NOT place images of tables (unless in the rare case that the table is being ‘cited’ from another source, in which case it should be treated as a figure and not a table → see 5.2.)
- Tables have to be numbered (i.e., Table 1. xyz. Table 2. xyz. ...) which usually works automatically.

5.2. Figures (images, charts, graphs)

- Authors do NOT embed images in the text. Instead:
 - Provide separate image files named fig-01, fig-02, etc., matching their first mention order.
 - Insert a placeholder where each figure should appear:
 - Writer/Word: insert a figure caption with no image yet (e.g. Figure 1. Photo of xxx, Date, etc.)
 - Every image has to have a caption
- **File specs:**
 - Photos: JPEG/TIFF
 - Line art/plots: PNG/TIFF, 600–1200 dpi; avoid JPEG.
 - Vector: PDF or SVG (embed fonts).
 - Name files clearly: fig-1.png, fig-2.pdf, etc.
- Editors will place and link images during layout and keep captions consistent.

6. Submitting your manuscript (authors)

- Submit:
 - The .odt or .docx generated from the provided template (no reformatting).
 - Separate image files for figures (as above).
 - Any supplementary data files (clearly named).
 - Names, acknowledgments, or other identifiable information should ONLY be included in accepted articles.
 - Hence, NO names, acknowledgments, or other identifiable information should be included in review-manuscripts
- Checklist:
 - Title page complete; Title ≤4 lines; Abstract ≤300 words.
 - All text uses SP-Article-* styles; minimal direct formatting.
 - Tables are real tables with caption fields.
 - Figure placeholders present; images attached and named by number.
 - Acknowledgments included at the end, before References/Bibliography (ONLY in accepted versions).
- References styled as SP-Article-Bibliography.

Thank you for using the SP Journal templates! Consistent use of styles and fields ensures smooth editing, layout, and publication.

Note to editors (internal)

I. Editor preflight

- Confirm ShortTitle variable/paragraph is set.
- Validate headings and running headers (first page, odd/even pages).
- Normalize figures/tables:
 - Convert any manual captions to auto captions.
- Images:
 - Replace placeholders by inserting and linking images; set anchor “As character” (Writer) / inline (Word); size to exact width.
- Tables:
 - Repeat header rows for multi-page tables; prevent breaking critical rows.
 - Clear direct formatting where possible; styles should control appearance.
 - Export PDF (300 dpi, lossless for line art).

II. Versioning and support

- Version is shown at the top of this README and in File Properties.
- Changelog (edit as you iterate):
 - 1.0 — Initial release with unified styles, headers, figure/table policies.
- Questions or issues: contact the editors.