

**Title. Subtitle** — 2

**Author** — 3

**Peer review and editing organized by:** — 4

Name of institute — 5

6 — **Reviewers:**  
reviewer 1, reviewer 2 — 7

**Abstract** — 8

Abstract text — 9

**Contents** — 10

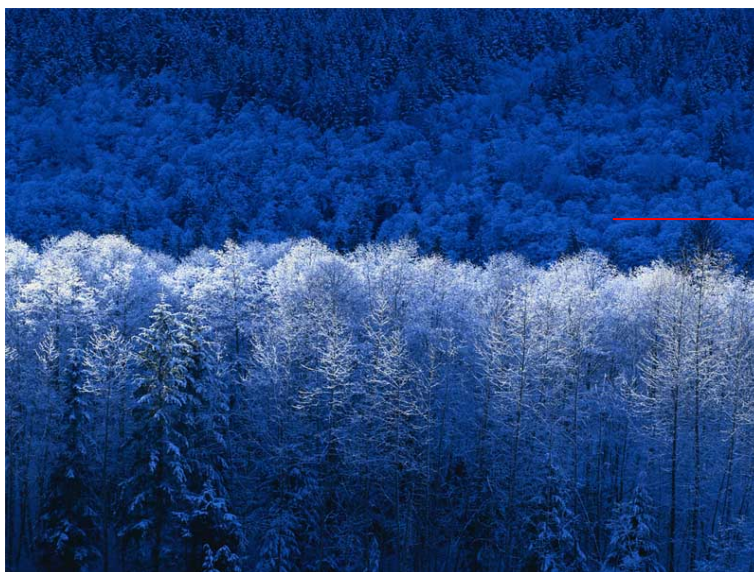
Subheading — 11

**Subheading** — 12

14 — Text.<sup>1</sup> — 13

Quote — 15

16 — <top>



17

1 Caption — 18

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<sup>1</sup> Footnote text — 19

License: — 20

## RIHA Journal Document Template – List of Styles and Formats

The following table lists the names of the styles and formats of the RIHA Journal template, with some explanations and comments. The numbers in the middle column refer to the numbers of the samples above.

<b>RJ-header-number+date</b>	<b>1</b>	Use this format for the header of your document. To format the header in your MS-Word document, in the menu bar select "View" → "Header and Footer"; you can now apply the format.  <b>Note:</b> Only insert "RIHA Journal nnnn   dd mm yyyy". The proper number and date will be added by the journal manager at the end of the editing process.
<b>RJ-title+subtitle</b>	<b>2</b>	Use this format for for the title of your text including subtitle, where applicable.
<b>RJ-author-name</b>	<b>3</b>	Use this format for the author's name at the head of the article.
<b>RJ-organized-by</b>	<b>4</b>	Use this format for the headline to your institute reference, above the name of your institute. The headline is " Peer review and editing organized by:".
<b>RJ-institute-name</b>	<b>5</b>	Use this format for the name of the institute that is responsible for the reviewing and editing of your article.
<b>RJ-reviewers-heading</b>	<b>6</b>	Use this format for the headline to the names of the reviewers.
<b>RJ-reviewer-name</b>	<b>7</b>	<b>Note:</b> The reviewers' names will be added by the local editor.
<b>RJ-abstract-heading</b>	<b>8</b>	Use this format for the headline of your abstract. The headline is "Abstract".
<b>RJ-abstract-text</b>	<b>9</b>	Use this format for your abstract text.
<b>RJ-contents</b>	<b>10</b>	Use this format for the headline to the table of contents of your text. The headline is "Contents." The table of contents shows the subheadings of your text (see <b>11</b> ).
<b>(*Table of Contents)</b>	<b>11</b>	<b>Note:</b> After having formatted your subheadings, you can create an automatic TOC: Insert → Reference → Index and Tables → Table of Contents. Please make sure the "Show page numbers" checkbox is NOT checked.
<b>*Heading 1</b>	<b>12</b>	Use this format for subheadings within your text.
<b>*Footnote Reference</b>	<b>13</b>	Use this format for footnote references (footnote numbers).
<b>RJ-standard-text</b>	<b>14</b>	Use this format for all paragraphs with normal continuing text.
<b>RJ-quote</b>	<b>15</b>	Use this format for quotes set as a separate paragraph. (Quotes longer than three lines)

- RJ-top 16** Use this format for the "<top>" labels; these are inserted below those paragraphs which are followed by a new subheading. (The hyperlinks to the top are inserted by the journal manager at the end of the editing process.)
- RJ-illustration 17** Use this format for formatting the alignment of images and the spaces between image and text.  
**Note:** Applying this format will not customize the size of the image.
- RJ-caption 18** Use this format for captions below inserted images.
- \*Footnote Text 19** Use this format for the text of your footnotes.
- RJ-footer-license 20** Use this format for the footer. Unless otherwise determined, insert the following text: "This article is provided under the terms of the Creative Commons license CC-BY-NC-ND 3.0." (The link to the license text is inserted by the journal manager at the end of the editing process.)

**\*Please note:**

Automatic formats such as the table of contents (11), footnote references (13), footnote text (19), and subheadings (12) automatically retain their MS-Word standard labels. These labels will be in the standard interface language of your software. E.g.,

**in English**

Table of Contents (TOC)  
Footnote Reference  
Footnote Text  
Heading 1

**in French:**

Table des matières  
Appel note de bas de page  
Note de bas de page  
Titre 1

**in German:**

Verzeichnis  
Fußnotenzeichen  
Fußnotentext  
Überschrift 1

**in Italian:**

Sommario  
Rimando nota a piè di pagina  
Testo nota a piè di pagina  
Titolo 1