



***Triacom Archive***

***Per N. Dohler***

***The***  
***Triacom Style***

***Rules for Text Processing  
and Text Design***



This style guide is always "under construction." Please share any ideas you may have!

*info@triacom.com*

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Triacom · Dorfstraße 6 · D-21397 Barendorf · Germany  
*info@triacom.com*

*www.triacom.com*

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## **Preface**

The following rules should guide you when typing in text for a file which will be further processed by us. Adherence to these guidelines greatly assists us in editing and producing the final version.

**These rules are valid for English.**

**But please follow them faithfully wherever they are applicable to your language.**

The rules are only general rules. We know that some texts may require you to depart from these rules. In this case please contact us briefly before implementing changes that may require us to spend a lot of time to undo.

If you follow these instructions you will be contributing greatly to a smooth production process.

*Barendorf, 1999-08-01*

*Per N. Dohler*



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## **General**

You should not spend any time "prettifying" your text. Most well-intended formatting that you may embed in your text will at best be lost during processing and at worst get seriously in the way, requiring additional effort on our part.

You may submit your text in any standard word processing format for the PC or in a Word for Macintosh format. Word for Windows is strongly preferred. Please contact us if you need advice about delivering files.

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## **Manuscript Sections**

Title, table of contents, summaries, key words, the main text, tables, captions, callouts, references, and the like, should each be kept in a separate section starting on a new page. Do not, for instance, intersperse captions and tables with the main text. In the case of larger texts, use separate files for each of these sections.

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## **Please Do Not**

- Do not type any extra spaces anywhere. This includes, but is not limited to, spaces between sentences. Without a very good reason, no space should ever be followed by another space anywhere in your text.
- **Do not** type any extra paragraph marks or "carriage returns." Each heading, subheading, paragraph, etc. should be terminated by precisely one paragraph mark. No paragraph mark should ever be followed by another paragraph mark. That means: No empty paragraphs!
- **Do not** indent anything whatsoever and in whichever way.
- **Do not** underline anything whatsoever.
- **Do not** use "hard" line breaks inside paragraphs.

- **Do not** use tabs except in tables and similar material or in numbered lists.

In other words, avoid writing:

```
1→ We hold these truths to be self-evident, that ¶
→ all men are created equal, that they are endowed ¶
→ by their Creator with certain unalienable Rights, ¶
→ that among these are Life, Liberty and the pursuit ¶
→ of Happiness. ¶
```

Reformatting might yield:

```
1→ We hold these truths to be self-evident, that → all men are created e-
qual, that they are endowed → by their Creator with certain unalienable
Rights, → that among these are Life, Liberty and the pursuit → of Happi-
ness. ¶
```

Or even:

```
1→ We hold these truths to be self-evident,
that ¶
→ all men are created equal, that they are
endowed ¶
→ by their Creator with certain unalienable
Rights, ¶
→ that among these are Life, Liberty and the
pursuit ¶
→ of Happiness. ¶
```

- **Do not** use end-of-line hyphenation.
- **Do not** write anything but standard abbreviations in all capital letters, *even if capitalized in the original*.
- If an *entire paragraph*, such as a headline, is bold, italic, underlined, or in small caps, **do not** duplicate this. Type in the text normally, following the capitalization rules of the respective language.
- **Do not** use any formatting or alignment commands.
- **Do not** omit required diacritic marks and special characters such as umlauts, "ß", "ø", or replace them by substitute strings; this is unacceptable. If you cannot access those characters in your program, please use a different word processor.
- **Do not** use a "µ" or other character that is available in any normal font from a Symbol font. This throws spellcheckers etc. off course. (Following description for Word:) If you have to insert a character that is not on the keyboard, the legal way is to

open "Insert | Character", making sure the specified font is "(Normal Font)" which you find at top of the list and not Symbol, and selecting from the normal Latin-1 range. Any font but the base font of the document is off limits. This is important so micrometers do not inadvertently get turned into millimeters!

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## Please Do

- If *only part of a paragraph* is bold, italic, or in small caps, please make that text bold, italic, or small caps in your text also. Underlined should be replaced by italic (not bold).
- Please do italicize Latin species names, even if the original does not.
- Type one and only one space anywhere spaces are needed.
- Type one and only one paragraph mark after each heading, sub-heading, paragraph, etc.
- When working in Word for Windows or Word for Macintosh only, please indicate the hierarchy of headings by assigning the predefined formats ("heading 1" etc.).
- If your text processor can generate "hard" hyphens and/or spaces, by all means please use them where appropriate (e.g. between figures and units of measurement).
- If your system can generate typographically correct dashes or quotation marks, by all means please use them where appropriate.
- Use correct special characters. Do not write "<degree>" for "°", "(R)" for "®" or similar if you have other options.

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## Tables

When you have a table to type, and you are using Word, please use a Word table of the appropriate size, and put all entries into the appropriate cells. Do not format any cell content, and do not frame the table or any cells.

If you need to use a different text processor (note that Word Perfect tables usually translate well into Word tables, so try using tables here,

too), please type tables as text only. Type *all* text within a cell (without any line breaks or similar), then type *exactly one* tab, then type the content of the next cell, etc. When at the end of the table line, type *exactly one* paragraph mark. Double tabs or tabs directly before paragraph marks are required, however, where cells in tables remain empty. So each paragraph has exactly one tab fewer than the table has columns. Example:

	Low	Medium	High
Color		any	
Value	\$20	\$25	\$40 and up

should come out as

```
→Low→Medium→High¶
Color→→any→¶
Value→$20→$25→$40 and up¶
```

that is

```
<tab>Low<tab>Medium<tab>high<paragraph mark>
Color<tab><tab>any<tab><paragraph mark>
Value<tab>$20<tab>$25<tab>$40 and up<paragraph mark>
```

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## Numbered and Unnumbered Lists

When typing numbered lists, follow the numbering scheme of the original. Type your number - e.g. "1.1", followed by precisely one tab. Then type the rest of the paragraph. Insert a paragraph mark, and continue with the next item or paragraph. Remember: Do not indent anything.

Note that decimal classifications never have a period at the end, not even on the topmost level ("1 Introduction," "2.1 Methods"). Always use the correct format, even if the original does not.

If the list items start with bullets rather than numbers, please replace the bullets by simple hyphens followed by precisely one tab, regardless of appearance.

If list items start with none of the above, treat each item like an ordinary paragraph.

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## Orthographic Issues and Preferences

The information in this section applies to English only.

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### Dates

English dates are a common source of confusion. In running text, use the full name of the month, followed by the day, a comma, and the year in a four-digit format; if more text follows in the same sentence, use an additional comma after the date: November 27, 1956. (For British English, use this format: 27 November 1956.) If little space is available (e.g. in tables), use the military date format: 27-Nov-95.

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### Units of measurement

All units of measurements should be separated from the quantity by a space: 10 mm, 5 ml, 100 km. Note that this also applies to temperature degrees: +5 °C. (Exceptions: Angular degrees and the percent sign are not preceded by a space: 180°, 20%.)

As a rule, in texts to be read by a technical or scientific audience, use SI units throughout. Convert non-standard units to SI units, ensuring that the result maintains the same degree of precision. (Do not instruct a reader, for instance, to plant tomatoes "approximately 609.6 mm" apart.)

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### Quotation marks

Use only double quotes. If you can use typographically correct quotes for your target language, by all means do. Do not use single quotes except inside double quotes. Consider replacing material in quotation marks, e.g. titles of books, with a passage in italics.

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## Translator's Notes

**Translator's Notes are most welcome.** (Unless they substitute for research you should have performed!) We suggest using a Word function you may not be familiar with: You might put your valuable comments in so-called *Annotations* ("Insert | Annotations") Annotations are like footnotes, except that they are marked with your initials (if you specified them when you first installed Word; otherwise look in Extras Options) and a number. So we always know where in the text your annotation belong, without the annotation actually being part of the text.

The numbers and the annotations themselves are "hidden," i.e. you cannot see them unless the annotation window is open. When we get a text we open the annotation window, and work on the text - and wherever there is a pertinent annotation it comes right into view when you work on the text it pertains to.