

Tips from the editorial board (*)

Who may publish in the official section?

The official section of the Bundesanzeiger is for **official** announcements, tenders and notices by the authorities.

What is required for publishing in the Official Section?

The following documents are required for publishing in the Official Section:

- The text being published as a Word document
- Proof of signature (scanned in as PDF file)
- Note whether the planned publishing deadline should be disclosed
- Invoice address and reference number, if an invoice is to be issued.

How long until it is published?

Without the correction run, publishing is typically complete within 12 issue days. Publishing occurs within another five business days after the return of the correction run to the editorial board. It depends on the size of the submitted manuscript and the necessary corrections. The proof must also be returned even if corrections are unnecessary. Please note longer processing time before public holidays.

What must be taken into account in case of a correction run?

Once you have made changes to the correction run, send it back to the editorial board. Changes to the correction run may **only** be executed **in writing** and should be **legible** (print). Correction symbols as per Duden should be implemented. For longer passages, these can be done in an attached Word document.

When scanning corrections, ensure that corrections and notes on the edge of the paper remain legible and are not cut off during scanning.

The proof must also be returned even if corrections are unnecessary.

(*) See imprint of the Federal Gazette www.bundesanzeiger.de

How should the Word document be structured?

The Word document should have the following structure:

Heading, issue date, text, closing date, and department

The signatory delivers on the day of its signing the issue and closing date, i.e. they are identical.

When is the signature required?

Proof of signature should ideally be submitted together with the text of the announcement. This will be required on return of the galley proof at the latest.

The publication will in principle **not** be scheduled until the signature has been received.

How should the text be arranged?

The text should be formatted according to DIN 5008 and the legal technicalities handbook.

Short forms (e.g. BMBF, SGV V, FuE, etc.) may only be used if the long form has been named previously. For laws and ordinances the abbreviated form should be referenced, if it exists, rather than the long name. Only the short form may then be used in the text to follow.

Abbreviations (such as e. g., paragraph, number, in connection with, telephone, fax etc.) must be written out. Abbreviations such as "e. g." must be written with a space.

Borders, shading and underlines (the latter signals a hyperlink) may not be used. External websites cannot be taken over in the published text as links, merely as running text.

Bold print and cursive lettering should be avoided; only indents may be used for enumerations.

Numbers up to twelve are written out; numbers beyond 1 000 are not written with a comma, but rather a space.

Citations are noted as "Number 2.3" and not "Clause 2.3".

What must be taken into account for barrier-free publishing?

The presentation of the text should take into account the guidelines of the Barrier-Free Information Technology Ordinance – BITV 2.0.

This means in particular:

Suitable equivalent texts (alternative texts) should be delivered for figures, photos, diagrams, and similar visually presented content. A short description no longer than 10 words of the text to be reviewed is generally suitable as an alternative text (for example: "topographic card with railway lines around Bonn"; "schematic diagram of an eye lens"). The description should match the caption if possible.

Underlining should not be used, because this commonly marks a linked text.

Please contact the editorial staff of the official sections by phoning 0228/99/4105186 for assistance with any questions you may have.