

# DBE Factsheets | Guidelines

**The DBE is growing fast. And with it grows the interest shown in your work by a large number of different people. To meet these requirements, we offer factsheets about different topics, groups, projects, and facilities. They supposed to be circulated in digital as well as in printed form.**

Every factsheet informs on one page about the DBE in general, or about one Focal Area, or about one specific research group or research project. The DBE management team has already designed several of these factsheets, which can be downloaded from our website: <https://dbe.unibas.ch/en/about-us/factsheets/>

**All researchers at the DBE, especially the group leaders, are called upon to create factsheets for their groups and projects!**

## 1. Template

Please download the 2023 template here:

<https://dbe.unibas.ch/en/about-us/factsheets/factsheet-template/>

## 2. Guidelines

Please edit the template exclusively in Microsoft Word, as other programs will cause a number of problems. Please adhere to the following guidelines, as only so your factsheet will visually match the others and give a meaningful appearance.

### 2.1. Text

Copy & paste your text to the appropriate place. Doing this, a drop-down menu will appear at the bottom of the inserted text. Please make sure to select "Keep Text Only". Please copy & paste the headline, the teaser and the two paragraphs separately. Compare the results with one of the factsheets we have designed. If it does not look like it, please repeat the process. Please do not add any additional blank lines. Do not make any changes to the default settings of the document. Please do not insert any pictures or logos in the places reserved for text. Please avoid the use of bullet points if possible. If you still use bullet points, please use simple dashes.

### 2.2. Pictures

Please insert two pictures. Avoid exceptionally wide or high images. Please crop one or both images if they affect the layout too much. Select a resolution where no pixels are visible in the printed version. Please do not use mosaics made from the images of your individual groups. Please do not insert any logos here either.

### 2.3. Captions

Please add captions under each image. If this is done by copy & paste, be sure to select "Keep Text Only" from the drop-down menu that appears below the inserted text. Please identify the author of the picture. If it concerns a natural person, please follow the scheme (picture: J. Doe). In other cases, please indicate in brackets the name of the group in which the picture was created.

### 2.4. Logos

Please insert a maximum of three logos at the placeholders provided under "Funding". Please adjust the size of the logo if necessary. If you don't want to insert logos, please delete the heading "Funding".

## **2.5. Names**

Please insert the name of the group leader or researcher, or the responsible person, at the top of the respective column. Below you have the possibility to name further persons.

## **2.6. References**

You have the option of inserting references at the bottom right. If you want to do this, please refer to the references in the text using a number in brackets (1), (2), etc. and number them accordingly here. If you do not use references, please delete the heading "References".

## **3. Release**

If you want to distribute your factsheet digitally, please create a PDF. If desired, please upload it at the place on the DBE website where you wish.

- If you do not have access to the DBE Website Content Management System, please contact [beat.fasel@unibas.ch](mailto:beat.fasel@unibas.ch)
- If you need help placing the PDF on the DBE website, please contact [reinhardulrich.wendler@unibas.ch](mailto:reinhardulrich.wendler@unibas.ch)
- If you have uploaded your factsheet to the DBE website, please send a copy to [reinhardulrich.wendler@unibas.ch](mailto:reinhardulrich.wendler@unibas.ch)

The DBE Management reserves the right to select individual factsheets as and when required and to pass them on in the form of a folder.

## **4. Print**

If you want to print your factsheet on specially selected paper. You can use the printer in the Main Printer Area (IP: 10.34.137.21, HP Color LaserJet flow MFP M880, please get in contact with [beat.fasel@unibas.ch](mailto:beat.fasel@unibas.ch) if you need help installing this printer). The paper and folders are placed inside the grey cabinet left of the printer, lower right drawer. Place the exact number of paper sheets you need into tray 1.

## **5. Presentation**

Create your own selection of factsheets according to your target audience. We recommend to use the DBE-factsheet and the four Focal-Area-factsheets first and to then add your own.