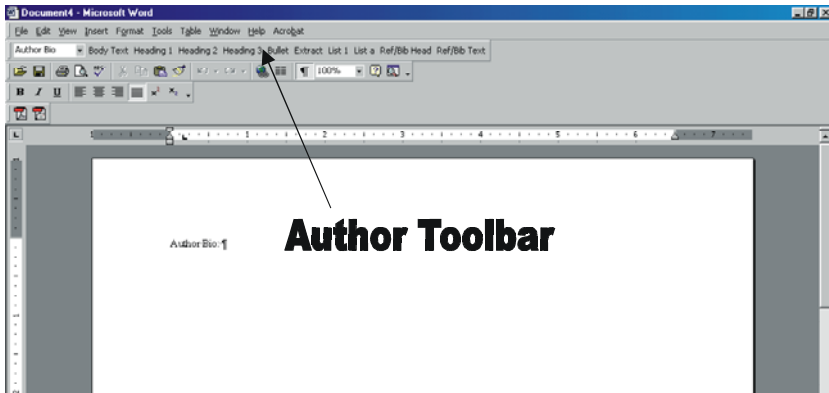


# Author Template Instructions

## *To install:*

1. Copy files **Author Template.dot** and **Tables and Figures template.dot** to Word's template directory as defined in your Microsoft file locations. If you are not sure where to copy these files, pull down the **Tools** menu, and choose **Options**, then select the **File Locations** tab.
2. To use the template, choose **File, New**. A window should open that will allow you to choose the template you want to use.
3. Pick the **Author Template**, which should be located under the **General** tab. On the right, select **Create new document**.
4. Click on **OK**. You should notice the **Author Toolbar** at the top of your screen.



## *Elements of the Author Toolbar:*

The **Author toolbar** consists of the **Style window** and the following buttons: **Body Text**, **Heading 1**, **Heading 2**, **Heading 3**,

**Bullet, Extract, List 1, List a, REF/BIB HEAD, and Ref/Bib Text.**

Not all articles will contain all of the elements listed above. Use only the ones that pertain to your article.

***Input Guide:***

Using this template will automatically apply selected Word styles to the manuscript parts. **Do not reapply styles or create new styles.** Type the manuscript in the exact order given below (steps 1 through 4). (Endnotes, reference citations, and equations may be added as needed.)

1. **Author Bio:** Type in your information, then a hard return.
2. **Title:** (You will automatically be in this style.) Type in the manuscript title, then a hard return.
3. **Author name:** (The style is automatic.) Type a hard return after the author(s).
4. **Abstract:** (The style is automatic.) Input the abstract and type a hard return.
5. **Keywords:** (The style is automatic.) Input the keywords and type a hard return.
6. **Headings:** The style toolbar provides three levels of headings (**Heading 1, Heading 2, and Heading 3**). A hard return after each one will automatically return to Body Text.
7. **Body Text:** Paragraphs are set flush left; please insert a tab at the beginning of each new paragraph.
8. **Bullets:** Each hard return after a bullet paragraph will automatically create another bullet. After entering the last bullet paragraph, type a hard return, and change the style to Body Text.
9. **Lists:** Each hard return after a **List 1, List a, and List unnumbered** paragraph will automatically give you another list paragraph. Please use [Tab]1.[Tab] etc. to begin each numbered list item. After entering the last item in the list, type a hard return, and change the style to Body Text.

10. **Extracts:** A hard return after an extract paragraph will automatically return to Body Text.
11. **Do not include tables, figures, graphics, photos, charts, or on-lines in the main text file.** A separate **Tables and Figures template** is provided. Please be sure to insert a callout following the paragraph in which the art is cited, for example: “Insert Table 2.4 here.”
12. **Equations:** Use the Word equation editor to create displayed or in-line math expressions. *All displayed equations and complex in-line equations must be created in this manner.* Simple in-line expressions may be created using basic Word keystrokes, but please make sure that all variables are typed as italic characters, not Roman characters. Use the Symbol font for all special characters. Characters of note: degree sign, multiplication sign, minus sign, Greek symbols, primes. Do not use Word pictures or graphics to create equations or special characters.
13. **Endnotes:** Please **do not** use the automatic Word Endnotes feature. A numbered-note or numbered-reference citation should be a superscripted number, and the actual citations should appear in chronological order by citation at the end of the article in a section titled “Notes” or “Reference Notes” (use style **NOTES HEAD**) using style **Notes** for the citations. Unnumbered references or bibliography should be set using style **Ref/Bib Text**.

**Do not use any “Character Spacing”** (“Spacing” or “Position”) options. **Do not change font** to apply italic or boldface formatting. Instead, use the italic or boldface button on the formatting toolbar. Ordinary letters that include **accents and diacritical marks and/or mathematical characters** can be typed in from MSWord’s **Insert Symbols (normal text)** feature. **Do not change the font typestyle or size. Do not hide text or insert comments** into text. These templates were designed to give you a visual of what your final printed page will look like. Keep in mind

the text area of the **final printed page is 26 × 40 picas**, as is the Tables and Figures Template.

### ***APPLYING STYLES TO AN EXISTING FILE***

The Word styles as described above may be applied to existing files as follows:

1. **Open** the file in Word.
2. Attach the Word template to the open document. On the toolbar, click on **Tools/Templates and Add-Ins**. Attach the Author Template. Click on **Automatically update document styles**. Click on **OK**. The Author Toolbar will appear on your screen. The template styles will also appear in the drop-down style menu.
3. Simply go through your file and apply the template styles.