

MS Word Template Usage Guide (Journals)

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1. List of Files

World Scientific Word template and sample file are located on the website in a zip format called **ijalp-doc.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

readme.pdf	:	MS Word template usage guide
ws-ijalp.docx	:	simple template for IJALP
ws-ijalp.dotm	:	macros embedded template for IJALP
ws-ijalp.pdf	:	formatting guide (PDF version of ws-ijalp.docx)

To apply a style, first select the text to which you would like to attach the style, then choose the style name from MS Word's default Styles gallery (Alt + Ctrl + Shift + S) or via WSPC Tab from macros embedded template.

The template can be retained in the current working folder and double clicking it should open a new document whenever the need arises.

For better understanding on how our macros embedded MS Word templates work, please read the following sections carefully.

2. Using Microsoft Word Style File

List of file types associated with MS Word template package are, DOTM and DOCX. These file types are associated with Microsoft Office 2007 (and all other later editions).


- 1) DOTM - The .dotm file extension is used for the macro-embedded MS Word document template. This template can be used to create multiple documents.
- 2) DOCX - The .docx file extension is used for MS Word documents.



Note: Keeping all the articles and template in same folder is highly recommended. Copy the templates into the directory where your manuscripts are kept. This will keep your documents and its template bound together. If the template is deleted or moved from this folder, the document's link to the template file is lost, the template's styles, custom ribbon and macros are no longer available to your document.

2.1 Trusted Locations

MS Word's default built-in feature Trust Center disables the macros whenever a document with custom macros is opened. Register your directory as a 'trusted location' to avoid clicking **Enable Content** or enable the template's macros manually every time you open such document:


- 1) To add your folder to trusted locations, open MS Word and click:
Word 2007: **Microsoft Office Button**  > **Word Options**.
Word 2010 or later: **File** > **Options**.
- 2) Then click **Trust Center** > **Trust Center Settings** > **Trusted Locations** > **Add new location...** to register your manuscript directory as a trusted location.
- 3) In the **Path** box, type the name of your folder, or click **Browse** to locate the folder.
- 4) To include subfolders as trusted locations, select the **Subfolders of this location are also trusted** check box.
- 5) Click **OK**.

For security reason, don't make your entire Documents or My Documents folder a trusted location. Just select the folder where your current manuscripts and templates are kept, and make only that folder a trusted location. For more details on trusted locations, search the internet with the keywords 'MS Word trusted locations'.

2.2 Writing a New Document using Word Template

- 1) Open Windows Explorer, navigate to the folder where the template was stored
 - 2) Once you find the template you want to use, right-click over the template and select **New** or double-click it to create a new document based on that template. A new document with a name Document1 or Document2 or Document3, etc. based on the template will be created
 - 3) Save the document and start using it.
- ☐ If you have not registered your manuscript directory as a trusted location, the macros in the document might be disabled.
 - ☐ Do *not* open the template in MS Word via **File** > **Open**. You would edit the template directly instead of creating a new document.
 - ☐ Click 'No' whenever you are asked to save changes to the main template.

2.3 Attaching the Template to an Existing Document

- 1) Open the file you would like to format and click
Word 2007: **Microsoft Office Button**  > **Word Options**
Word 2010 or later: **File** > **Options**
- 2) Select **Add-Ins** on the left side of the Options dialog.
- 3) Click on the **Manage** drop-down list and choose **Templates**. Press **Go** button to open the **Templates and Add-Ins** dialog.
- 4) Press the **Attach** button to open the **Template Attachment** dialog. Navigate to your working directory, select the template you want to attach to your document and click **Open**.
- 5) Check the option **Automatically update document styles** and click **OK**.
- 6) Save the document with your preferred name.

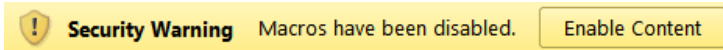
If you have not registered your manuscript directory as a trusted location, the macros in the document might be disabled.

Do *not* open the template in MS Word via **File > Open**. You would edit the template directly instead of creating a new document.

Click 'No' whenever you are asked to save changes to the main template.

2.4 When the Security Warning Message Bar appears

When you open a document that has macros, a security warning appears with a shield icon and the **Enable Content** button. While working with our templates, you may click the **Enable Content** to open the document. The file becomes a trusted document and it will not open with the Security Warning message bar again.



Another option to enable content, click the **File > Info**, in the **Security Warning** section, click **Enable Content**.

Note: If you have not registered your manuscript directory as a trusted location, the **Security Warning** message bar might be prompted.

2.5 Enable Macros via Options

If the macro security settings are not allowing the macro to run, you can temporarily enable all macros by using the following procedure.

- 1) Click the **File** tab, click **Options**, click **Trust Center**, and then click **Trust Center settings**.
- 2) Click **Macro Settings**.
- 3) Under **Macro Settings**, click **Enable all macros**.


Note: Be sure to change this option back to its original setting after you have run the macros. If you think that the document and the macro in the document are from a trustworthy source, it is better to move the document to a trusted location, instead of changing the default Trust Center settings to a less safe macro security setting.

For more details on macros, search the internet with the keywords 'Enable or disable macros in Office files'

2.6 Embedding Fonts in MS Word Documents

If your Word document contains a variety of fonts, the document may look fine on your machine, but it may not look same on other computers. This is because others may not have the same set of fonts installed on their system. By embedding the fonts to your word document, it should be viewable the way you originally intended.

To embed a TrueType font in your saved document

1. Open your document in MS Word and click:
 - a. Word 2007: **Microsoft Office Button**  > **Word Options**
 - b. Word 2010 or later: **File > Options**
2. **Options** window appears, select **Save** on the left side of the **Options** dialog.
3. On the **Save** tab, check the box to the left of **Embed fonts in the file**.
4. Uncheck **Embed only the characters used in the document (best for reducing the file size)**
5. Uncheck **Do not embed common system fonts**.
6. Click **OK** to close the dialog box.
7. Save your document.



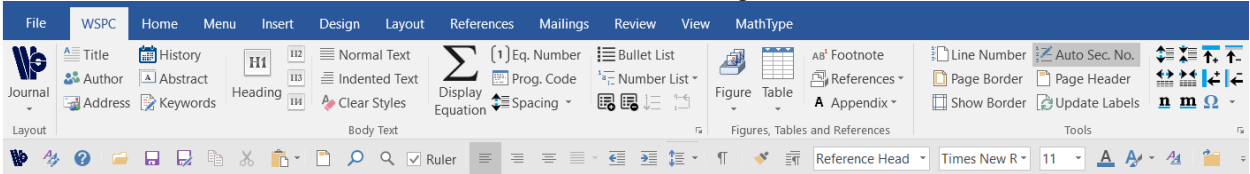
3. Applying World Scientific Styles to Your Documents

To apply a style, first select the text to which you would like to attach the style, then choose the style name from MS Word’s default Styles gallery (Alt + Ctrl + Shift + S) or by using WSPC Tab.

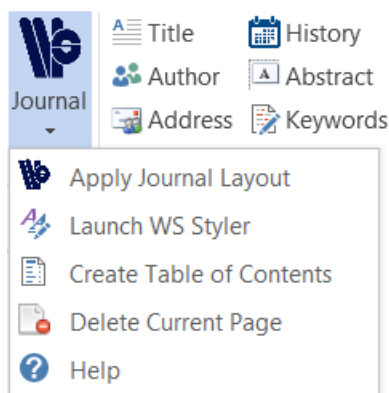
The commonly used World Scientific styles are listed below:

Style Name	Short cut Key	Style apply for
Title	Alt+JT	Article Title
Author	Alt+JA	Author
Affiliation	Alt+JF	Affiliation
History	Alt+JH	Received, revised, accepted text
Abstract	Alt+JB	Abstract
Keywords	Alt+JK	Keywords
Heading 1–4	Alt+1–4	Headings 1–4
Text,	Alt+JX	Para following sections heads
Text Indent	Alt+JI	Indented para
Code	Alt+JC	Programs / Algorithms
Equation	Alt+JE	Equations
Figure	Alt+JG	Figures/Graphics
Figure Caption	Alt+CF	Figure Caption
Table	Alt+TA	Table body
Table Caption	Alt+CT	Table Caption
Appendix 1-3	Ctrl+1–3	Appendix headings 1–3
Footnote Text	Alt+FT	Footnote
References	Alt+JR	References

WSPC tab from dotm template






3.1 Formatting Front matter



Button	Purpose	Remarks
Apply Journal Layout	To apply journal layout settings	<input type="checkbox"/> Applies / reinforces ‘A4’ paper size with 7.8 (excluding running head) x 5 inches text area layout
Launch WS Styler	To load WS styling tool	<input type="checkbox"/> Used to style / format the text
Create Table of Contents	To create table of contents	<input type="checkbox"/> Optional <input type="checkbox"/> inserts TOC before the start of body text
Delete Current Page	To delete current page from current document	<input type="checkbox"/> Optional, may be used to delete some unwanted pages
Title	To apply “Title” style	<input type="checkbox"/> To format the article title <input type="checkbox"/> for line breaks, use Shift + Enter <input type="checkbox"/> if more than one para is selected, this button does not work
Author	To apply “Author” style	<input type="checkbox"/> to format the contributors’ name(s) <input type="checkbox"/> for line breaks, use Shift + Enter <input type="checkbox"/> if more than one para is selected, this button does not work.
Address	To apply “Address” style	<input type="checkbox"/> to format address and affiliation text <input type="checkbox"/> for line breaks, use Shift + Enter <input type="checkbox"/> if more than one para is selected, this button does not work.



Button	Purpose	Remarks
 History	To apply “History” style	<input type="checkbox"/> for received, revised, accepted and published text
 Abstract	To apply “Abstract” style	<input type="checkbox"/> to format the abstract text <input type="checkbox"/> if more than one para is selected, this button does not work.
 Keywords	To apply “Keywords” style	<input type="checkbox"/> to format the keywords <input type="checkbox"/> the label ‘Keywords: ’ is added at the beginning of the selected paragraph. <input type="checkbox"/> if more than one para is selected, this button does not work.



3.2 Formatting Body Text

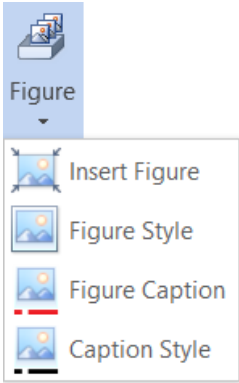






Button	Purpose	Remarks
	To apply 'Heading 1' style	<ul style="list-style-type: none">Used for level 1 numbered section headingfor unnumbered headings, place the cursor at the beginning of the text and press the ← Backspace to delete the number.
	To apply 'Heading 2' or 'Heading 3' style	<ul style="list-style-type: none">Used for level 2 /3 numbered section headingfor unnumbered headings, place the cursor at the beginning of the text and press the ← Backspace to delete the number.
	To apply 'Heading 4' style	<ul style="list-style-type: none">Unnumbered section heading e.g. References
	To apply 'Text' style	<ul style="list-style-type: none">For body text without para indent, e.g. paragraphs following section titles, continuing text
	To apply 'Text Indent' style	<ul style="list-style-type: none">For body text with 0.25" first line indentation, e.g. new paragraphs following figures, tables, equations
	Clears all the styles for the selected text.	<ul style="list-style-type: none">Before applying a new style to the selected style, it is recommended to clear the present style associated with it.
	To apply 'Equation' style	<ul style="list-style-type: none">Displayed equations are always centred to the text widthNumbered equations are keyed as <tab><equation><tab>(<eqno>)
	Adds an equation number to a displayed equation	<ul style="list-style-type: none">Paragraph must be in 'Equation' style for this button to work.
	Apply 'Program Code' style	<ul style="list-style-type: none">Used for algorithms, program codes and command sequences



	Increase leading	<input type="checkbox"/> Increases the interline spacing of a selected paragraph
	Decrease leading	<input type="checkbox"/> Decreases the interline spacing of a selected paragraph
	Adds vertical space	<input type="checkbox"/> Adds 6 pt of vertical space before the selected paragraph
	Reduces vertical space	<input type="checkbox"/> Reduces 3 pt of vertical space before the selected paragraph
	Increase word spacing	<input type="checkbox"/> Increases the word spacing of a selected paragraph
	Decrease word spacing	<input type="checkbox"/> Decreases the word spacing of a selected paragraph
	Increases the left margin of a paragraph	<input type="checkbox"/> Pushes the text by 3 pts away from the left margin, i.e. increase para indentation
	Reduces the left margin of a paragraph	<input type="checkbox"/> Pushes the text by 3 pts towards the left margin, i.e. decrease para indentation
Bullet List	To apply 'Bullet List' style	<input type="checkbox"/> Use the buttons to set the levels for the nested lists. <input type="checkbox"/> List starts with bullets and continues with dashes for the 2 nd level, circles for the 3 rd level.
Number List <div><div>(a) (b) (c) Alpha List</div><div>(i) (ii) (iii) Roman List</div><div>(1) (2) (3) Arabic List</div><div>1. 2. 3. Number List</div></div>	Creates a numbered list with Alpha / Roman / Arabic numerals	<input type="checkbox"/> Use the buttons to set the levels for the nested lists.
	Increases the selected items' list level and indentation	<input type="checkbox"/> To create a nested list first select all the items and pick a Number List style. Then select the subitems and click the button. The selected items will be shifted to the next level. <input type="checkbox"/> Works only for the text with 'Bullet / Alpha / Roman / Arabic / Number' list style.
	Decreases the selected items' list level and indentation	<input type="checkbox"/> Works only for the text with 'Bullet / Alpha / Roman / Arabic / Number' List style.
	Restarts numbered list numbering	<input type="checkbox"/> Works only with Numbered Lists
	Continues numbered list with previous list numbering	<input type="checkbox"/> Works only with Numbered Lists

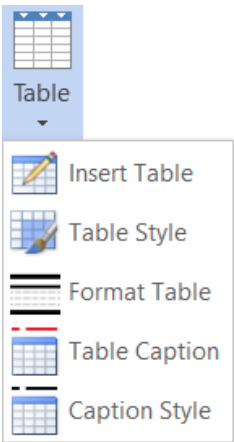
3.3 Formatting Figures








Button	Purpose	Remarks
 Insert Figure	Inserts an image from external source and applies 'Figure' style	<input type="checkbox"/> An image is always placed in a new paragraph.
 Figure Style	To apply 'Figure' style	<input type="checkbox"/> To apply 'Figure' style for already existing figure.
 Figure Caption	Inserts figure number and applies 'Figure Caption' style	<input type="checkbox"/> Fig. <X> is added at the beginning of the paragraph, where (<X> is an automatic figure counter) <input type="checkbox"/> Single line captions are centred; multiple lines are justified
 Caption Style	To apply 'Figure Caption' style	<input type="checkbox"/> To apply 'Figure Caption' style for manually numbered captions. <input type="checkbox"/> Single line captions are centred; multiple lines are justified




3.4 Formatting Tables







Button	Purpose	Remarks
 Insert Table	Generates a table and applies 'Table' style	<input type="checkbox"/> Table borders are automatically formatted.
 Table Style	To apply 'Table' style	<input type="checkbox"/> To apply 'Table' style for already existing table. <input type="checkbox"/> Only works within the table.
 Format Table	Formats table borders	<input type="checkbox"/> To format an already existing table. <input type="checkbox"/> Only works within the table.
 Table Caption	Inserts table number and applies 'Table Caption' style	<input type="checkbox"/> Table. <X> is added at the beginning of the paragraph, where (<X> is an automatic table counter) <input type="checkbox"/> Single line captions are centred; multiple lines are justified
 Caption Style	To apply 'Table Caption' style	<input type="checkbox"/> To apply 'Table Caption' style for manually numbered captions. <input type="checkbox"/> Single line captions are centred; multiple lines are justified




3.5 Formatting Footnotes, References and Appendix Titles


- AB¹ Footnote
-  References ▾
- A Appendix ▾


Button	Purpose	Remarks
AB ¹ Footnote	Inserts a footnote	<div><input type="checkbox"/> A footnote is inserted at the current cursor position.</div> <div><input type="checkbox"/> While inserting footnotes for article title, author name and address, symbol footnote markers are recommended.</div>
 References ▾ <div><div>III Head</div><div> References</div></div>	To apply ‘References Head’ style	<div><input type="checkbox"/> References head e.g., References</div>
 References ▾ <div><div>III Head</div><div> References</div></div>	To apply ‘References’ style	<div><input type="checkbox"/> For references list.</div>
A Appendix ▾ <div><div>Section 1</div><div>Section 2</div><div>Section 3</div></div>	To apply ‘Appendix 1’ style	<div><input type="checkbox"/> For section type appendix heading, in review volume e.g. Appendix A. Sample Title</div>
A Appendix ▾ <div><div>Section 1</div><div>Section 2</div><div>Section 3</div></div>	To apply ‘Appendix 2’ style	<div><input type="checkbox"/> e.g. A.1. Sample Title</div>
A Appendix ▾ <div><div>Section 1</div><div>Section 2</div><div>Section 3</div></div>	To apply ‘Appendix 3’ style	<div><input type="checkbox"/> e.g. A.1.1. Sample Title</div>





3.6 Miscellaneous Macros


 Line Number








 Auto Sec. No.

 Page Border

 Page Header

 Show Border

 Update Labels

Button	Purpose	Remarks
 Line Number	Show / Hide line numbers	<input type="checkbox"/> To print line numbers
 Page Border	Show / Hide text border (printable)	<input type="checkbox"/> Printable text border. <input type="checkbox"/> Remember to remove this border before submission or creating final PDFs <input type="checkbox"/> Helpful to check if the tables, equations and other texts are within the text area
 Show Border  Hide Border	Show / Hide text border	<input type="checkbox"/> On screen text border. <input type="checkbox"/> Helpful to check if the tables, equations and other texts are within the text area
 Auto Sec. No.	Automatic section numbering	<input type="checkbox"/> If your section headings are already manually numbered, switch off this option.
 Page Header	To edit page header	<input type="checkbox"/> To edit running heads, click this button
 Update Labels	To update fields used for automatic numbering	<input type="checkbox"/> e.g. automatic sequence numbering used to number and refer tables, figures, equations

4. If you still cannot use our Word Template

- ☐ Format your document with the default features available in MS Word.
 - ☐ Use Times New Roman at 11 pt size with 14 pt line space for the entire text.
 - ☐ Apply the default styles in Word for headings.
 - ☐ Use the standard Word functions for lists, tables, indexing and footnotes.
- For equations use MathType.

5. FAQ

Q: What software are required to use your MS Word templates?

Q: What are the prerequisites to use your MS Word templates?

Q: I already attached the template to my document, but the WSPC ribbon is missing.

Q: Nothing happens when the buttons in WSPC ribbon are pressed.

Q: My ribbon / toolbar keeps disappearing, how do I restore it?

Q: Lost WSPC ribbon and also formatting when document reopened, how do I restore it?

Q: Whenever a graphic is inserted into my document (via copy/paste, or the insert graphic button), the image is hidden behind the text.

Q: Section break causes an unexpected page break in Word

Q: Does the template do everything automatically?

Q: Does my online version look just like its print version?

Q: What software are required to use your MS Word templates?

A: You need to have Microsoft Word 2007 or newer to use our templates. If you intended to create high quality PDFs, Adobe Acrobat is required. Use `Press Quality` for PDF creation.



Q: What are the prerequisites to use your MS Word templates?

A: You need to have some basic working knowledge in MS Word like, copy/paste text, how to apply styles. Our template and this user manual will make the rest easy.



Q: I already attached the template to my document, but the WSPC ribbon is missing.

A: If you have not registered your manuscript directory as a trusted location, the macros in the document might be disabled. Make sure your document and the associated template are in the same folder and that folder is configured as trusted location. For more details, see Sec. 2.1 Trusted Locations.



Q: Nothing happens when the buttons in WSPC ribbon are pressed.

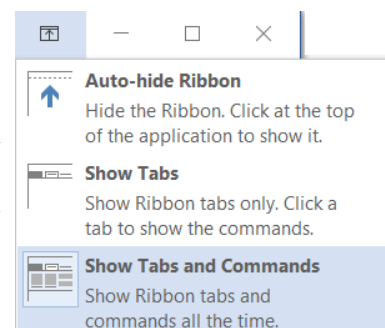
A: This could happen if your macro security settings are not allowing the custom macros to run. Make sure your document and the associated template are in the same folder and that folder is configured as trusted location. For more details, see Sec. 2.1 Trusted Locations.



Q: My ribbon / toolbar keeps disappearing, how do I restore it?

A: Press **Ctrl + F1** to show or hide the ribbon.


Another option is, in the very top-right corner of the window, just to the left of the Minimize button, you'll see a Ribbon display-option button (which looks like a little arrow inside a box). Click it. Now you'll see three options: Auto-hide Ribbon, Show Tabs, and Show Tabs and Commands. Click Show Tabs and Commands.

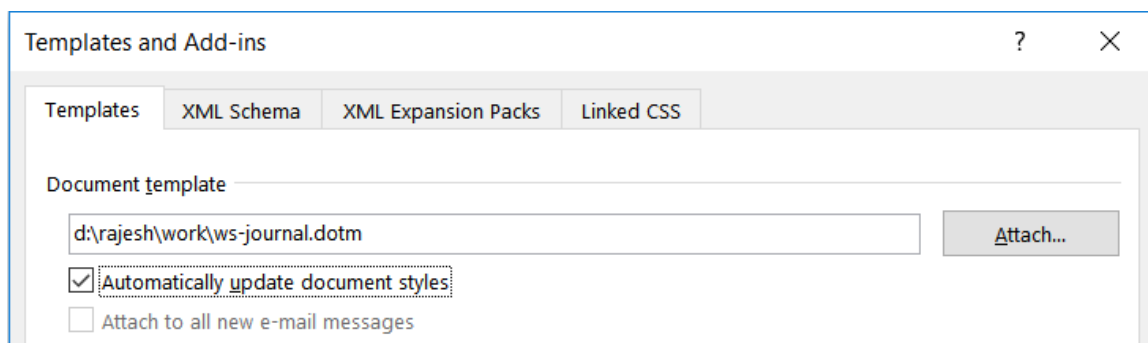




Q: Lost WSPC ribbon and also formatting when document reopened, how do I restore it?

A: Make sure the document is still associated with an appropriate template and that template is present in its designated path, e.g., if your current document is in D:\rajesh\work folder

- 1) Open the document you would like to check and select
Word 2007: **Microsoft Office Button**  > **Word Options**
Word 2010 or later: **File > Options**
- 2) Select **Add-Ins** on the left side of the Options dialog.
- 3) Click on the **Manage** drop-down list and choose **Templates**. Press **Go** button to open the **Templates and Add-Ins** dialog.



- 4) Check the template mentioned under **Document template** is still available.




Q: Whenever a graphic is inserted into my document (via copy/paste, or the insert graphic button), the image is hidden behind the text.

A: Make sure that the paragraph in which the graphic sits doesn't have "Exactly" line spacing. For graphics use `Figure` style or `Single` line spacing.



Q: Section break causes an unexpected page break in Word

A: This behaviour can occur when you insert a Continuous section break into the same page in which you have inserted a footnote, and the section break appears after the footnote. To resolve this issue, follow these steps:

- 1) Click and select
Word 2007: **Microsoft Office Button**  > **Word Options**
Word 2010 or later: **File > Options**
- 2) In the left pane, click **Advanced**.
- 3) In the right pane, expand **Layout Options** under **Compatibility**, click to select the **Lay out footnotes the way Word 6.x/95/97 does** check box, and then click **OK**.



Q: Does the template do everything automatically?

A: No, you'll still have to do your part by placing your text into the template, format the text using the built-in styles. Templates are a collection of styles, layout settings and macros to automate certain tasks. If correctly used, they can save you a ton of time while formatting your contribution.



Q: Does my online version look just like its print version?

A: Electronic version can have colored pictures as many as possible for free of charge. However, for print version the color images to be printed in color are allowed only as agreed in the contract. Rest of the color pictures are converted to black and white before printing.



For further help with the use of the World Scientific templates, please e-mail to either:
ykoh@wspc.com or rajesh@wspc.com