

Readme

World Scientific has produced a style/template document for Microsoft Word which will allow authors to prepare manuscript that can be brought directly into the World Scientific production process for Books, and preserving a lot of their structuring for a regular typeset book size [9.75 in x 6.50 in]. This will enable the more accurate production of page proofs, reducing your need during proofreading to locate typographic mistakes.

Installing the style file

The World Scientific Word templates and sample files are located on the website in a zip format called **ws-bk975x65_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

bk-readme974x65_word.pdf	:	preliminary guide
bk-instruction974x65_word.pdf	:	general instructions for authors
bk-checklist.pdf	:	check list for authors submitting their manuscript
ws-bk974x65_ded.dot	:	Template/style file for Dedication
ws-bk974x65_pre.dot	:	Template/style file with sample text for Preface
ws-bk974x65_toc.dot	:	Template/style file for TOC
ws-bk974x65_chapter.dot	:	Template/style file with sample text for Chapters
ws-bk974x65_app.dot	:	Template/style file with sample text for Appendices
ws-bk974x65_bib.dot	:	Template/style file with sample text for References
ws-bk974x65_indx.dot	:	Template/style file with sample text for Index entries
ws-bk974x65_word.pdf	:	Sample typeset pages using the above listed templates

Using the style file

Please copy all the “*.dot files” onto your default templates directory (this will normally be something like C:\Microsoft Office\Templates).

- To create a new document, choose **New** from the **File** menu, then select the appropriate template from the **Template** list box before clicking **OK**.
- To attach the template to an existing document, first open the document, and then select the appropriate **Template** from the **Tools -> Templates and Add-ins** menu. Press the “**Attach Button**” in the **Templates and Add-ins** dialogue and double click the appropriate template/style file from the file selector. Then ensure that the “**Automatically Update Document Styles**” check box is crossed before clicking on **OK** in the **Templates and Add-ins** dialogue. It is also necessary to run the macro “**WSBK975x65**” to have a required page layout when you attach the template to an existing document.

Whichever method you have used, the World Scientific styles will then be available in the Styles list box on the tool bar, and in the Style dialogue box on the “Format” menu.

Applying World Scientific styles to your documents

The World Scientific styles are listed below. To use a style, first select the text to which you would like to attach the style, then choose the style name from the styles list box on the tool bar or by using Wsbk975x65 ToolBar/PullDown menu.

Style Name	Short cut Key	Style apply for	Remarks
Chapter No	Alt+CN	Chapter Number	
Chapter Title	Alt+CT	Chapter Title	
Heading 1-4	Alt+1-4	Headings 1-4	
Text, Text Indent	Alt+TX Alt+TI	Para, Indented paras	
List	Alt+LI	LIST	
Equation	Alt+EQ	Equations	
Referance Head, Reference	Alt+RH, RF	Reference Title & Body	Bibliography
Table, Table Caption	Alt+TA, TC	Table body & Caption	
Text After Table	Alt+TT	Para	Para which follows immediatly after the tables
Figure Caption	Alt+FC	Figure Caption	
Footnote Text	Alt+FT	Footnote	
Index Heading	Alt+IH	Index Heading	

In addition, use the Table of Contents, Table and Equation facilities available in Microsoft Word as required. To mark index entries, first select the required text and then press Index Marker button. To generate the complete Index press Index Maker button available in the Wsbk975x65 ToolBar/PullDown menu. TOC and Index can be generated Chapter wise and then merged as a single contents.doc and index.doc files respectively.

For help with the use of the World Scientific Mircosoft Word style file, please e-mail to any one of the following:

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rajesh@wspc.com.sg