

## Using Microsoft Word Style File

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 presetting a lot of their structuring for a regular typeset book size [9 in x 6 in]. This will enable the more accurate production of page proofs, reducing your need during proofreading to locate typographic mistakes.

### List of files

World Scientific Word templates and sample files are located on the website in a zip format called **ws-bk9x6\_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

bk-checklist.pdf	: check list for authors submitting their manuscript
bk-readme9x6_word.pdf	: preliminary guide
bk-instruction9x6_word.pdf	: general instructions
ws-bk9x6_chapter.pdf	: template usage guide (pdf version of ws-bk9x6_chapter.dot)
ws-bk9x6_chapter.dot	: template for Chapters (template usage guide with sample text)
ws-bk9x6_master.dot	: template for Dedication, Preface, TOC, Bibliography, Index
ws-bk9x6_appendix.dot	: template for Appendix

For loading the templates, please refer the Sec. 1.2 of ws-bk9x6\_chapter.pdf. **If you are not sure with the template loading process, the template can be retained in the current working folder and double clicking it should open a new chapter whenever the need arises.**

### 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 wspc ToolBar.



Office 2007 users can access this toolbar via **Add-Ins** 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 para	
List	Alt+LI	LIST	
Equation	Alt+EQ	Equations	
References	Alt+JR	References	Bibliography
Table, Table Caption	Alt+TA, TC	Table body & Caption	
Figure Caption	Alt+FC	Figure Caption	
Footnote Text	Alt+FT	Footnote	

For help with the use of the World Scientific MS Word template, please e-mail to either:

ykoh@wspc.com.sg or rajesh@wspc.com.sg