

Readme

World Scientific has produced a style/template document for MSWord, which will allow authors to prepare manuscripts that can be brought directly into the World Scientific production process for CRC titles. This will enable 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-procs975x65_word_medical.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

procs-readme975x65_word_medical.pdf :	preliminary guide
ws-procs975x65_word_medical.dot :	style/template file
ws-procs975x65_word_medical.pdf :	sample typeset pages using ws-procs975x65_word_medical.dot template

Using the style file

Please copy the “ws-procs975x65_word_medical.dot” onto your default templates directory (this will normally be something like C:\Program Files\Microsoft Office\Templates).

- To create a new document, choose **New** from the **File** menu, then select the `ws-procs975x65_word_medical` 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 `ws-procs975x65_word_medical` **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 “**WSPROCS975x65**” to have a required page layout when you attach the template to an existing document.

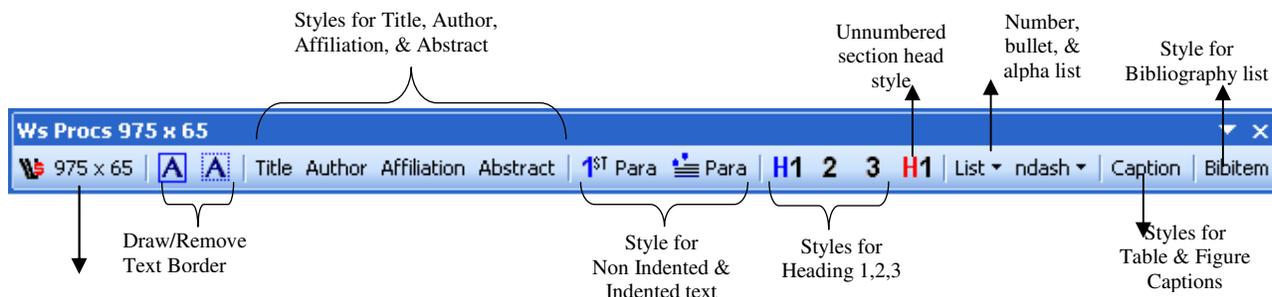
Whichever method you have used, the World Scientific styles will then be available in the **Styles list box** on the tool bar, and in the **Style dialogue box** on the “**Format**” menu.

Applying World Scientific styles to your documents

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 `wsprocs975x65` **ToolBar/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 WSProcs975x65 ToolBar/Menu.



Style Name	Short cut Key	Style apply for	Remarks
Title	Alt + T,I	Title	
Author	Alt + A,U	Author	
Affiliation	Alt + A,F	Affiliation	
Abstract	Alt + A,B	Abstract	
Heading 1-3	Alt + 1-3	Headings 1-3	
Text	Alt + S,P	spara	Para with no indent, e.g. paras which follow immediately after heading and between displayed materials
Text Indent	Alt + T,X	Text Indent	Indented Text
List	Alt + L,A Alt + L,B Alt + L,N	Alphabet list Bullet list Number list	
Figure	Alt + F,S	Figure	For Figures to appear in center with Single Line Spacing
Caption	Alt + C,P	Caption	For both Table and Figure captions
Bibitem	Alt + B,I	References	Bibliography entry

In addition, use the Table and Equation facilities available in Microsoft Word as required.

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

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