

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 preserving 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

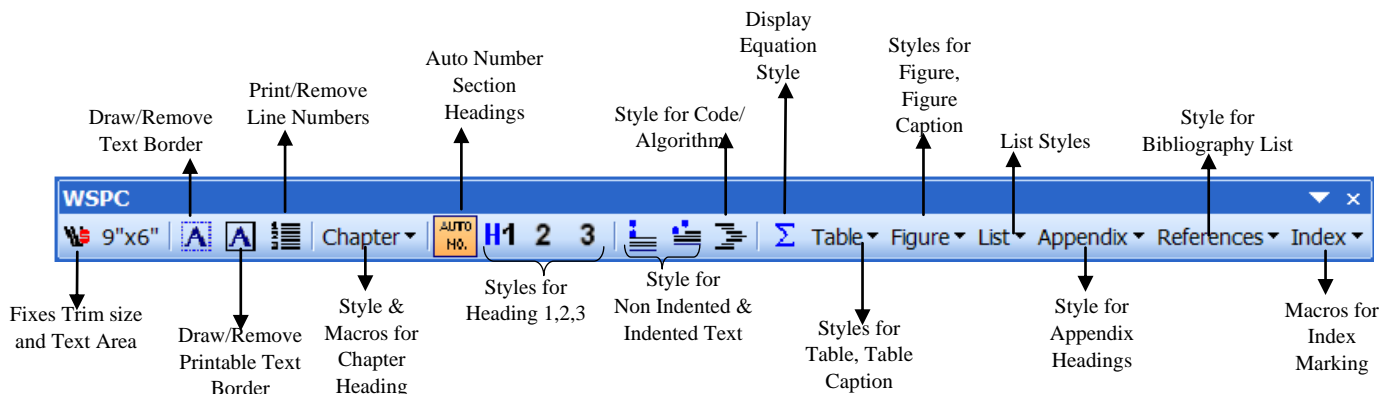
World Scientific Word templates and sample files are located on the website in a zip format called **ws-bk9x6_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

- 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.dot : template for Chapters (template usage guide with sample text)
- ws-bk9x6_chapter.pdf : template usage guide (pdf version of ws-bk9x6_chapter.dot)
- ws-bk9x6_master.docx : template for Dedication, Preface, TOC, Bibliography, Index
- ws-bk9x6_appendix.dot : template for Appendix
- ws-bk9x6_chapter.docx : sample chapter

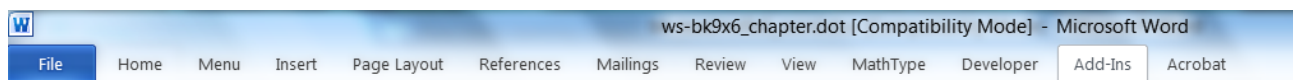
The template can be retained in the current working folder and double clicking it should open a new chapter whenever the need arises. Now just overwrite its contents with your text, save and continue editing / styling as required.

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 WSPC Toolbar.

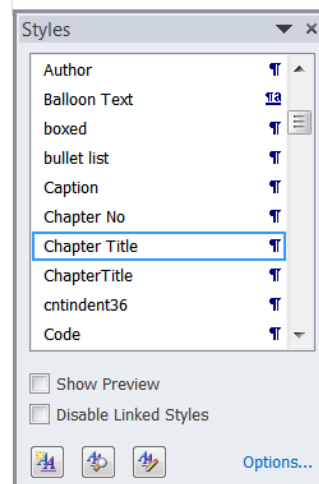


Office 2007 and later users can access this toolbar via **Add-Ins** menu.



The World Scientific styles are listed below:

Style Name	Short cut Key	Style apply for
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



Press **Alt + Ctrl + Shift + S** to invoke the default **Styles** gallery.

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