**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-procs9x6_word_medical.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

procs-readme9x6_word_medical.pdf :     preliminary guide
ws-procs9x6_word_medical.dot :     style/template file
ws-procs9x6_word_medical.pdf :     sample typeset pages using
                                     ws-procs9x6_word_medical.dot template

**Using the style file**

Please copy the "ws-procs9x6_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-procs9x6_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-procs9x6_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 "**WSPROCS9X6**" to have a required page layout when you attach the template to an existing document.
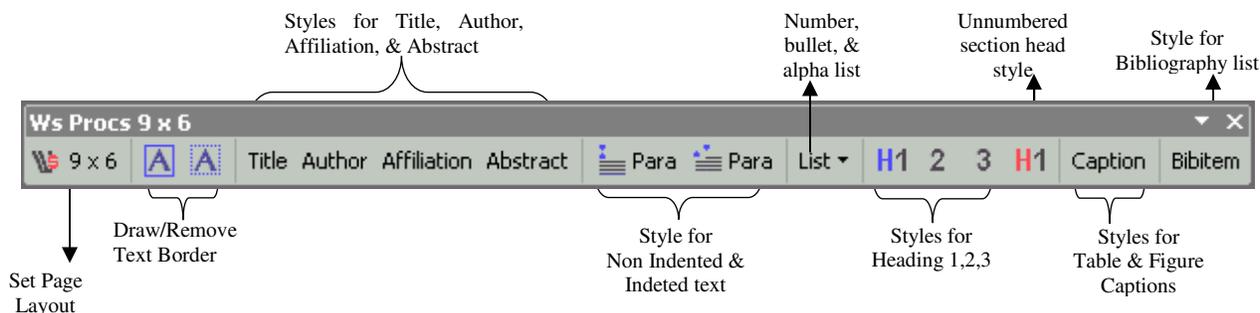
Whichever method you have used, the World Scientific styles will then be available in the Styles list box on the tool bar, and in the Style dialogue box on the "Format" menu.

**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 `wsprocs9x6` 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 `wsProcs9x6` 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 + FS | Figure | For Figures to appear in center with Single Line Spacing |
| Caption | Alt + CP | Caption | For both Table and Figure captions |
| Bibitem | Alt + BI | 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 Mircosoft Word style file, please e-mail to any one of the following:

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or
rajesh@wspc.com.sg