

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 CRC titles, and preserving a lot of their structuring for a regular typeset book (review volume), trim 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.

Installing the style file

The World Scientific Word templates and sample files are located on the website in a zip format called **ws-rv9x6_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

rv-readme9x6_word.pdf	:	preliminary guide
rv-instruction9x6_word.pdf	:	general instructions for authors
rv-checklist.pdf	:	check list for authors submitting their manuscript
ws-rv9x6_word.dot	:	Template/style file for a Chapter
ws-rv9X6_word.pdf	:	Sample typeset pages of the above

Using the style file

Please copy **ws-rv9x6_word.dot** file onto your default templates directory (this will normally be C:\Program Files\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 "**WSRV9x6**" 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 `wsrv9x6` ToolBar/PullDown menu.

Style Name	Short cut Key	Style apply for
Chapter No	Alt+CN	Chapter Number
Chapter Title	Alt+CT	Chapter Title
Author	Alt+AU	Author
Affiliation	Alt+AF	Affiliation
Abstract	Alt+AB	Abstract
Heading 1-4	Alt+1-4	Headings 1-4
Text, Text Indent	Alt+TX Alt+TI	Para, Indented paras
Bullet List	Alt+BL	Bullet
Number List	Alt+NL	Number
Alphabet List	Alt+AL	Alphabet
Equation	Alt+EQ	Equations
Reference	Alt+RF	Reference item

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
rajesh@wspc.com.sg