

**Part 1**

**Guidelines for Book Preparation in  
MS Word using WSPC Style**



## **Chapter 1**

# **Typesetting a Book in WSPC Style Using MS Word**

This article is intended for authors using WSPC's MS Word template for typesetting books. MS Word is a word processing program that can be used to create, edit, format, and save documents. Although this document is not meant to be a complete reference for using MS Word—since none can replace MS Word Help function which is always available “down-to-earth”—it provides a tutorial-refresher aid for typesetting WSPC books using MS Word on technical grounds.

### **1.1 Introduction**

Authors who use this template correctly should find that writing their book is easier. Their output will be in a form that is suitable for camera-ready copy. In addition, it will also be produced faster, with flawless typographical errors, besides automatically fitting the in-house style by default.

Detailed instructions for the preparation of the book using MS Word, including notes on preparing text which comprises Parts, Chapters, Section headings; Lists; Floats that include Tables and Figures; Mathematics; Miscellaneous; and References are described elaborately in this chapter.

### **1.2 Loading a Template**


Loading the content (chapters) into the desired template entirely depends on three factors.


- (1) If the chapter text is yet to be created, then open a new document from the menu **File | New** or **Ctrl + N**.
- (2) For already created chapter text, open your existing document from **File | Open** or **Ctrl + O**.
- (3) Now select the WSPC template:

*For Office 2003, XP and Office 97 users:*

- (i) Click **Tools | Templates and Add-ins** menu.
- (ii) Click the **Attach** button in the **Templates and Add-ins** dialogue,
- (iii) Switch to the folder that contains the WSPC template you want, double click the appropriate template/style file from the file selector. Then ensure that the check box—**Automatically Update Document Styles**—is attended before clicking **OK** in the **Templates and Add-ins** dialogue.

*For Office 2007 users:*

- (i) Click the Microsoft Office Button , and then click **Word Options**.
- (ii) Click **Add-Ins**.
- (iii) In the **Manage** list, select **Word Add-ins**, and then click **Go**.
- (iv) Click the **Templates** tab.
- (v) Under **Global templates and add-ins**, select the check box next to the template or add-in that you want to load. If the template you want does not appear in the box, click **Add**, switch to the folder that contains the WSPC template you want, click it, and then click **OK**.

For the already created content, you may switch off the section auto numbering option  to avoid double numbering.

**If you are not sure with the above process, the template can be retained in the current working folder and double clicking it should open a new chapter whenever the need arises.**

Regardless of the method employed (as explained above), the WSPC styles will be available in the **Styles** list box on the **Formatting** tool bar, and in the **Styles and Formatting** on the **Format** menu. It is also

necessary to click **9"x6"** from WSPC toolbar to have a required page layout when the template is attached to an existing document.

### **1.2.1 Applying WSPC styles to the document**

To apply a style, begin by selecting the text to which the style needs to be applied, and then choose the style name from the styles list box on the tool bar or by using WSPC Toolbar. The WSPC templates contain all the styles that is required for formatting the documents. It is crucial and recommended to exploit the usage of styles as much as possible to format the text. However, apply direct formatting only as a last resort when the style, for some reason, is incompatible with the requisite. As a note of caution, do not use any style for a purpose other than that for which it was intended or for the want of effort.

### **1.3 Combined TOC and Index using RD Fields**

When its time to create the Table of Contents or Index that spans the entire project, and perhaps ensuring that all the page numbers are consecutive, RD fields are the most stable mechanism in Word for this purpose. With predefined TOC and Index fields present at the master template, TOC and index entries are automatically generated using these RD fields. RD fields identifies a file to be included when you create a table of contents, or an index, e.g.,

```
{ RD "C:\\books\\Chapters\\chap1.doc" }  
{ RD "C:\\books\\Chapters\\chap2.doc" }  
{ RD "C:\\books\\Chapters\\chap3.doc" }
```

If all the files are not in one directory, you must include the full path to the files; always use double backslashes to specify the path. If all the chapters, TOC and index files are in same folder, then just key in the chapter filename alone with **\f** switch. e.g.,

```
{ RD "chap1.doc" \f }  
{ RD "chap2.doc" \f }  
{ RD "chap3.doc" \f }
```

RD fields that reference a series of files must be in the order in which the files are to appear in the project, e.g., files Chap1 and Chap2 both have an index entry for "apricot" on the first page. The first page number in Chap1 is 1, and the first page number in Chap2 is 100.

Sequence	Results in index entry
{ RD 01chap1 }	
{ RD 02chap2 }	apricot 1, 100, 200
{ RD 02chap3 }	
{ RD 02chap2 }	
{ RD 01chap1 }	apricot 100, 1, 200
{ RD 01chap3 }	

Sec 1.17 has more information on RD fields and indexing.

## 1.4 Macros

The WSPC templates contain a number of macros, written to help you prepare the document conforming to WSPC guidelines. The usage of these macros have been explained clearly in this document for the benefit of authors using MS Word WSPC template. Although, all macros were thoroughly tested in different environments, the probability of the document getting modified in such a way that a macro persistently fails to work as expected. In this case, save and exit the document, and open a new document (based on the WSPC template) and copy the saved content into this document before running the macro again.

### 1.4.1 Changing Word's Macro Security Level

By default, the Macro security level in Word is set to High. This means that Word will disable all macros unless one of the two criterias are met:

- the macro has a digital signature from a trusted source or
- the macro was created by the copy of the program installed on your computer.

To change the macro security level and enable the WSPC macros:

*For Office 2003, XP and Office 97 users:*

- (i) On the **Tools** menu, point to **Macro**, and then click **Security**.
- (ii) Click the **Security Level** tab, and then select the security level you want to use.
- (iii) Click **OK**

A word of caution: Even with the best, most up-to-date virus protection software installed on your computer, it is NEVER advisable to select the Low security setting. At the Medium security level, you will still be able to run unsigned macros, but Word will prompt you first.

High - Macros are disabled.

Medium - Users are prompted to enable or disable macros.

Low - No prompt. Macros are enabled.

*For Office 2007 Users:*

- (i) Click the Microsoft Office Button, click **Word Options**, and then click **Trust Center**.
- (ii) Click Macro Settings.
- (iii) Under **Macro Settings**, click **Enable** all macros.

## **1.5 Body text**

### **1.5.1 Parts**


A part heading is always centered, odd-numbered page (recto) and should be set in boldface. (Note: Avoid setting *Drop folio* in part title page without text.) It is mandatory to leave the following page blank that is even devoid of folio or running head. Each part is then further subdivided into chapters and sections.

### **1.5.2 Chapters**

Each chapter should normally be in a separate file. The chapter title should be typed in with the first letter of important words capitalized. Chapter and Section Numbers can be updated by selecting the current

chapter number and clicking the WSPC toolbar, **Chapter | Change Chapter Number**. Chapters usually starts on odd page, but for books with more than 500 pages you may run on the page numbers.

## 1.6 Major Headings

Major headings should be typeset in boldface with the first letter of important words capitalized. For already created content, you may switch off the section auto numbering option by clicking . This is to avoid the double numbering.

### 1.6.1 *Sub-headings*

Sub-headings should be typeset in boldface italic and capitalize the first letter of the first word only.

#### 1.6.1.1 *Sub-subheadings*

Typeset sub-subheadings in medium face italic and capitalize the first letter of the first word only.

## 1.7 Lists

Lists may be presented with each item marked by bullets or numbers. The order of subdivisions of items in bulleted or numbered lists may be presented as follows:


### 1.7.1 *Bulleted items*

- item one
- item two
  - sub-item one
  - sub-item two
- item three
- item four

### 1.7.2 Numbered items

- (1) First item in the first level
- (2) Second item in the first level
  - (a) First item in the second level
  - (b) Second item in the second level
- (3) Third item in the first level

## 1.8 Equations

Below is a sample equation created with Equation Editor. An equation should be typed as <tab>Equation<tab>(Equation number) then choose the style "Equation" from the styles list box on the tool bar or by clicking  from WSPC Toolbar.

$$\frac{d[F_1]}{d\omega_2} = SAm_2 \cos \omega, \frac{d[F_1]}{d\omega_3} = SAm_3 \cos \omega. \quad (1.1)$$

The equations are typeset in 11 pt size, centered with equation numbers right aligned. In MathType please set the font size to 11 pt by selecting the MathType menu **Size | Define**. When the **Define Sizes** dialog appears, set the value for **Full** as 11 pt.

## 1.9 Tables

Position tables and figures top or bottom of a page where their first reference is cited in the text. Do not put them at the end of the chapter.

Table 1.1. Single lined table captions are centered to the table width. Long captions are justified to the table width manually.

		NP			
		3	4	8	10
NC	3	1200	2000	2500	3000
	5	2000	2200	2700	3400
	8	2500	2700	16000	22000
	10	3000	3400	22000	28000

Tables are numbered sequentially within each chapter following corresponding chapter number and referred to in the text by number. Each table should have an explanatory caption which should be as concise as possible. If a table is divided into parts they should be labeled as (a), (b), (c), etc., but there should be only one caption for the whole table, and seldom separate ones for each part.

Table 1.1 demonstrates a classic example of typical WSPC style table. The WSPC house style for tables is lucid enough for authors to follow the instructions that are elucidated below, but, in books, authors may follow their own format if they prefer, provided the result is both pleasing, in aesthetic sense as well as the style applied is observed consistently throughout the book.

Tables can be created quickly by using the WSPC Table macros found at WSPC toolbar or Insert Table command, or using the Draw Table tool to create a more complex table—for example, one that contains cells of different heights or a varying number of columns per row. As stated previously, the WSPC table style is simple, comprising a bold *Top-rule*; a bold *bottom-rule*; and a thin *mid-rule* but seldom a vertical rule.

## 1.10 Figures

Word allows the placement of what is termed as a “frame” around a figure, a table, or any other element of the document so that its position

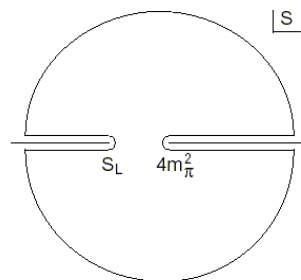


Fig. 1.1. By default, figure captions are justified to the text width. Center this text if caption does not run for more than one line.

on the page is fixed. To comprehend the usage of this Word functionality in order to achieve the desired result, look up the various entries under Frames in the on-line Help. Frame is a container that you can resize and position anywhere on the page. To position graphics and their caption, you may use a frame. Select a figure along with its caption and click WSPC toolbar **Figure | Bind Figure and Caption** to create a frame box.

### 1.11 Math Environments

Math environment comprises Example, Description, Lemma, Proof, Remark, Corollary, Theorem, and Proposition. Each math environment holds individual numbers, following their own chronological order within their domain. Among the list of environments mentioned above, only Proof, Example and Definition are set in Roman font while the rest are set in italics font. However, similarity lies in headings, where all heads are set in boldface and separated from run on text by 1 em space.

**Theorem 1.1** *Sample theorem text.*

**Lemma 1.1** *Sample lemma text.*

**Theorem 1.2 (Optional Heading)** *Sample theorem text.*

**Proof.** Proof environment ends with a square box, denoting the end of a given proof. □

**Proof.** [Proof of Lemma] Proof environment ends with a square box, denoting the end of a given proof. □

### 1.12 Quote

Sample quote.

Quote text is indented by 1pc on left and right side. The point size for the quote text is 9/11pt. The above and below side for the quote is half-line.

### 1.13 Boxes

Here is the example for the Boxed text.

This is the example for the Box text environment. The text will be placed inside a box with 6pt space on all sides. The box rule thickness is .5pt.

### 1.14 Appendices

Appendices should be used only when absolutely necessary. They should come before the References. If there is more than one appendix, number them alphabetically. Number displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc.

$$\frac{d[F_1]}{d\omega_2} = SAm_2 \cos \omega, \frac{d[F_1]}{d\omega_3} = SAm_3 \cos \omega. \quad (\text{A.1})$$

### 1.15 References and Citations

#### 1.15.1 Unnumbered references

References cited in the text should be placed within square brackets and state as [surname of author(s), year of publication], e.g., [Smith, 1964], [Smith and Thomas, 1964] and, with three or more authors, [Smith *et al.*, 1964]. If the reference reads as part of the sentences, the square brackets enclose only the year of publication, e.g., “According to Smith [1964],...”

A complete list of references cited, arranged in alphabetical order according to the surname of the first author, should be provided. References by the same author will follow a chronological sequence, i.e., Smith [1969] precedes Smith [1971]. Article titles should be stated in full but standard abbreviations should be used for journal names.

*Journal reference:*

Burke, J. E. (1964). Scattering of surface waves on an infinitely deep fluid, *J. Math. Phys.*, 6, pp. 805–819.

*Book reference:*

- Golub, G. H. and Van Loan, C. F. (1989) *Matrix Computations*, 2nd Ed. (Johns Hopkins University Press, USA).
- Lie, D. Y. C. and Wang, K. L. (2001) *Semiconductors and Semimetals* **73**, eds. Willardson, R. and Weber, E., Chapter 4 "Si/SiGe Processing," (Academic Press, San Diego) pp. 151–197.

*Proceedings reference:*

- Hattori, M. and Matsumoto, H. (1977). Hydraulic performances of a submerged plate as breakwater, *Proc. 24th Japanese Conf. Coastal Eng.*, JSCE, pp. 266–270 (in Japanese).
- Imai, T., Akiyama, Y., Ikeya, T., Kudo, K. and Tsuzuki, S. (1987). Wave focusing by a submerged crescent plate, *Proc. Coastal Eng.* JSCE: 487–491 (in Japanese).

**1.16 Numbered references**

References cited in the text should be placed within square brackets and state as [reference number], e.g., [1], [1,3] and, for contiguous entries with a range, [1–4]. A complete list of references cited, arranged in alphabetical order according to the surname of the first author, should be provided. References by the same author will follow a chronological sequence, i.e., Smith [1969] precedes Smith [1971]. Article titles should be stated in full but standard abbreviations should be used for journal names.

*Journal reference:*

1. Burke, J. E. (1964). Scattering of surface waves on an infinitely deep fluid, *J. Math. Phys.*, 6, pp. 805–819.

*Book reference:*


2. Golub, G. H. and Van Loan, C. F. (1989) *Matrix Computations*, 2nd Ed. (Johns Hopkins University Press, USA).
3. Lie, D. Y. C. and Wang, K. L. (2001) *Semiconductors and Semimetals* **73**, eds. Willardson, R. and Weber, E., Chapter 4 "Si/SiGe Processing," (Academic Press, San Diego) pp. 151–197.

*Proceedings reference:*

4. Hattori, M. and Matsumoto, H. (1977). Hydraulic performances of a submerged plate as breakwater, *Proc. 24th Japanese Conf. Coastal Eng.*, JSCE, pp. 266–270 (in Japanese).
5. Imai, T., Akiyama, Y., Ikeya, T., Kudo, K. and Tsuzuki, S. (1987). Wave focusing by a submerged crescent plate, *Proc. Coastal Eng. JSCE*: 487–491 (in Japanese).

**1.17 RD fields and Indexing<sup>a</sup>**

Creating the index entries and combined index:

- (1) Page Number all the chapters sequentially. Make sure that all the chapters' pages are numbered continuously.
- (2) Mark index entries in subdocuments (chapters)
  - (iv) Select the text you want to include as an index entry. To enter your own text as an index entry, just click where you want to insert the index entry.
  - (v) Press **ALT+SHIFT+X** or from WSPC toolbar **Index | Mark, Mark Index Entry** dialogue appears.
  - (vi) To create a main index entry, type or edit the text in the **Main entry** box. To create a subentry, type the text in the **Subentry** box. To include a third-level entry, type the subentry text followed by a colon and the text of the third-level entry.
  - (vii) To mark the index entry, click **Mark**. To mark all occurrences of this text in the document, click **Mark All**.
- (3) Attaching the subdocuments (chapters) to master file by creating RD fields:
  - (i) Please make sure that all the individual chapters are already marked with index entries. Also make sure that all the chapters' page numbers are numbered continuously.
  - (ii) In ws-bk9x6\_master.dot, turn ON the **Show/Hide** button . You can copy, paste and edit our sample RDs field provided

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<sup>a</sup> <http://office.microsoft.com/en-us/word/HP012264991033.aspx?pid=CH1006636033>

right next to **<include all chapters here using RD Fields>** or alternately can create the new ones as described below.

- (iii) Press **Ctrl + F9**, an empty **Field** brackets **{ }** will appear.
  - (iv) Now type in the text "RD" followed by a space and the 1st chapter's filename with full path. e.g.,
    - (v) { RD "c:\job\books\NM\chap1.doc" }.
  - (vi) If all the chapters and the master file are in same folder, then just key in the chapter filename alone with \f switch. e.g.,
    - { RD "chap1.doc" \f}.
  - (vii) Similarly create the RD fields for all the other chapters.
- (4) Generating index list (**To update an existing Index list, place the cursor over that Index list and press F9**):
- (i) In Index page position the cursor where you want to insert the index.
  - (ii) On the **Insert** menu, click **Index and Tables**, and then click the **Index** tab. or press **Index Maker** from WSPC toolbar. Press **OK** to create the index.

Once including all the chapters via RD fields in your master file, press **F9** button to update your combined Table of Contents.