

# Instructions for Using the Author Template *T1-book*



The author template has been designed for authors preparing book manuscripts for Springer. The template supports MS Word 2000 and 2003 but can also be used with Word 2007. Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using keystroke combinations or the special toolbars provided.

For a detailed description of how to prepare your text, references, and illustrations, see the *Instructions to Authors*.

## Getting started

- Open Word and from the *Tools* menu select the options *Macro* → *Security*. Click the “Medium” radio box and then *OK*. Exit Word.
  - Copy the template *T1-book.dot* into the directory where you want to save your manuscript.<sup>1</sup>
  - Open My Computer or Windows Explorer and double click on the template to create a new document. If a warning appears to tell you that the template contains macros, click on “Activate macros”.
- Note** Do not open the template out of Word via *File* → *Open*.
- Save the document and name it with your name and the chapter number (e.g., Smith03.doc).
  - To use the template with a document you have already created, copy the existing text into the new document. Then select *Tools* → *Templates and Add-Ins*, click the “Automatically update document styles” check box and *OK*.


**Toolbars** Generally, after attaching the Springer template, three additional toolbar items automatically appear. If this does not occur, select *View* → *Toolbars* and click “TitlePage”, “TextTools” and “ListsCaptions”.

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<sup>1</sup> If you are already familiar with document templates, proceed as follows: Copy the template into the directory containing your Word templates. Open the file you would like to format and select *Tools* → *Templates and Add-Ins*. Click “Attach” in the dialog box, highlight the *T1-book.dot* template, then click *Open*. Select the “Automatically update document styles” check box; click *OK*. (**Caution:** Do not add the template via “Global templates and add-ins”.)




## Toolbars

The special toolbars consist of buttons for the available style elements in the template. To use one of these styles, simply click the relevant toolbar button either before or after entering text. The style will then be assigned to the paragraph that currently has the cursor in it. The descriptions below show you how each of these elements can be used.

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
			
Page Setup			The <b>Page Setup</b> button automatically installs the type area
Chap. Title <title>		Standard paragraph	Title of chapter/contribution <b>Note</b> If the chapters are numbered, please insert the chapter number and then a "blank space" without a period before the chapter title
Subtitle		Author	Subtitle of chapter/contribution
Author		Affiliation	Names of authors on the chapter title page
Affiliation		Standard	Author addresses on the chapter title page
Abstract		Standard	Chapter abstract
Acknowledgments		Standard	Acknowledgments of people, grants, funds, etc. which should be placed before the reference list
ToC			On clicking this button; a table of contents with headings down to level 3 is automatically created
Index Entry	Alt+Shift+X		In order to indicate which terms should be included in the index, select the relevant word and then click the <b>Index Entry</b> button. The term now appears as a main entry in the "Mark Index Entry" dialog box. Click "Mark" to save the term as an index entry.  If the term you have selected is a subentry, you will need to copy it into the "Subentry" box and type in the main term under "Main Entry". Then click "Mark".  <b>Note:</b> Never click "Mark All"; otherwise all incidences of the word that has been selected will be included in the index.
Create Index			On clicking the <b>Create Index</b> button, the index is automatically created

<sup>2</sup> Click on another button to use a different style.

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
H1–H5 <heading1–5>	Ctrl+Shift+1, 2, 3, 4, 5	Standard	First to fifth level of headings in the chapter. <b>Note</b> For numbered headings, please insert the heading number and then a "blank space", without a period, before the heading
Run-in 1–2 <Run-in Heading 1,2>	Ctrl+Shift+6, 7	Standard	First and second level of paragraph headings. After writing the text of the heading, insert two blank spaces and press the <b>No-Format</b> button (Ctrl + Spacebar) before continuing with the text to eliminate any special formatting for the rest of the paragraph.
Line space			Inserts a 6-pt line space before the line in which the cursor is located.
<p1a>	Ctrl+Shift+Y	Standard	Non-indented text paragraph. This format will appear automatically if you press RETURN at the end of a heading
<Standard>	Ctrl+Shift+V	Standard	Standard paragraph (first line indented) of running text
<Bullet Item>	Ctrl+Shift+O	Bullet Item	Displayed lists with bullets
<Numbered Item>	Ctrl+Shift+N	Numbered Item	Displayed lists with numbers
<Subitem>	Ctrl+Shift+S	Subitem	Sublist with dashes
Footnote	Alt+F		Inserts a footnote. The footnotes will be numbered automatically and inserted to the end of the page
[ ]	Alt+R		Use for reference citations in the text with numbers in square brackets. The button inserts the brackets and places the cursor between them so that only the reference number needs to be entered
References	Ctrl+Shift+R	References	Entries in the reference list. For numbered reference lists, please insert the numbers as normal text and do not use the WinWord list function

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
Equation	Alt+E	Standard	Displayed equation. Number the equations consecutively, inserting a tabulator between equation and number
Box <Important>	Alt+B	Box <Important>	For setting off important information.
Quotation	Alt+Q	Standard	For displayed quotations (small print)
Table Title <tablelegend>	Alt+T		Inserts the word "Table". Only the table number and the heading. need to be entered
			Opens a "Table Insert" dialog box allowing you to specify the number of rows and columns you need
			Adds a row above the cursor position. / Deletes the row in which the cursor is located
			Adds a column to the left of the cursor position. / Deletes the column in which the cursor is located
Table Footnote <tablenotes>			For table footnotes
Format Table			Formats the table according to Springer's layout style
Graphic...			Opens the "Insert Picture" dialog box so that you can place the figures near to the citation in the text
Figure Legend	Alt+L		<b>Note:</b> In addition to the embedded pictures, please supply your figures as separate files. Inserts the word "Fig". Only the figure number and the caption need to be entered


## Additional Functions for Advanced Users

### Inserting Running Page Headers

- Choose *View*→*Header and Footer* and delete any existing headers and footers as well as page numbers.
- Remove any existing section breaks (manual page breaks are acceptable).
- Choose *Tools*→*Macros*, select either RunHeadsMono (for monographs) or RunHeadsContrib (for contributed books and proceedings) and click “Run”.

**Note** For aesthetic reasons, the chapter opening page has no header.

### Preparing Page Numbers

- Deactivate the formatting marks by clicking the ¶ button in the "Standard" toolbar, then work through the chapters consecutively:
- Open Chap. 1 and make a note of the number of the last page.
- Open Chap. 2.
- Choose *View*→*Header and Footer*, click the  button and insert the (odd-numbered) page that Chap. 2 should begin with in the dialog box under "Page numbering, Start at".
- Make a note of the last page number of Chap. 2.
- Open Chap. 3 (03.doc).
- etc.

### Creating a Table of Contents or Index for the Complete Book

- Open a new file and attach the document template.
- Ensure that formatting marks such as paragraph marks etc. are shown on screen. If not, click the ¶ button to display the formatting marks.
- Choose *Tools*→*Macros*, select TocField, and click “Run”. The following entry appears: { RD c:\\}
- Now enter the file name of the first chapter and the path as follows: { RD drive:\\directory\\subdirectory (where applicable)\\file name.file name extension}.  
*Example:* { RD c:\\manuscripts\\Springerbook\\01.doc}.
- **Note** Do not use file or folder names with blanks, e.g., "My documents".
- Copy the entry for the first chapter into the next line, and enter the path for the next chapter etc.:  

```
{ RD c:\\manuscripts\\Springerbook\\01.doc}
{ RD c:\\manuscripts\\Springerbook\\02.doc}
{ RD c:\\manuscripts\\Springerbook\\03.doc}
```
- Click the **ToC** or **Create Index** button and the table of contents or the index for the complete book is automatically created.

**Note** If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the table of contents accordingly. To do so, select the entire table of contents/index and press F9.

## FAQs

### **The toolbar buttons do not function**

- Choose the menu point *Templates and Add-ins* from the *Tools* menu.
- Click "Attach" in the dialog box, navigate to and select the required template, click "Open".
- Ensure the box 'automatically update document style' has been checked on, then click *OK*.
- This problem can also occur if the document template is added to the global templates. In such cases, select *Templates and add-ins*, delete the document template from the *Global templates and add-ins* window, and attach it as described above.

### **The document template macros are not activated**

If the document template macros have not been activated, proceed as follows:

- From the *Tools* menu choose *Macro*→*Security* and click in the 'middle level entry' box.
- If a warning appears indicating that the file contains macros, click "Activate macros".

### **When saving, the program asks if changes to the document template should be saved**

This occurs when individual template formatting has been modified. In this case, under no circumstances should the changes be saved to the document template.

### **Special characters are not properly displayed**

Reformatting of running text, in which special characters such as Greek letters have been entered into via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from the menu point *Insert*→*Symbol*. In the Symbol dialog box select the required character.

### **The ToC function does not work**

- Choose: *Insert*→*References*→*Index and Tables...*→*Table of Contents*→*Options*.
- Check the box "Style Template".
- Delete all entries in the list.
- Then match title and heading levels as follows: title→level 1, heading1→level 2, heading2→level 3.
- Click *OK*.

## Tips for Word 2007 Users

In the Office Fluent user interface the menus and toolbars have been replaced by the Ribbon; the commands are now organized into a set of tabs.

- Security settings: Go to the *Trust Center*, choose Macro security and click „Disable all macros with notification“. When a security warning appears to tell you that the template contains macros, click on “Activate”.
- The special toolbars can be accessed via the tab *Add-Ins*.
- The additional macros for advanced users can be accessed via *View > Macros*.
- Do not create equations with the default equation editor. Use MathType or the Microsoft Equation 3.0 instead which can be accessed via *Insert Object* from the *Insert* ribbon.