

## Instructions for Taylor & Francis Author Template Mac OS 10.4 Word 2004

*The template is a tool which allows the publisher to process your manuscript more easily; it does not represent how the published article will look.*

### To use the template styles in a new document:

- **Click** on the link to the template and save it to the desktop.
- Select the template and copy (Apple key + C). Navigate to 'My Templates' folder: Applications\MicrosoftOffice2004\Templates\MyTemplate. Paste (Apple key + V) the template into this folder.
- **Open** Word, go to *File* → *Project Gallery* → *My Templates* and select the template. Click *Open*.
- A new Word file will be created based on the template. **Save As** a '.doc' file in your preferred location with your file name of choice.
- The customised toolbars – [T&F Toolbar A] and [T&F Toolbar B] – should be visible at the top of your screen.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document.
- In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to:  
*List: Available styles.*
- Highlight the appropriate sections of text, for example, the title. Type your title over this text.
- Proceed in the same way throughout the document, deleting any style categories that are not relevant.
- **Save** the document when you are finished. The file will be saved as a 'Word Document' in the location specified above.

### To attach template styles to a working document:

- **Click** on the link to the template and save it to the desktop.
- Select the template and copy (Apple key + C). Navigate to 'My Templates' folder: Applications\MicrosoftOffice2004\Templates\MyTemplate. Paste (Apple key + V) the template into this folder.
- **Open** your manuscript in Word.
- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the T&F Template Word 2008, click *Open*.

- Ensure the box *Automatically update document styles* has been checked, and then click *OK*.
- If asked, *Enable Macros*.
- The customised toolbars – [T&F Toolbar A] and [T&F Toolbar B] – should now be visible at the top of your screen.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document.
- In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to:  
*List: Available styles*.
- If you would like to remove any previous styles, select the text and *Clear Formatting*.
- To apply the custom styles to your manuscript: highlight a portion of text and select the name of the appropriate style from the toolbars.
- Proceed through the document applying the styles as needed for your article.
- **Save** the file as a 'Word Document' (.doc) in your preferred location with your file name of choice.

**Keyboard Shortcuts:** The template contains a collection of styles which are applied using the two customised toolbars. The descriptions below show you which key combinations can be used to achieve the same result. [The Alt key is the same as the Option key on a Mac]

Article title (Alt + Ctrl + T)

Author names (Alt + Ctrl + N)

Affiliation (Alt + Ctrl + A)

Correspondence details (Alt + Ctrl + C)

Received date (Alt + Ctrl + R)

Abstract (Alt + Ctrl + S)

Level one heading (Alt + Ctrl + 1)

First paragraph style (Alt + Ctrl + P)

Follow-on paragraph style (Alt + Ctrl + Z)

Level two heading (Alt + Ctrl + 2)

Level three heading (Alt + Ctrl + 3)

Level four heading (Alt + Ctrl + 4)

Displayed quotations (Alt + Ctrl + Q)

Numbered lists (Alt + Ctrl + L)

Bulleted lists (Alt + Ctrl + B)

Equations (Alt + Ctrl + E)

Acknowledgements (Alt + Ctrl + W)

Table title (Alt + Ctrl + I)

Figure legend (Alt + Ctrl + F)

Footnotes (Alt + Ctrl + O)

Notes on contributors (Alt + Ctrl + U)

References (Alt + Ctrl + X)

**How to fix:**

**If the customised toolbars do not automatically appear:**

Select *View* → *Toolbars* → [*T&F Toolbar A*] and *View* → *Toolbars* → [*T&F Toolbar B*].

**If the toolbar buttons do not function:**

- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the T&F Template Word 2004, click *Open*.
- Ensure the box *Automatically update document styles* has been checked, and then click *OK*.

**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 *Insert* → *Symbol*. In the Symbol dialog box select the required character and click *Insert*.

Further information on how to submit your manuscript can be found on the *Instructions for Authors* page of the journal.