Instructions for Taylor & Francis CSAC Word Template
Word 2007

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.

Tip: The *Office Button* is referred to throughout this document. This button replaces the File menu and is located in the upper-left corner of Microsoft Word.

To attach template styles to a working document:

- **Click** on the link to the template and **Save** to your User Template directory. This is usually located at C:\Document and Settings\Your login name\Application data\Microsoft\Templates.

- Alternatively, you can open Windows Explorer (Windows key + E) and type **%AppData%\Microsoft\Templates** into the address bar. This will open your Template folder.

- **Once the template is saved** open your manuscript in Word.

- To utilise the customised toolbars, click the *Office Button* → *Word Options* (at the bottom of the dialog box) → *Popular*.

- Check *Show Developer tab in the Ribbon*, click *OK.*

- Select *Developer → Document Template.*

- Click *Attach* in the dialog box, navigate to and select the CSAC Word Template, click *Open.*

- Ensure the box *Automatically update document styles* has been checked, and then click *OK.*

- The *Add-Ins* option or the *Insert Sections* tab should now be visible at the top of your screen.

- Highlight a portion of text, for example the article title, look for the name of the appropriate style in *Add-Ins → [Custom Toolbar]*, and apply it.

- Proceed through the document applying the styles as needed for your article.

- **Save As** a 'Word 97-2003 Document' (.doc) in your preferred location with your file name of choice.

To use the template styles in a new document:

- **Click** on the link to the template and **Save** to your User Template directory. This is usually located at C:\Document and Settings\Your login name\Application data\Microsoft\Templates.

- Alternatively, you can open Windows Explorer (Windows key + E) and type **%AppData%\Microsoft\Templates** into the address bar. This will open your Template folder.

- **When the template is saved** open Word and click on the *Office Button* → *New* → *My Templates* and select the CSAC Word Template file. Check *Create New*: *Document*.

- A new Word file will be created based on the template. Immediately **Save As** a 'Word 97-2003 Document' in your preferred location with your file name of choice.

- To open the Taylor & Francis Custom Toolbars, select the *Add-Ins* option which should be visible at the top of your screen. If it is not there follow these instructions:

  - Click the *Office Button* → *Word Options* (at the bottom of the dialog box) → *Popular*.

  - Check *Show Developer tab in the Ribbon*, click *OK.*

  - Select *Developer* → *Document Template.*

  - Click *Attach* in the dialog box, navigate to and select the CSAC Word Template, click *Open.*

  - Ensure the box *Automatically update document styles* has been checked, and then click *OK.*

  - The *Add-Ins* option or the *Insert Sections* tab should now be visible at the top of your screen.

- 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 97-2003 Document' in the location specified above.

How to fix:

If the *Add-Ins* option is not visible at the top of the screen (the Ribbon):
- Click the *Office Button → Word Options* (at the bottom of the dialog box) → *Popular*.
- Check *Show Developer tab in the Ribbon*, click *OK.*
- Select *Developer → Document Template.*
- Click *Attach* in the dialog box, navigate to and select the CSAC Word Template, click *Open.*
- Ensure the box *Automatically update document styles* has been checked, and then click *OK.*
- The *Add-Ins* option or the *Insert Sections* tab should now be visible at the top of your screen.

To view the customised styles of the template:
- Select *Home.* You should now see the *Styles* toolbox in the top right of the screen. Click on the small arrow in the bottom right corner of the box for the Formatting box.

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.