




## Instructions for *Natural Product Research* Author Templates Word 2007 for Windows



The template has been designed to help you prepare your manuscript for submission to the journal. If accepted for publication, it will also help the publisher to process it more easily. It does not give an exact representation of 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 use the template styles in a new document:

- **Click** on the link to the templates and **Save** the Zip file to your User Template directory. This is usually located at C:\Documents and Settings\Your username\Application data\Microsoft\Templates.
- If you cannot find the directory, open Word, click on the *Office Button*  → *Word Options* (at the bottom of the dialog box) → *Advanced*. Scroll to the bottom of the options and click on *File Locations* to find the path to your User Templates directory.
- Alternatively, you can open Windows Explorer (Windows key + E) and type **%AppData%\Microsoft\Templates** into the address bar. This will open your Template folder.
- **Open** the Zip file, select the template you require and **extract** it to the User Template directory (you can delete the Zip file afterwards).
- **When the template is in place** open Word and click on the *Office Button*  → *New* → *My Templates* and select the template file you chose. Check *Create New: Document*.
- A new Word document 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 activate the Custom Toolbars, click the *Add-Ins* tab 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 template, click *Open*.
  - Ensure the box *Automatically update document styles* has been checked, and then click *OK*.
  - The *Add-Ins* 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.

**To attach template styles to an existing document** (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **Click** on the link to the templates and **Save** the Zip file to your User Template directory. This is usually located at C:\Document and Settings\Your login name\Application data\Microsoft\Templates.
- If you cannot find the directory, open Word, click on the *Office button*  → *Word Options* (at the bottom of the dialog box) → *Advanced*. Scroll to the bottom of the options and click on *File Locations* to find the path to your User Templates directory.
- Alternatively, you can open Windows Explorer (Windows key + E) and type **%AppData%\Microsoft\Templates** into the address bar. This will open your Template folder.
- **Open** the Zip file, select the template you require and **extract** it to the User Template directory (you can delete the Zip file afterwards).
- **When the template is in place** 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 template you chose, click *Open*.
- Ensure the box *Automatically update document styles* has been checked, and then click *OK*.
- The *Add-Ins* 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.

**Keyboard Shortcuts:** The template contains a collection of styles which are applied using the custom toolbars. The following key combinations can be used to achieve the same result.

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)

Keywords (Alt + Ctrl + K)

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)  
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 *Add-Ins* tab 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 template, click *Open*.
- Ensure the box *Automatically update document styles* has been checked, and then click *OK*.
- The *Add-Ins* 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* gallery in the top right of the screen. Click on the small arrow in the bottom right corner of the box for the *Styles* window.

**Special characters are not properly displayed:**

- Reformatting of running text, into which special characters such as Greek letters have been entered 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.