

## Instructions for Taylor & Francis Author Template Microsoft Word Mac 2011

*The template has been designed to help you prepare your manuscript for submission to a 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 when it has been typeset.*

### To save the template on your computer:

- Click on the template link and Save the Zip folder (archive) containing the template to your Downloads folder. Click *Show in Finder*.
- In *Finder*, double-click the Zip folder (archive) to extract the T&F Template Word 2011 file (you can delete the Zip folder afterwards).
- Select the template file and copy (Apple key + C). Navigate to the 'My Templates' folder: User/Library/Application Support/Microsoft/Office/User Templates/My Templates. Paste (Apple key + V) the template into this folder. Ensure it is saved there as a Microsoft Word Template file. The template is now ready to use.

### To create a new document based on the template:

- **When the template is in place**, open Word, go to *File* → *New from Template...*, navigate to *My Templates*, select and choose the T&F Template Word 2011 file.
- A new Word document will be created based on the template. Two Custom Toolbars – [TF Toolbar A] and [TF Toolbar B] – should be visible at the top of your screen. Immediately **Save As** a Word Document (.docx) in your preferred location with your file name of choice.
- The *Home* tab in the Ribbon near the top of the Microsoft Word screen contains a *Styles* gallery. Click the icon at the bottom right corner of the *Styles* gallery to display the *Styles* palette. Ensure the option at the bottom of the *Styles* is set to *List: Styles in Use*. This will show you the customised styles of the template.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.
- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbars and click in the toolbar to apply it.
- 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 previously specified.

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

- **When the template is in place**, 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 2011 file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.
- Two Custom Toolbars – [TF Toolbar A] and [TF Toolbar B] – should now be visible at the top of your screen.

- The *Home* tab in the Ribbon near the top of the Microsoft Word screen contains a *Styles* gallery. Click the icon at the bottom right corner of the *Styles* gallery to display the *Styles* palette. Ensure the option at the bottom of the *Styles* is set to *List: Styles in Use*. This will show you the styles in your document.
- If you would like to remove any previous styles, select the text and *Edit* → *Clear* → *Clear Formatting*.
- To apply the custom styles to your manuscript, highlight or click within 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. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save As** a Word Document (.docx) 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 keystroke 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)  
 Notes on contributors (Alt + Ctrl + U)  
 Received date (Alt + Ctrl + R)  
 Abstract (Alt + Ctrl + S)  
 Keywords (Alt + Ctrl + K)  
 Subject codes (Alt + Ctrl + J)  
 Level one heading (Alt + Ctrl + 1)  
 Level two heading (Alt + Ctrl + 2)  
 Level three heading (Alt + Ctrl + 3)  
 Level four heading + paragraph (Alt + Ctrl + 4)  
 Paragraph (Alt + Ctrl + P)  
 New paragraph (Alt + Ctrl + Z)  
 Displayed quotation (Alt + Ctrl + Q)  
 Bulleted list (Alt + Ctrl + B)  
 Numbered list (Alt + Ctrl + L)  
 Displayed equation (Alt + Ctrl + E)  
 Acknowledgements (Alt + Ctrl + W)  
 Footnotes (Alt + Ctrl + O)  
 References (Alt + Ctrl + X)  
 Table title (Alt + Ctrl + I)  
 Figure caption (Alt + Ctrl + F)

## **Troubleshooting:**

### **If the custom toolbars do not automatically appear:**

Select *View* → *Toolbars* → [*TF Toolbar A*] and *View* → *Toolbars* → [*TF 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 2011 file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.

### **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.
- To avoid this problem, always insert special characters into 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 to a specific journal can be found on the *Instructions for Authors* page of the journal.