Instructions for Taylor & Francis Author Template
Microsoft Word 2003 for Windows

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:

- First you will need to locate and open your Templates folder. This is usually located at C:\Program files\Microsoft Office\Templates. Alternatively you can open this folder by launching Windows Explorer (Windows key + E on your keyboard) and typing `%AppData%\Microsoft\Templates` into the address bar, then pressing the Enter (or Return) key on your keyboard.

- If you cannot find your Templates folder, open Word, go to *Tools → Options → File Locations*, then double-click *User templates* to open the path to your Templates folder.

- **Click** on the link to the template and **Save** the file to your Templates folder. The template arrives in a Zip (compressed) file from which it must be extracted before you can use it.

- **Extract** the Word template file from the Zip (compressed) file to your Templates folder. Ensure it is saved there as a Microsoft Word Template. You can then delete the Zip 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*.

- A Task Pane will appear to the right of your screen. Under **Templates**, click *On my computer → General*. Select the T&F Template Word 2003 file. Check *Create New: Document*.

- A new Word Document will be created based on the template; two Custom Toolbars should now be visible at the top of your screen. Immediately **Save As** a Word Document (.doc) in your preferred location with your file name of choice.

- Select *Format → Styles and Formatting*, which will display the formatting bar on the right of your document. The option at the very bottom of the Styles and Formatting bar should be set to Show *Formatting in use* or *Available styles*. 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 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 2003 file, click *Open*.

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

- Two Custom Toolbars should now be visible at the top of your screen.

- Select *Format → Styles and Formatting.* The formatting bar will appear on the right of your document. Ensure that the option at the very bottom of the *Styles and Formatting* bar is set to *Show: Available styles.* This will show you the styles in your document.

- If you would like to clear any previous formatting, select the text and go to *Clear Formatting*.

- To apply a style to your text, highlight or click within a portion of text and look for the name of the appropriate style on the custom toolbar, then click the toolbar to apply it.

- 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** the file as a Word Document 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.

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 → [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 2003 file, click *Open.*
- Ensure the *Automatically update document styles* box has been checked, then click *OK.*

If 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 to a specific journal can be found on the *Instructions for Authors* page of the journal.