

Instructions for Taylor & Francis Author Template Windows XP Word 2003

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** to your User Template directory. This is usually located at C:\Program files\Microsoft Office\Templates. (If you cannot find the User Template directory, open Word, go to *Tools* → *Options* → *File Locations*, where you will find the path to this 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.
- **When the template is saved** open Word, go to *File* → *New*.
- A Task Pane will appear to the right of your screen. Look under **Templates** and click *On my computer* → *General*. Select the T&F Template Word 2003 file. Check *Create New: Document*.
- A new Word file will be created based on the template. 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 *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 either: *Show: Formatting in use* or *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 file as a '.doc' in your preferred location with your file name of choice.

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:\Program files\Microsoft Office\Templates. (If you cannot find the Template directory open Word, look in *Tools* → *Options* on the *File Locations* tab to find the path to your User Template 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.
- **When the template is saved** 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, click *Open*.
- Ensure the box *Automatically update document styles* has been checked, and then click *OK*.
- The customised toolbars – [T&F Toolbar A] and [T&F Toolbar B] – 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*.
- 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 it and look for the name of the appropriate style on the toolbar. Then apply it.
- Proceed through the document applying the styles as needed for your article.
- **Save** the file as a '.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.

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)

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 2003, 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.