



## Instructions for Taylor & Francis THSJ 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 THSJ 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 THSJ 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 THSJ 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 THSJ 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.