

## Instructions for using the sv-journ\_chem template

Preliminaries .....	1
Getting started .....	1
Using the Toolbars .....	2
Toolbar Title Page .....	2
Toolbar Text .....	3
Toolbar Figures and Tables .....	4
Lists and Footnotes .....	4

### Preliminaries

The journal template has been designed for authors working with Word 2000 or higher. Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using keystroke combinations or the special toolbars provided.

### Getting started

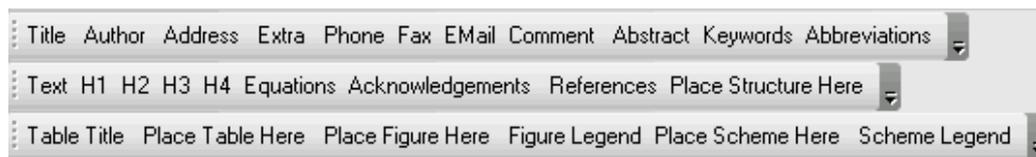
- Copy the template *sv-journ\_chem.dot* into the directory where you want to save your manuscript.<sup>1</sup>
- Open My Computer or Windows Explorer and double click on the template to create a new document  
**Note** Do *not* open the template out of Word via *File*→*Open*.
- Save the document and name it with your name (e.g., Smith.doc).
- To use the template with a document you have already created, copy the existing text into the new document.

---

<sup>1</sup> If you are already familiar with document templates, proceed as follows: Copy the template into the directory containing your Word templates. Open the file you would like to format and select *Tools*→*Templates and Add-Ins*. Click "Attach" in the dialog box, highlight the *sv-journ\_chem.dot* template, then click *Open*. Select the "Automatically update document styles" check box; click OK. (**Caution:** Do *not* add the template via "Global templates and add-ins".)

## Using the Toolbars

Generally, after attaching the Springer template, three additional toolbar items automatically appear. If this does not occur, select *View* → *Toolbars* and click "TitlePage", "TextTools" and "FigTables".



The special toolbars consist of buttons for the available style elements in the template. To use one of these styles, simply click the relevant toolbar button either before or after entering text. The style will then be assigned to the paragraph that currently has the cursor in it. The descriptions below show you how each of these elements can be used, and which key combinations to achieve the same result.

### Toolbar Title Page

**Title** (Ctrl + Shift + T). Use for the title of your chapter. On RETURN, the style *Author* will follow.

**Author** (Ctrl + Shift + A). Use for the names of authors on the chapter title page. On RETURN, the style *Address* will follow. After the last entry, click another button to continue with the chapter.

**Address** (Ctrl + Shift + D). Use for each address on the chapter title page. On RETURN, the style *Phone* will follow.

**Extra** (Ctrl + Shift + X). Use for an extra address (e.g., present address) on the title page. On RETURN, the style *Extra* will be repeated. When all addresses have been entered, click on another button to start the next structure.

**Phone** (Ctrl + Shift + P). Use for each telephone number on the chapter title page. On RETURN, the style *Fax* will follow.

**Fax** (Ctrl + Shift + X). Use for each fax number on the chapter title page. On RETURN, *Email* will follow.

**EMail** (Ctrl + Shift + E). Use for each e-mail address on the chapter title page. On RETURN, On RETURN, a *standard paragraph* will follow.

**Comment** (Ctrl + Shift + C). Use for a comment on the title page. (e.g., funding, dedication, name of conference at which work originally presented). On RETURN, a standard paragraph will follow.

**Abstract** (Ctrl + Shift + S). Use for an abstract. On RETURN, the style *keywords* will follow.

**Keywords** (Ctrl + Shift + K). Use for keywords for the article. After the last entry, click another button to continue.

**Abbreviations** (Ctrl + Shift + B). Use for a list of the abbreviations used in the article. Separate abbreviations and definitions with a colon; separate entries with a semicolon.

## Toolbar Text

**Text** (Alt + T). Use for standard paragraphs of running text. This style is the default to appear after the RETURN key is pressed (except for title page structures).

Note: Use this style for any structure you need to include which is not otherwise covered in the template

**H1** (Alt + 1). Use for the first level of headings in the article. On RETURN, a *standard paragraph* will follow.

**H2** (Alt + 2). Use for the second level of headings in the article (i.e., level below Heading 1). On RETURN, a *standard paragraph* will follow.

**H3** (Alt + 3). Use for the third level of headings in the article (i.e., level below Heading 2). On RETURN, a *standard paragraph* will follow.

**H4** (Alt + 4). Use for the fourth level of headings in the article (i.e., level below Heading 3). On RETURN, a standard paragraph will follow. Use this level for run-in headings. In this case, use the keystroke or toolbar button as usual, but after writing the text of the heading, insert a period and press Ctrl + SPACEBAR before continuing with the text to eliminate any special formatting for the rest of the paragraph.

**Equations** (Alt + E). Use for a displayed equation in the article. The equation will be automatically centred. Number the equations consecutively, inserting a tabulator between equation and number. On RETURN, a *standard paragraph* will follow. Use MathType or the Word Equation Editor to enter equations.

**Acknowledgements** (Alt + E). Use for each paragraph of acknowledgements in the article. On RETURN, a *standard paragraph* will follow.

**References** (Alt + R). Use for each entry in the reference list. For numbered reference lists, please insert the numbers as normal text and do not use the WinWord list function. On RETURN, the style *Reference* will be repeated. After the last entry, click another button to continue.

**Place Structure Here** (Alt+ S). This is not a paragraph style, but a text box to indicate where a structure should be placed in the final publication. After insertion, add the structure number. Do not embed graphics in the text, but supply them as separate files.

### **Toolbar Figures and Tables**

**Table Title** (Ctrl + Alt + T). Use for each table title. A table title should precede each table. Tables should be created using the standard WinWord table functions and grouped at the end of the text file, after the figure legends.

**Figure Legend** (Ctrl + Alt + G). Use for each figure legend. Figure legends should be grouped at the end of the text file, after the references.

**Scheme Legend** (Ctrl + Alt + X). Use for each scheme legend. Scheme leg-ends should be grouped at the end of the text file, after the references.

### **Lists and Footnotes**

For lists and text footnotes, please use the functions provided by Word for these specific purposes. Please refer to your Word handbook for details.