

## Instructions for using the SV-journal 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.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.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.

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

**Phone** (Ctrl + Shift + H). 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.

**URL** (Ctrl + Shift + W). Use for each URL on the title page. On RETURN, a *standard paragraph* will follow.

**Article Note** (Ctrl + Shift + C). Use for entering an article note on the title page. (e.g., funding, dedication, name of conference at which the work was 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

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

**H2** (Ctrl + Shift + 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** (Ctrl + Shift + 3). Use for the third level of headings in the article (i.e., level below Heading 2). On RETURN, a *standard paragraph* will follow.

**Run-in Heading** (Ctrl + Shift + 4). Use for inserting run-in headings in the chapter. On RETURN, a *standard paragraph* will follow.

**Text** (Ctrl + Shift + V). 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.

**Equation** (Ctrl + Shift + I). 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 the Word Equation Editor to enter equations.

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

**Reference** (Ctrl + Shift + 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.

## Toolbar Figures and Tables

 (Ctrl + Shift + 9). Use for each figure legend. Figure legends should be grouped at the end of the text file, after the references.

 (Ctrl + Shift + L). 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.

 Opens a "Table Insert" dialog box allowing you to specify the number of rows and columns you need.

Once the table has been inserted, the following additional formatting buttons appear in the toolbar:

 Adds a row above the cursor position. – Deletes the row in which the cursor is located.

 Adds a column to the left of the cursor position. – Deletes the column in which the cursor is located.

## 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.

## FAQs

### The toolbar buttons do not function

- Choose the menu point *Templates and Add-ins* from the *Tools* menu.
- Click "Attach" in the dialog box, navigate to and select the required template, click "Open".
- Ensure the box 'automatically update document style' has been checked on, then click *OK*.
- This problem can also occur if the document template is added to the global templates. In such cases, select *Templates and add-ins*, delete the document template from the *Global templates and add-ins* window, and attach it as described above.

**When saving, the program asks if changes to the document template should be saved**

This occurs when individual template formatting has been modified. In this case, under no circumstances should the changes be saved to the document template.

**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 the menu point *Insert*→*Symbol*. In the Symbol dialog box select the required character.

**Tips for Word 2007 Users**

In the Office Fluent user interface the menus and toolbars have been replaced by the Ribbon; the commands are now organized into a set of tabs.

- The special toolbars can be accessed via the tab *Add-Ins*.
- Do not create equations with the default equation editor. Use MathType or the Microsoft Equation 3.0 instead which can be accessed via *Insert Object* from the *Insert* ribbon.