

## Instructions for Using the Template in MSWord 2000

### Downloading the Template

1. Select the version of the ACS template that corresponds to the version of word-processing software you will be using to prepare your manuscript. The template will be downloaded as a "template" file rather than as a "document" file. In Word, it will have the file extension ".dot" instead of ".doc".
2. Save the file in the **Templates** folder of Microsoft Office 2000 (or Microsoft Word 2000). *NOTE: a dialog box will appear during downloading, asking where you want to save the file. Save this file in the **Templates** folder of Microsoft Office 2000 (or Microsoft Word 2000).*

This document is now saved in the **Templates** folder with a ".dot" extension and will appear on the **General** tab in the **New** dialog box. *Note: If it does not appear, open the file and then save it using the same file name as a Document Template.* Check the ACS Web page before using the template to verify that you are using the most recent version.

There are a number of paragraph styles available for use in this template to identify the different parts of your manuscript, i.e., Title, Author Names, Abstract, etc. In Microsoft Word, the name of the paragraph style is displayed on the formatting toolbar on the top left side of your screen. Use the styles provided in the template for each corresponding section of your paper. By using the paragraph styles, you identify the components of your paper, alerting the editorial office to how the different parts of the paper should be formatted. Each paragraph must have a Word Style defining it. When you prepare a manuscript using the template, you will not actually see the formatting that appears in the published paper. Your paper will be formatted as part of the editorial production process. Authors should refer to the User's Guide for their individual word processor or graphics package for answers directly related to those programs.

### Working with the Template

There are several ways to work with your manuscript in this template: (A) use the template to create a manuscript, (B) copy and paste the working document into the template, and (C) attach the template to a working document. Instructions are given below for each of these methods.

#### *A. Using the template to create a manuscript*

1. Create a document from the template by choosing **File, New**. You should see the ACS template file available for use in the **General** category. *NOTE: If it does not appear, open the file from the location where you saved it and resave it using the same file name as a Document Template. This should make it so that it does appear on the **General** tab in the **New** dialog box.*
2. Select the ACS Template and make sure the option **Create: Document** (not **Template**) is selected. Click **OK**. You will see a file containing sample text sections with tips for using the template and guidelines for what each section contains. This text is formatted with the paragraph style appropriate for the section. In addition, a popup Styles toolbar should

appear on your screen listing the Word Styles available. This toolbar can be closed and reopened for later use when needed (**View, Toolbars, Styles**). When you use the template to create a document, the new document will be a copy of the template containing the information you input and the original template file will remain unchanged.

3. Select (highlight) the text of the template that you want to replace and begin typing your manuscript (i.e., select the Title section for typing in your title), ensuring that you have selected text from the appropriate section (i.e., the Author Names section for typing in your author names).

#### *B. Copying and pasting a document into the template*

If you have prepared your document in a file not using the template, you can copy text from the working document and paste it into the template file.

1. Create a document from the template by choosing **File, New**. You should see the ACS template file available for use. *NOTE: If it does not appear, open the file from the location where you saved it and resave it using the same file name as a Document Template. This should make it so that it does appear on the **General** tab in the **New** dialog box.*
2. Select the ACS template and make sure the option **Create: Document** (not **Template**) is selected. Click **OK**. You will see a file containing sample text sections with tips for using the template and guidelines for what each section contains. This text is formatted with the paragraph style appropriate for the section. In addition, a popup Styles toolbar should appear on your screen listing the Word Styles available. This toolbar can be closed and reopened for later use when needed (**View, Toolbars, Styles**). When you use the template to create a document, the new document will be a copy of the template containing the information you input and the original template file will remain unchanged.
3. Open your existing manuscript file.
4. Copy and paste text from the working document into the appropriate sections of the template. It is easiest to copy the entire document and then assign a Word Style to each paragraph after pasting. *NOTE: if you choose to copy and paste sections from your original document rather than the entire document, be sure to include just the text (not the paragraph symbol) and paste it into the template. If the paragraph symbol is copied, the style of your original document overrides the template style. To change the style back to the template style, click anywhere in the pasted-in text and select the proper Word Style from the Word Styles list.*

#### *C. Attaching the template to a working document*

If you have prepared your document in a file not using the template, you can attach the template to your working document in order to apply the Word Style tags. If attaching the template to your document, you will need to print a copy of the template first so that you can identify which Word Style should be applied to the different sections of your manuscript (**File, New**) and select the appropriate ACS template)..

1. Open your manuscript file.
2. Select **Tools** on the toolbar and then **Templates** and **Add-ins**. *NOTE: There are several ways to import templates/styles into working documents within Word. See the "templates" section of Microsoft Word **Help** for further instructions.*
3. Select the **Automatically Update Document Styles** box (failure to do so will not copy the template Word Styles into the working document).
4. Within the **Templates and Add-ins** window, select **Attach** and highlight the ACS template file.
5. Select **Open**. This selects the template.
6. Select **OK**. This will return you to the working document.
7. Go to the Word Style list on the formatting toolbar (far left box), and you will see all the Word Styles from the template that have now been imported into the current document. A popup Styles toolbar has also been generated that will display the different Word Styles for easier use. If you do not see this toolbar, select **View, Toolbars, Styles**, and it should appear. You can close this at any time and reopen it when needed.
8. Place the cursor where you want to apply the paragraph style. Select the relevant Word Style. This will apply the Word Style to the entire text (sentence or paragraph). Do this for all sections of the manuscript.

### **General Instructions for All Methods**

1. Carriage returns should only be used to end headings and paragraphs. Do not use carriage returns to break lines. Use a spell checker to detect any typos and eliminate any spaces before punctuation.
2. Pay particular attention to the format of the references to ensure that they comply with the style in use for the journal where you are planning to submit your manuscript. The responsibility for accuracy of the references lies with the author.
3. Tabular material should be presented with the table-formatting feature in your word-processing package. Enter each data element in its own cell.
4. Ensure all characters are correctly represented throughout the manuscript: for example, 1 (one) and l (ell), 0 (zero) and O (oh). Use Symbol font for all Greek letters and math symbols. Use only characters in your file that came with the character sets in your word processor.

### **Working with Graphics in the Template**

Detailed instructions on working with graphics in the template can be found [here](#).

## **Saving Your Manuscript in the Template**

When you are finished and are ready to save your document, delete all sections from the template that are not needed. Assign the file a name that will identify your manuscript, one which is different than that of the template. Save the file with the graphics in place. In Microsoft Word, click **Save As** (**File** menu) and save it as a document file (.doc).

## **Checking Your Manuscript for Completeness**

Proof a printout of the manuscript (from a 600 dpi or higher laser printer) to ensure that all parts of the manuscript are present and clearly legible.