

Instructions for using the Author Template sv-book

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Preliminaries

The author template has been designed for authors preparing book manuscripts for Springer. The template supports MS Word 2000 and higher. If you use an older Word-Version please refer to your Springer-Contact. 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.

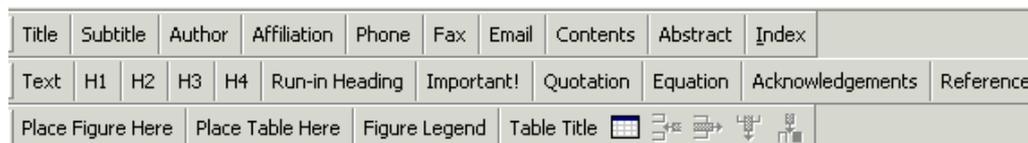
Getting started

- Open Word and from the *Tools* menu select the options *Macro* → *Security*. Click the “Medium” radio box and then *OK*. Exit Word.
 - Copy the template *sv-book.dot* into the directory where you want to save your manuscript.¹
 - Open My Computer or Windows Explorer and double click on the template to create a new document. If a warning appears to tell you that the template contains macros, click on “Activate macros”.
- Note** Do *not* open the template out of Word via *File* → *Open*.
- Save the document and name it with your name and the chapter number (e.g., Smith03.doc).
 - To use the template with a document you have already created, copy the existing text into the new document.

¹ 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, a *standard paragraph* will follow. After the entry, click either the **Subtitle** or **Author** button as required to continue with the chapter.

Subtitle (Ctrl + Shift + S). Use for the subtitle 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 *Affiliation* will follow.

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, a *standard paragraph* will follow.

Contents (Ctrl + Shift + C). Use for each entry in the contents list on the chapter title page. On RETURN, the style *Contents* will be repeated for the next entry. After the last entry, click another button to continue with the chapter.

Abstract (Ctrl + Shift + O). Use for a chapter abstract. On RETURN, a *standard paragraph* will follow.

Index (Alt + Shift + X). In order to indicate which terms should be included in the index, select the relevant word and then click the **Index** button. The term now appears as a main entry in the "Mark Index Entry" dialog box. Click "Mark" to save the term as an index entry.

Note: Never click "Mark All"; otherwise all incidences of the word that has been selected will be included in the index.

Toolbar Text

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).

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

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

H4 (Ctrl + Shift + 4). Use for the fourth level of headings in the chapter (i.e., level below Heading 3). On RETURN, a *standard paragraph* will follow.

Run-in Heading (Ctrl + Shift + 5). Use for inserting run-in headings in the chapter. On RETURN, a *standard paragraph* will follow.

Important! (Ctrl + shift + K). Use for setting off important information in the chapter. Enter the text between the lines that appear. On RETURN, a *standard paragraph* will follow.

Quotation (Ctrl + Shift + Q). Use for each paragraph of a displayed quotation in the chapter. On RETURN, a *standard paragraph* will follow.

Equation (Ctrl + Shift + I). Use for a displayed equation in the chapter. The equation will be automatically centred. Number the equations consecutively, inserting a tabulator between equation and number. On RETURN, a *standard paragraph* will follow.

Acknowledgements (Ctrl + Shift + G). Use for each paragraph of acknowledgements in the chapter. 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 with the chapter.

Toolbar Figures and Tables

Place Figure Here Figure Placement Indicator (Ctrl + Shift + J). This is not a paragraph style, but a text box to indicate where a figure should be placed in the final publication. After insertion, add the figure number. Do not embed graphics in the text, but supply them as separate files.

Place Table Here Table Placement Indicator (Ctrl + Shift + Y). This is not a paragraph style, but a text box to indicate where a table should be placed in the final publication. After insertion, add the table number. Do not insert tables in this box or integrate them into the text, but group them at the end of the text file, after the figure legends.

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

Table Title (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.