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Help using the template

Downloading the template

1. Select the version of the JPP template that corresponds to the version of word-processing software you will be using to prepare your manuscript.

2. Do not open this file by double-clicking but save it as a template (.dotx) in the Templates directory of Microsoft Word (for example, C:/ Program Files/Microsoft Word/Templates or C:/Program Files/Microsoft Office/Templates).

3. This document is now saved in the Templates folder with a .dotx extension and will appear on the General tab in the New dialog box. **Notes:** You may have trouble downloading the template(s). This happens quite frequently with some navigator versions; you have to press a specific key PC: RIGHT CLICK and Mac: OPTION(alt) while clicking on the icon so as to download the file.

Opening the template

To create a document from the template, click New (File menu). You should see the JPP template file available for use. Select the JPP Template and make sure that the option Document, and not Template, is marked. 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. 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. Always check the JPP Article submission page to ensure that you are using the most recent version of the template.

Working with the text in the template

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 Abstract section for typing in your abstract).

Alternative method – adding template to previously created document

If you have prepared your document in a file not using the template, it is still possible to attach the template to your working document in order to apply the Word Style tags. There are several ways to import templates/styles into working documents within Word (see templates in Microsoft Word Help for further instructions).

a. Select Tools on the toolbar and then Templates and Add-ins.

b. Within the Templates and Add-ins window, select Attach and highlight the JPP template file.

c. Make sure the Automatically Update Document Styles box is selected (failure to do so will not copy the Word template styles into the working document).

d. Select Open. This selects the template.

e. Select OK. This will return you to the working document.

f. Go to the Word Style list on the formatting toolbar and you will see all the Word Styles from the template that have now been imported into the current document.

g. Click in the sentence or paragraph where you want to apply the paragraph style. Using the Styles toolbar that appears with the template or the Word Style menu on the toolbar, 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.**

Notes

- 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. Pay particular attention to the format of the references to ensure that they comply with the style in use for the JPP. The responsibility for accuracy of the references lies with the author.

- Tabular material should be presented with the table-formatting feature in your word-processing package. Enter each data element in its own cell.

- Ensure that 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. Concerning superscript and subscripts, use only your word processor's and keep the same size and font as the rest of the text (do NOT shift up/down the letters/figures manually).

Working with graphics in the template

The JPP template is intended as a tool to assist you in the placement of your artwork. To insert graphics as a figure, chart, scheme, or table, create a new line and insert the graphic where desired. If your graphic is not visible, ensure that the Word Style is «Normal» with an automatic height adjustment (from the Format menu, choose Paragraph; under Line Spacing, Single) and not Word Style «JPP08_main_text», «JPP10_figure», «JPP10_chart», «JPP10_scheme», «JPP10_table». Paste the graphics in the size they will be printed in the journal. **DO NOT** resize or add labels to the artwork from within Word. If the size of the artwork needs to be adjusted, resize the artwork in your graphics program and re-paste the artwork into the template (maximum width for single-column artwork, 78 mm; maximum width for double-column artwork, 170 mm). If you are using ChemDrawTM, it is best to copy the actual artwork and paste it into Word rather than saving it as a file and pasting the file in. In addition, in the ChemDrawTM Preferences, ensure that the Optimize for High-Resolution non-Postscript Printing, Include ChemDraw LaserPrep, and Include PostScript Preferences are ON.

If your artwork does not appear where you placed it and is "floating" over the caption text, select the piece of artwork by clicking on it. Under Format, select Picture or Object and then click the position tab. Make sure the Float over text box is NOT selected. If it is, deselect it and select OK. This should make your artwork appear where you originally placed it.

Notes: Graphics should be included **at the end of document** (after the text and references) with **one graphic per page** (followed by its caption/title).

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; «lastname_man.doc». 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 read 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.