INSTRUCTIONS FOR USING THE SPRINGER NATURE WORD TEMPLATE

For Authors of Books or Chapters

Abstract

This is a user instruction manual created for Springer Nature Authors using Word.
Latest version of October 2021.

1 Introduction

1.1 Scope and Purpose

This document helps the author to prepare the manuscript with proper rendering and necessary structures manually or in an automated way. The template contains predefined style and formats for all the necessary elements in the manuscript. These formats are easily accessible with mouse clicks or some keyboard shortcuts. This document provides step-by-step instructions for using the formats/template.

1.2 Process Overview

The authors will be provided with the options to enable the word add-ins. By clicking the add-ins, authors will be shown some buttons in a **StylePad**. This **StylePad** can be used to modify or change the rendering of the necessary elements such as Title, Headings, Equations, Figure and Tables. To use the options in **StylePad**, simply click the relevant button before or after entering text. Then the corresponding formatting and styles will be applied to the element where the cursor has been placed. The descriptions below show how each of these elements can be used.

2 Getting Started

- Open Word and in the **File** menu, click on **Options**. Click on **Trust Center** and then on **Trust Center Settings**. Click on **Macro Settings** and choose "*Disable all Macros with notification*", then press OK twice. Exit Word.
- Copy the template Author.dotm into the directory where you want to save your manuscript.
- 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 macros have been disabled, click on "**Enable Content**". *Note*: Do not open the template out of Word via File→Open.
- Save the document and name it (e.g., Document.docx).
- To use the template within a document that you already have created, copy the existing text into the new document. Then click on File→Options→Add-Ins and under "Manage" choose "Templates" and press Go. Click the "Automatically update document styles" check box and press OK.
  Once enabled, the STYLING option will be visible as shown in Fig. 1.

Fig. 1. Word menu list showing STYLING option.

3 StylePad

The **StylePad** provides three main options (Fig. 2) to render the manuscript in preferred a way.

1. Auto Styling
2. Manual Styling
3. Recent Style View

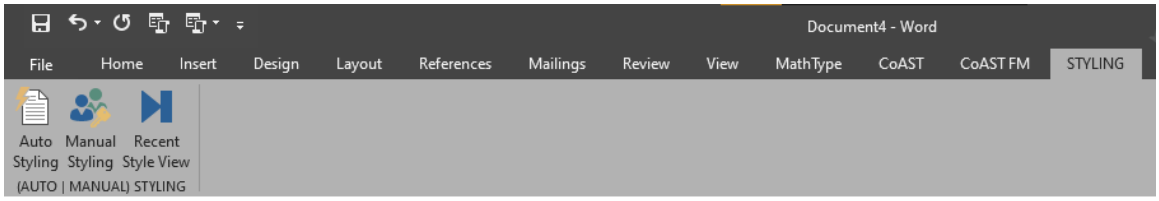

Fig. 2. Options available in the STYLING menu.

3.1 Auto Styling

Authors can use this feature to style the entire document without any manual intervention.

3.2 Manual Styling

This option can be used to style the content whenever the author is keying the content or if the keyed-in content is not properly rendered using the **Auto Styling**. Place the cursor where the content starts, paragraph or heading, and click the relevant options in the **StylePad**. For assistance, the manual styling options are grouped as Header, Body, Tail, and Misc (Fig. 3).

Fig. 3. Options available in Manual Styling.

3.2.1 Header

A list of the major elements that cover the header part are listed here for the authors to select and proceed. Figure 4 shows the options available in Header. Authors can choose this option to render or style all the elements listed. Simply select the content that has to be rendered and click the corresponding styles.

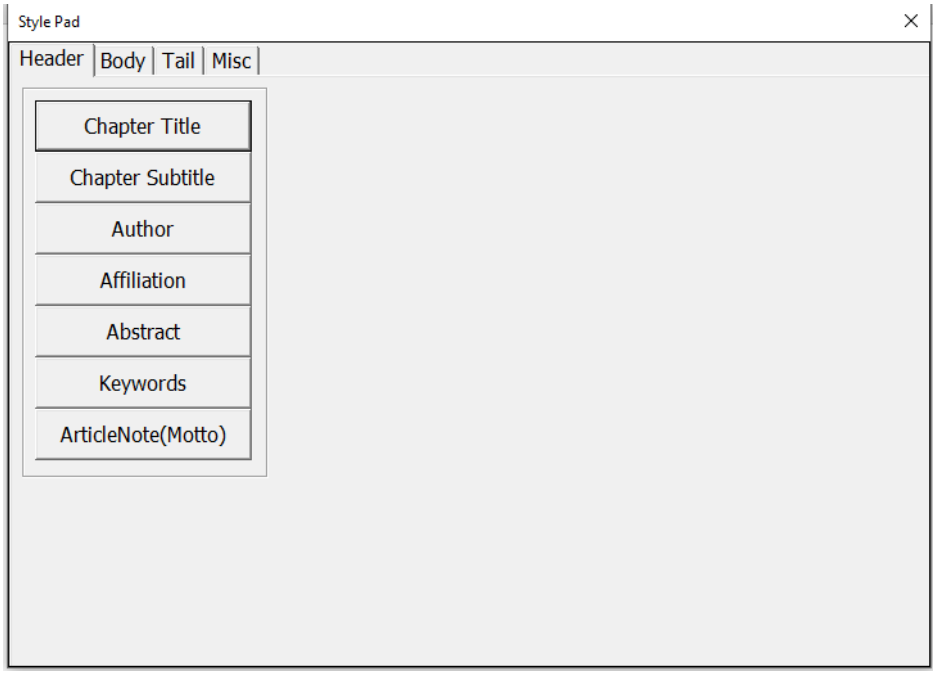

Fig. 4. Options available in Header (Manual Styling).

Here the ArticleNote button is provided to capture any note to the content that will be placed in the first page according to the author preference.

3.2.2 Body

More elements are listed here to cover the entire body structure of the document to render properly (Fig. 5).

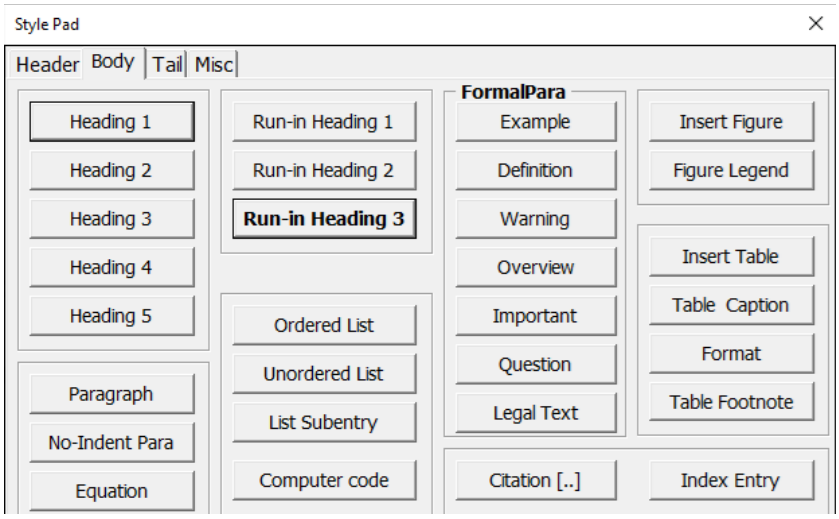

Fig. 5. List of available elements under **Body** tab.

The style lists starts from Heading, which contains five levels and also the run-in headings up to three levels. It also contains options to choose the list formatting (ordered and unordered) and supports subentries also. The **StylePad** is equipped to insert and format Figures, Tables and their corresponding captions and legends. There may be some paragraphs that stand out from the content, such as examples and definitions. These can be formatted as FormalPara and various styles (Example, Definition, etc.). Computer codes, Quotes from other contents and footnotes can also be rendered properly with this add-in.

Equations can be inserted into the document using the word options (Fig. 6). Select "Insert" in the word menu, and then select "Equation" (shortcut key = Alt+=). Equations are of two types: inline and display. "Inline" specifies that the equation is run-in with the existing paragraph or the text. Display equations are placed on a separate line, and can be either numbered or un-numbered. While clicking the equation option, by default, inline equation will be inserted (Fig. 7), but can be changed to display. *Note*: Display equations in manuscript which are rendered as inline equations with multi-blocks should be captured as one single block.

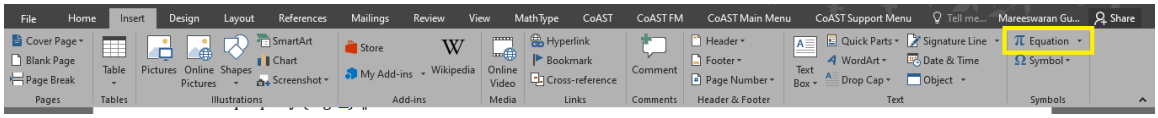

Fig. 6. Word option to insert equation.

Authors have to ensure that the individual display equations are inserted in the document as a single block. Entire equation content – variables, texts, symbols – should be placed inside a single block of equation. Multiple blocks containing some texts out of the block may seem to be rendered correctly in the document, but it will lead to further reworking and alignment.

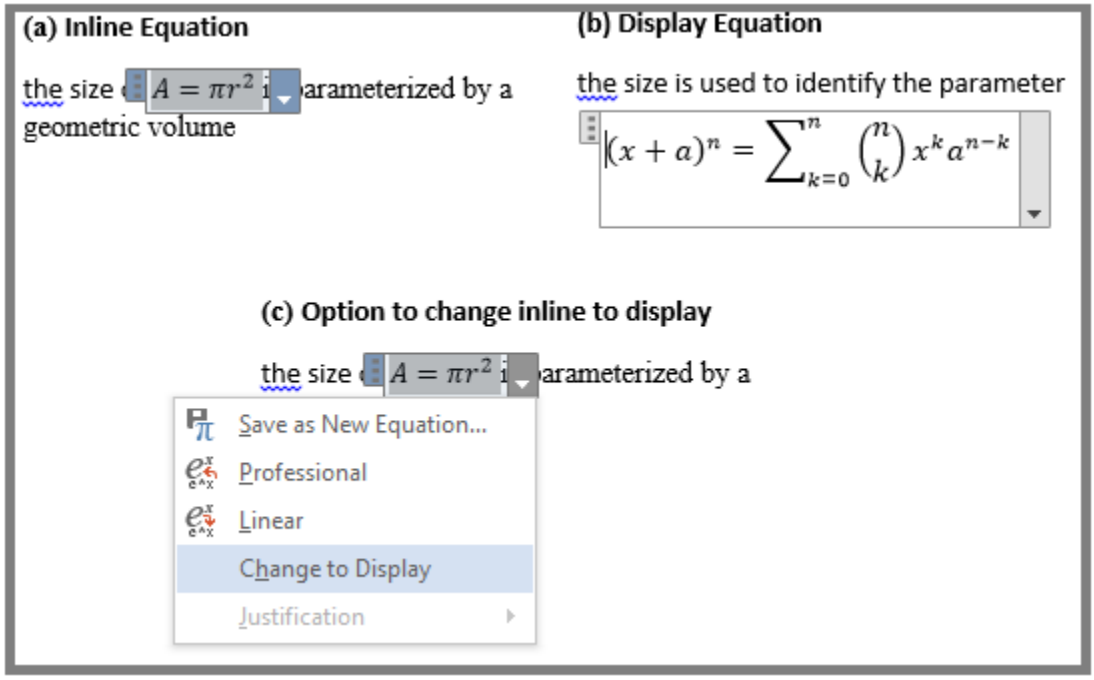

Fig. 7. Types of equations (a) inline equation, (b) display equation (should maintain in one block) and (c) the option to change display an equation.

Some elements such as headings occur repeatedly in the manuscript. To ease the author, shortcut keys (Table 1) are included in this add-in.

Table 1. Body: list of elements, shortcut keys and short description.

Elements	Key Stroke	Style Description
Headings H1-H5	Ctrl+Shft+1,2,3,4,5	**A short phrase to indicate what the next content is all about** Change or modify Heading Levels varying from H1-H5 **1 Heading** **----------** **1 Title** **----------** *Note*: If the Headings are numbered, please insert the number and then insert a "Single space" without a end period before the Heading Title. See the example below.
Run-in Headings 1-3	Ctrl+Shft+7,8,9	These are paragraph headings which can be included irrespective of the hierarchie of the section headings H1-H5. If the heading applies to more than one paragraph please insert a blank line after the last paragraph which belongs to this heading. Three styles are available See example below. **Run-in Head1** Bold Version head followed by running text paragraph. ***Run-in Head2*** BoldItalic Version head followed by running text paragraph. **Run-in Head3** Bold Version head followed by running text paragraph.
Paragraph	Alt+P	Styling for a regular paragraph of text, generally with indent of the first line. Without indent of the first line after headings.
Equation	Alt+E	**Mathematical expressions, inline or display. Sometimes, the equations are numbered for cross-reference in the text** Change or modify Equation in the paragraph Equation must be tagged with Math mode alone. Display equation should be included with Equation Tag.
Computer Code	Alt+C	**Source code written in any programming language** Use this element to apply the font variation to a program code.
Block Quote	NA	**Set off from the existing text. Usually a long quotation is placed with different font or size with indentation** *Note*: This element will indent both sides of a block quote
Footnote	Alt+F	Change or modify the page footnote
Ordered List	Alt+O	**Lists of items are presented with numbers or letters followed by a tab entry** Update the list elements in numerical order format or alphabetical order format

Unordered List	Alt+U	**Lists of items are presented with bullets or symbols followed by a tab entry** Update the List elements in bulleted format
List Subentries	Alt+S	**Second level list entries** Update the List elements with subentries
FormalPara (used to render didactic elements – optionally with headings)		
Example	NA	Change or modify Example format text in the document
Definition	NA	Change or modify Definition format text in the document
Warning	NA	Change or modify Warning format text in the document
Overview	NA	Change or modify Overview format text in the document
Important	NA	Change or modify Important format text in the document
Box	NA	Change or modify Box format text in the document
Legal Text	NA	Change or modify Legal format text in the document
Question	NA	Change or modify Question format text in the document
Other Elements		
Citation	NA	Use for reference citations in the text with numbers in square brackets. Click on the "Citation" button to insert the brackets, and enter the reference number in between the brackets
Index Entry	NA	Use this element to indicate which terms should be included in the index
Insert Figure	NA	Use the "Insert Figure" dialog box so that you can place a figure near to the citation in the text
Figure Legend	Alt+F	Click on the "Figure Legend" button to insert "Fig.", and then enter in the figure number and caption after "Fig."
Insert Table	NA	Insert a Table into the document
Table Caption	Alt+T	Click on the "Table Caption" button to insert the word "Table", and then enter in the table number and caption after "Table"
Format	NA	Change or modify the table format
Table Footnote	NA	Change or modify a footnote to the Table

Basic instructions on how to place headers/footers and page numbers in a Word document are provided in Table 2.

Table 2. Basic Instructions.

Style	Instruction
Header	• INSERT - Click on Insert -> Header -> Select Header Layout ->Apply • REMOVE – Click on Insert -> Header -> Select Remove Header • EDIT - Click on Insert -> Header -> Select Edit Header • SAVE - Click on File -> Save (Press Ctrl+S)
Footer	• INSERT - Click on Insert -> Footer -> Select Footer Layout ->Apply • REMOVE – Click on Insert -> Footer -> Select Remove Footer • EDIT - Click on Insert -> Footer -> Select Edit Footer • SAVE - Click on File -> Save (Press Ctrl+S)
Page Number	• INSERT - Click on Insert -> Page number -> Select Page Number Layout ->Apply • REMOVE – Click on Insert -> Page number -> Select Remove Page number • FORMAT - Click on Insert -> -> Page number -> Select Format Page Number • SAVE - Click on File -> Save (Press Ctrl+S)

3.2.3 Tail

Tail contains the references, appendix, and some paragraphs. Options are provided to style and render all these elements in the **Tail** tab (Fig. 8). With these options the author can modify or properly render the acknowledgments, references, and appendix. A short description of the elements is provided in Table 3.

Table 3. List of elements available in the Tail tab of **StylePad**.

Elements	Description
Acknowledgement	Change or modify an Acknowledgement
Paragraph	Change or modify a paragraph in the document
Appendix	Change or modify the body of an Appendix
Reference List Heading	Change or modify the heading of reference list
Reference	Update References

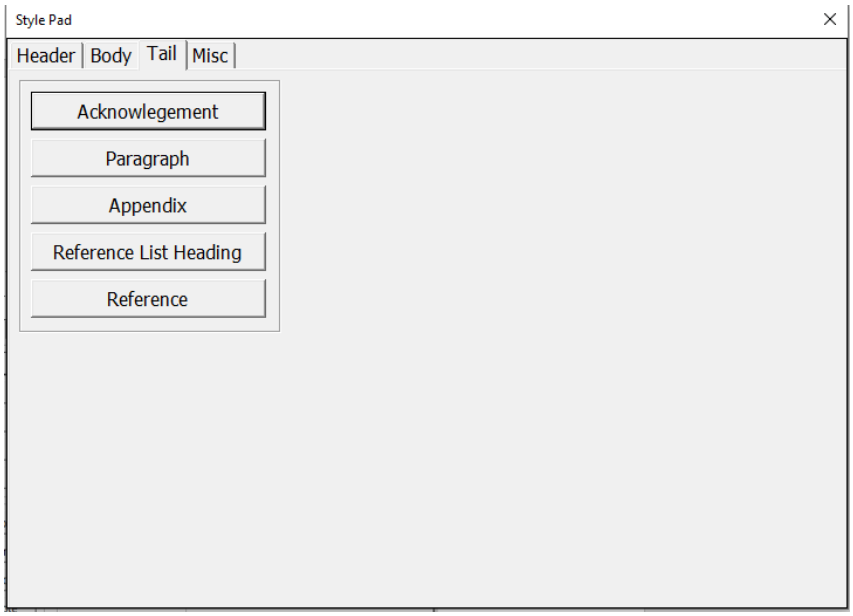

Fig. 8. List of available elements under the **Tail** tab.

3.2.4 Misc

Authors may prefer to introduce the Table of Contents and Index as a part of the manuscript. Hence these options are provided in the Misc option (Fig. 9) and short description is given in Table 4.

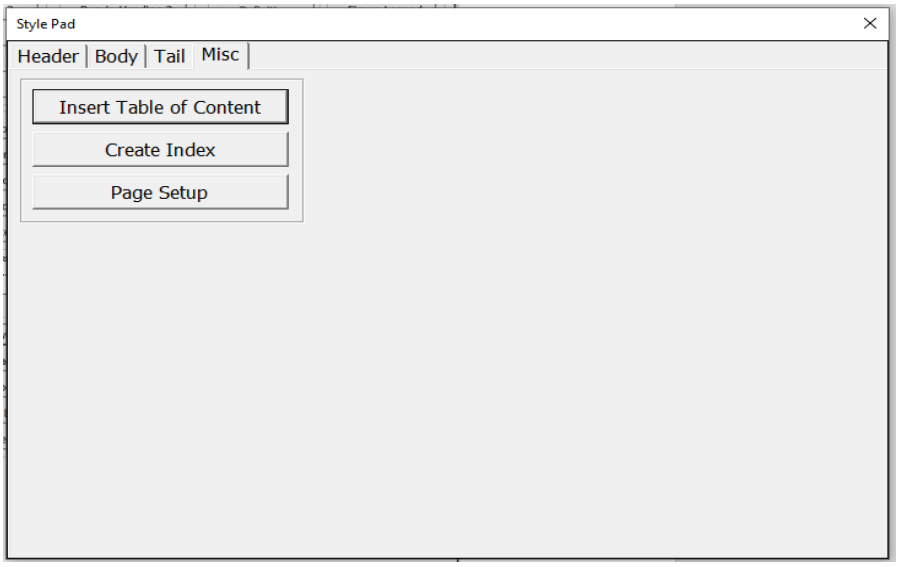

Fig. 9. List of available elements under the **Misc** tab.

Table 4. List of elements available in the **Tail** tab of **StylePad**.

Elements	Description
Insert Table of Content	Insert a Table of Content into the document
Create Index	Create the index for the complete book
Page Setup	Manually style the page orientation, margin and page size of a document

3.3 Recent Style Review

On clicking on this option, the content last styled by the author will be selected and highlighted. This is helpful for the authors who prepare their manuscript part by part.