

# Instructions for Using the Author Template *T1-book*

The author template has been designed for authors preparing book manuscripts for Springer Nature. 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 toolbar buttons provided.

For a detailed description of how to prepare your text, references, and illustrations, see the *Instructions to Authors*.

## 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 *T1-book.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. 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 with your name and the chapter number (e.g., Smith03.docx).
  - To use the template with a document you have already 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*.

**Ribbon** Generally, after attaching the Springer Nature template, an additional tab item automatically appears. If this does not occur, open the *File* menu, click on *Options*→*Customize Ribbon* and click the “Add-Ins” check box, then *OK*.

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<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 *Developer*→*Add-Ins*. Click “Attach” in the dialog box, highlight the *T1-book.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”.)

## Add-Ins

The special tab *Add-Ins* 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.

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
<div style="border: 1px solid black; padding: 2px; background-color: #f0f0f0;">           Page Setup   Chap. Title Subtitle   Author Affiliation   Abstract   Acknowledgments   ToC   Index Entry   Create Index         </div>			
Page Setup			The <b>Page Setup</b> button automatically installs the type area
Chap. Title <title>		Standard paragraph	Title of chapter/contribution <b>Note</b> If the chapters are numbered, please insert the chapter number and then a "blank space" without a period before the chapter title
Subtitle		Author	Subtitle of chapter/contribution
Author		Standard	Names of authors on the chapter title page
Affiliation		Standard	Author addresses on the chapter title page
Abstract		Standard	Chapter abstract
Acknowledgments		Standard	Acknowledgments of people, grants, funds, etc. which should be placed before the reference list
ToC			On clicking this button; a table of contents with headings down to level 3 is automatically created
Index Entry	Alt+Shift+X		In order to indicate which terms should be included in the index, select the relevant word and then click the <b>Index Entry</b> button. The term now appears as a main entry in the "Mark Index Entry" dialog box. Click <i>Mark</i> to save the term as an index entry.  If the term you have selected is a subentry, you will need to copy it into the "Subentry" box and type in the main term under "Main Entry". Click <i>Mark</i> , then <i>Close</i> . <b>Note:</b> Never click <i>Mark All</i> ; otherwise all incidences of the word that has been selected will be included in the index.
Create Index			On clicking the <b>Create Index</b> button, the index is automatically created

<sup>2</sup> Click on another button to use a different style.

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
H1–H5 <heading1–5>	Ctrl+Shift+1, 2, 3, 4, 5	Standard	First to fifth level of headings in the chapter. <b>Note</b> For numbered headings, please insert the heading number and then a "blank space", without a period, before the heading
Run-in 1–2 <Run-in Heading 1,2>	Ctrl+Shift+6, 7	Standard	First and second level of paragraph headings. After writing the text of the heading, insert two blank spaces and press the <b>NoFormat</b> button (Ctrl + Spacebar) before continuing with the text to eliminate any special formatting for the rest of the paragraph.
Line space			Inserts a 6-pt line space before the line in which the cursor is located.
 <p1a>	Ctrl+Shift+Y	Standard	Non-indented text paragraph. This format will appear automatically if you press RETURN at the end of a heading
 <Standard>	Ctrl+Shift+V	Standard	Standard paragraph (first line indented) of running text
 <Bullet Item>	Ctrl+Shift+O	Bullet Item	Displayed lists with bullets
 <Numbered Item>	Ctrl+Shift+N	Numbered Item	Displayed lists with numbers
 <Subitem>	Ctrl+Shift+S	Subitem	Sublist with dashes
Footnote	Alt+F		Inserts a footnote. The footnotes will be numbered automatically and inserted to the end of the page
	Alt+R		Use for reference citations in the text with numbers in square brackets. The button inserts the brackets and places the cursor between them so that only the reference number needs to be entered
References	Ctrl+Shift+R	References	Entries in the reference list. For numbered reference lists, please insert the numbers as normal text and do not use the WinWord list function

Style	Key stroke	On RETURN will follow <sup>2</sup>	How to use
			
Equation	Alt+E	Standard	Displayed equation. Press the Tab key, then insert the equation, which will be centered. To insert the equation number, press Tab again. Number the equations consecutively.
Box <Important>	Alt+B	Box <Important>	For setting off important information
Quotation	Alt+Q	Standard	For displayed quotations (small print)
Table Title <tablelegend>	Alt+T	Standard	Inserts the word "Table". Only the table number and the heading. need to be entered  <b>Note:</b> To insert a table, click on the tab <i>Insert</i> , click on the <i>Table</i> button and on <i>Insert table</i> . A "Table Insert" dialog box opens, allowing you to specify the number of rows and columns you need.
			 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
Table Footnote <tablenotes>			For table footnotes
Format Table			Formats the table according to Springer's layout style
Graphic			Opens the "Insert Picture" dialog box so that you can place the figures near to the citation in the text  <b>Note:</b> In addition to the embedded pictures, please supply your figures as separate files.
Figure Legend	Alt+L	Standard	Inserts the word "Fig". Only the figure number and the caption need to be entered

## Additional Functions for Advanced Users

### Inserting Running Page Headers

- Delete any existing headers and footers as well as page numbers by clicking *Insert*→*Header* and *Remove Header*, respectively *Insert*→*Footer* and *Remove Footer*, respectively *Insert*→*Page Number* and *Remove Page Numbers*.
- Remove any existing section breaks (manual page breaks are acceptable).
- Choose *View*→*Macros*→*View Macros*, select either RunHeadsMono (for monographs) or RunHeadsContrib (for contributed books and proceedings) and click *Run*.

**Note** For aesthetic reasons, the chapter opening page has no header.

### Preparing Page Numbers

- Deactivate the formatting marks by clicking the ¶ button in the "Standard" toolbar, then work through the chapters consecutively:
- Open Chap. 1 and make a note of the number of the last page.
- Open Chap. 2.
- Choose *View*→*Page Number*→*Format Page Numbers* and insert the (odd-numbered) page that Chap. 2 should begin with in the dialog box under "Page numbering, Start at".
- Make a note of the last page number of Chap. 2.
- Open Chap. 3 (03.docx).
- etc.

### Creating a Table of Contents or Index for the Complete Book

- Open a new file and attach the document template.
  - Ensure that formatting marks such as paragraph marks etc. are shown on screen. If not, click the ¶ button to display the formatting marks.
  - Choose *View*→*Macros*→*View Macros*, select "TocField", and click *Run*. The following entry appears: { RD c:\\}
  - Now enter the file name of the first chapter and the path as follows: { RD drive:\\directory\\subdirectory (where applicable)\\file name.file name extension}.
- Example:* { RD c:\\manuscripts\\Springerbook\\01.docx}.
- Note** Do not use file or folder names with blanks, e.g., "My documents".
- Copy the entry for the first chapter into the next line, and enter the path for the next chapter etc.:

```
{ RD c:\\manuscripts\\Springerbook\\01.docx }
{ RD c:\\manuscripts\\Springerbook\\02.docx }
{ RD c:\\manuscripts\\Springerbook\\03.docx }
```

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- Click the **ToC** or **Create Index** button and the table of contents or the index for the complete book is automatically created.

**Note** If you make subsequent modifications to individual chapters causing changes to the text and page numbering, you will need to alter the table of contents accordingly. To do so, select the entire table of contents/index and press F9.

## FAQs

### **The toolbar buttons do not function**

- Choose the button *Add-Ins* from the tab *Developer*.
- 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 *Add-ins*, delete the document template from the *Global templates and add-ins* window, and attach it as described above.

### **The document template macros are not activated**

If the document template macros have not been activated, proceed as follows:

- From the *Developer tab*, choose *Macro Security* and click in the "Disable all macros with notification" box, then press *OK*.
- If a warning appears to tell you that macros have been disabled, click on "Enable Content".

### **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.

### **The ToC function does not work**

- Choose: *References*→*Table of Contents*→*Insert Table of Contents*→*Options*.
- Check the box "Styles".
- Delete all entries in the list.
- Then match title and heading levels as follows: title→level 1, heading1→level 2, heading2→level 3.
- Click *OK*.