

## Readme

World Scientific has produced a style/template document for MSWord, which will allow authors to prepare manuscripts that can be brought directly into the World Scientific production process for CRC titles of the proceeding size [9.61in x 6.69in]. This will enable more accurate production of page proofs, reducing your need during proofreading to locate typographic mistakes.

### Installing the style file

The World Scientific Word templates and sample files are located on the website in a zip format called **ws-procs961x669\_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

procs-readme961x669\_word.pdf : preliminary guide  
procs-instruction961x669\_word : general instructions  
ws-procs961x669\_word.dotm : style / template file  
ws-procs961x669\_word.pdf : PDF version of ws-procs961x669\_word.dotm

The template can be retained in the current working folder and double clicking it should open a new document based on our styles. Now just overwrite its contents with your text, save and continue editing / styling as required.

### Applying World Scientific styles to your documents

The World Scientific styles are listed below. To use a style, first select the text to which you would like to attach the style, then choose the style name from the MS Word Styles gallery.

Style Name	Short cut Key	Style apply for
Title	Alt+TI	Title
Author	Alt+AU	Author
Affiliation	Alt+AF	Affiliation
Abstract	Alt+AB	Abstract
Heading 1-4	Alt+1-4	Headings 1-4
Text, Text Indent	Alt+SP Alt+TX	Para, Indented paras
Equation	Alt+EQ	Equations
Bibitem	Alt+BI	Reference item

In addition, use the Table and Equation facilities available in Microsoft Word as required.

For help with the use of the World Scientific Microsoft Word style file, please e-mail to any one of the following:

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