Science of Synthesis Document Template

for Microsoft Word 2007 and upwards

(If you require instructions for an earlier version of Word, please contact the editorial office.)

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1. Opening and Installing the Template

In the RL_Template.zip file, you will find the *Science of Synthesis* style template file (this is at … RL_Template.zip\Template\Template_for_PC\). The file is called **RL_SciSynth.dot** and can either be saved to your desktop or other folder of your choosing. When clicking on this to open the file, a new document **Document1.doc** is automatically opened containing the styles to be used in the manuscript.

Alternatively, you can save the template to the default directory containing Word templates. The location of this directory, if not known, can be found as follows:

In the ribbon click on **File/Options/Advanced** and scroll down to **General**. Clicking on **File Locations…** opens a pop-up window showing where files are saved:
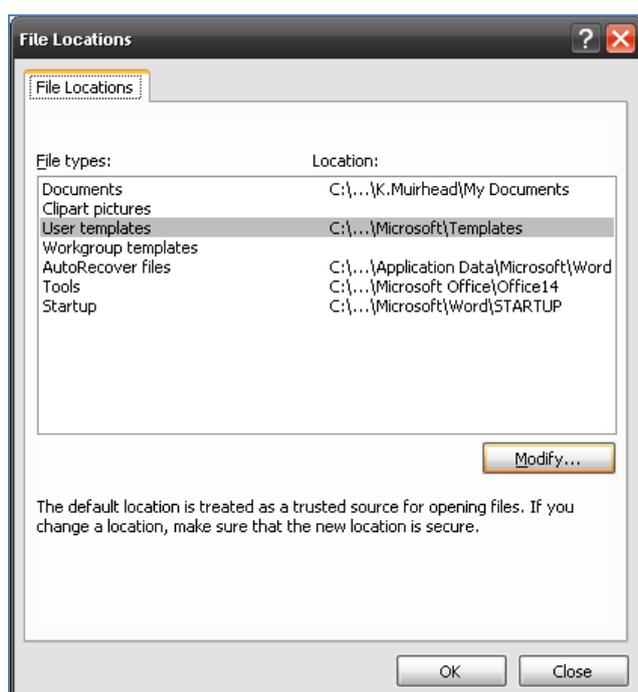
Having made a note of the destination pathway it is now possible to copy the **RL_SciSynth.dot** file to the templates folder. This can be done using click and drag operations in Windows Explorer.
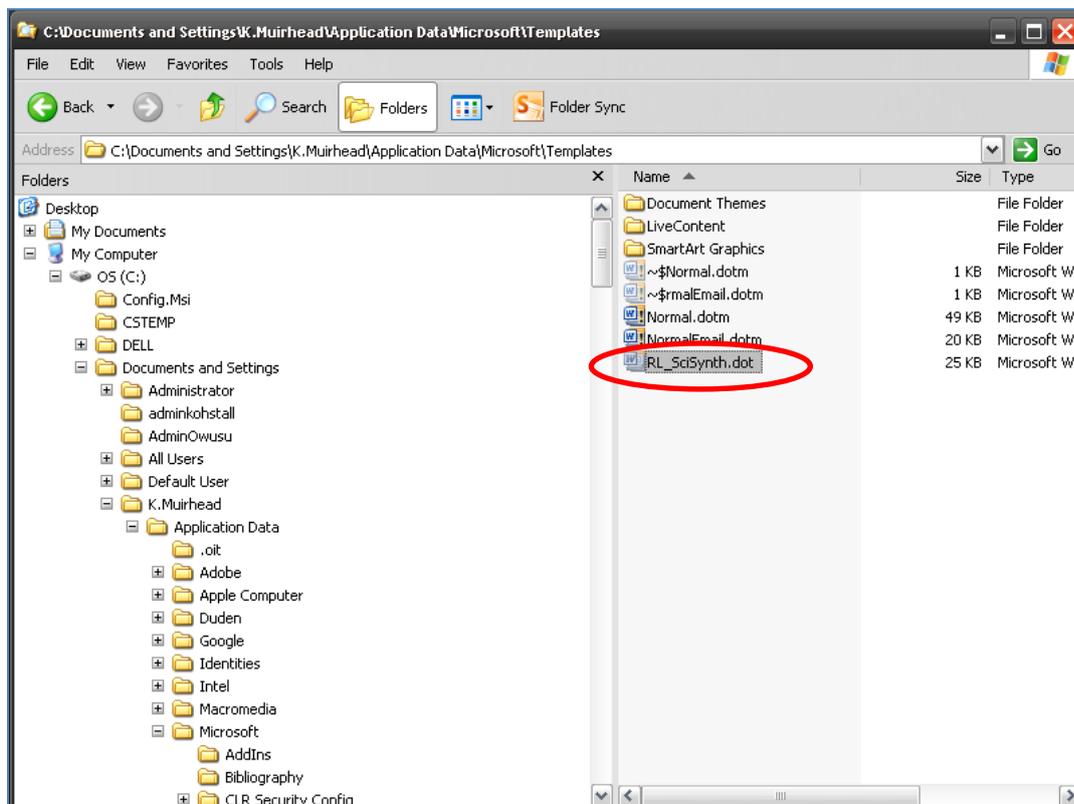

Now in Word when you click on **File/New/My Templates** the following pop-up window should appear showing **RL_SciSynth.dot** as an option which will open as a Document when **OK** is clicked.
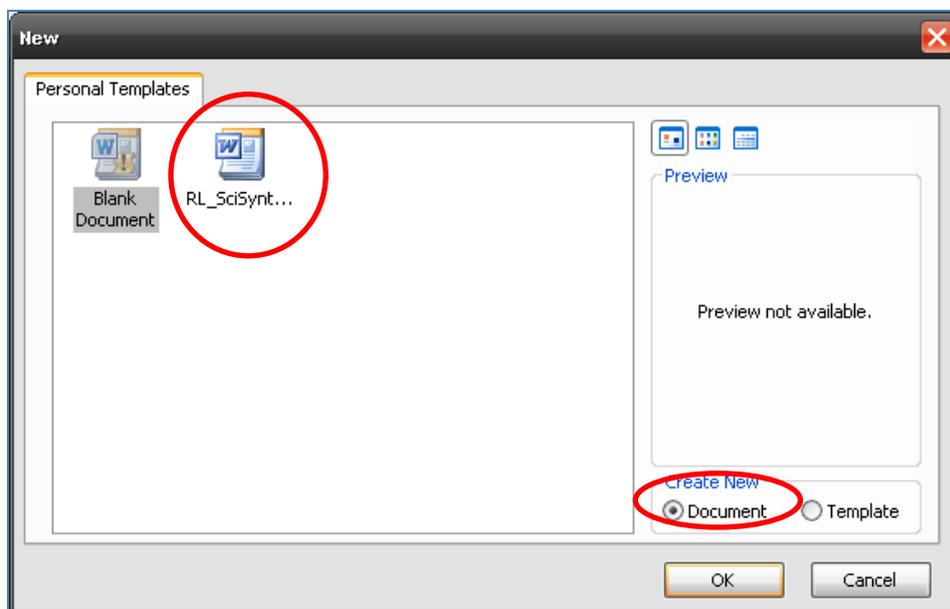

2. Using the Style File

The *Science of Synthesis* template document contains a list of **formatting styles** that have to be applied to the **chapter captions** of your manuscript. However, **the manuscript will not have the same print format as shown in the sample chapter**.

The list of styles can be shown by clicking on box/arrow in the corner of the **Styles** group on the **Home** tab of the ribbon
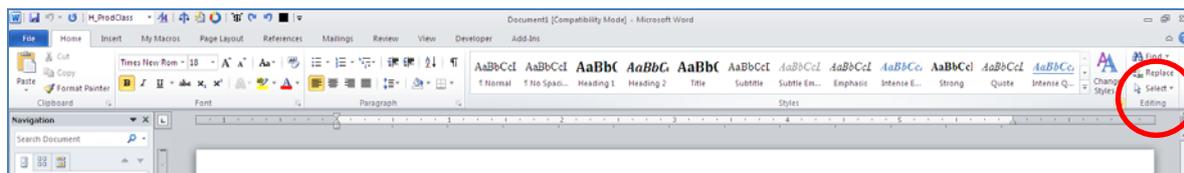
Or by pressing **Alt + Ctrl + Shift + S** to open the styles window down the side of your document
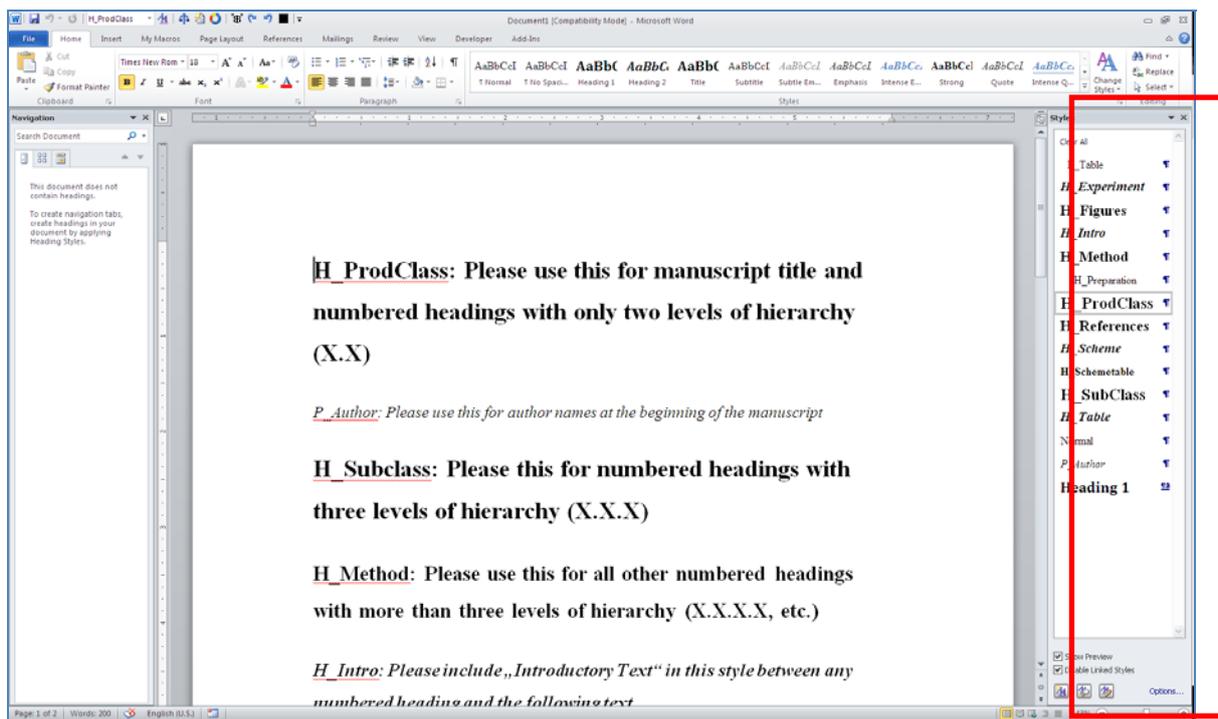
The styles can then be applied by selecting the paragraph/caption and then clicking on the appropriate style in the menu at the side of the manuscript.

An explanation of the styles and when they should be used is given in the document template; please overwrite this with your manuscript.

The sample chapter contains further examples of how these styles are used within the manuscript.