

# STYLE FILE MANUAL

(Style File version 2008)

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## 1. Description of Style File

Style File is used to simplify manuscript preparation for publication in the journals of the Russian Academy of Sciences. It makes it possible with just one click to adjust styles for the selected fragment as required by manuscript preparation standards. Style File allows you to not think about the parameters of manuscript formatting. You can even give this file to a graduate student or coauthor without any explanations or reference to specific rules of manuscript preparation.

To prepare your manuscript, it is sufficient to follow the steps described in this manual. Then, you can be sure that your manuscript meets most of the formal requirements.

Nevertheless, we recommend that you read the instructions for authors of a journal to which you are submitting your manuscript. These instructions may contain additional rules and requirements on the text, references, formulas, illustrations, and other components of the manuscript.

Style File contains additional buttons for fast access to the edit mode and for tracking changes. The current mode of working with a document is chosen by clicking the corresponding button on the toolbar, while the functions of other modes remain accessible through the menu. The edit mode is used for WYSIWYG manuscript editing and adding commentaries to the text. The Edit toolbar makes it possible to accept or reject changes in the find mode (sequentially or all changes in the document at once).

If you encounter an error in Style File, please refer to Section 10 *Possible Errors*.

## 2. Opening Style File

- 2.1. To open Style File, you should have MS Word (**version 2000 or higher**) installed on your computer.
- 2.2. Copy the Style File **MAIK\_Template\_(version).dot** to any convenient directory on your computer, for instance, to the MS Windows desktop.
- 2.3. This file can be opened just like any other MS Word document.
- 2.4. The Style File contains **macros**; therefore, you should **enable** macros in MS Word. This can be done via the menu **Tools → Macro → Security**. If you choose a low security level, macros will run automatically. If you choose medium-level security, you will have to choose **Enable Macros** when MS Word asks you if macros should be enabled for a document. In MS Word 2007, macros are enabled via **Word Options → Trust Center → Trust Center Settings (choose Enable All Macros)**.
- 2.5. The document window that opens is analogous to any MS Word document with additional formatting toolbars. These toolbars can be docked at any convenient place on the toolbar pane. In MS Word 2007, formatting buttons can be found in the **Add-ins** section.

### 3. Manuscript Preparation in Style File

- 3.1. Inputting text in the Style File window is identical to inputting text in any other MS Word document.
- 3.2. If you already have a text or a text fragment, you may copy it to the Style File window.
- 3.3. Do **not** change text margins, indentation, and line spacing unless necessary.
- 3.4. Please use **only** the following fonts:
  - 3.4.1. Times New Roman for text.
  - 3.4.2. Symbol for Greek symbols.
  - 3.4.3. MathematicalPi2 for cursive and Gothic symbols.
- 3.5. You must **not**
  - 3.5.1. End a line using the Enter key. The Enter key can only be used to start a new paragraph.
  - 3.5.2. Move the cursor to the desired place using the space bar. Please use the Tab key and paragraph indents
  - 3.5.3. Use languages other than Russian or English.
  - 3.5.4. Use similarly looking Russian characters instead of English when typing in English and vice versa.
  - 3.5.5. Input headings using CAPITAL letters. They will become capital automatically upon formatting.
  - 3.5.6. Set up formulas using symbols in text. Please use a formula editor.

### 4. Text Formatting in Style File

- 4.1. Formatting is performed in the standard way by clicking buttons of the additional toolbar. If you are working in MS Word 2007, you should first switch to the **Add-ins** tab.
- 4.2. Formatting is applicable to a **paragraph** or a **selected text**. To format a fragment, first select the necessary text. To format a paragraph, place the cursor any place in the paragraph.

- 4.3. Some buttons are used to create new objects where the cursor is placed in the document. No text fragment should be selected when using these buttons. Otherwise the selected text will be deleted.
- 4.4. Use formatting buttons only if the respective elements are used in the journal to which you are submitting the manuscript. For instance, if key words, UDC, or PACS are not used by the journal, they should not be added.
- 4.5. It is easiest to format a typeset article going step by step, i.e., title, headings, paragraphs, etc.
- 4.6. **Tables** and **figures** (if they are available in the main document rather than in separate files) should be at the end of the manuscript. Table headings should be placed at the top of the respective tables. Figure captions should be given in a list at the end of the manuscript (even though each figure already has a caption under it).
- 4.7. **Formulas** should be input using the standard MS Equation Editor or MathType. Formulas input using symbols in text should be reinput in these editors.
- 4.8. The current version of Style File does not automate the inputting of **references**. Please input references, format them using **create numbered list** (see Section 6.15), and then format elements using boldface and italics according to the instructions for authors.
- 4.9. When the manuscript is formatted, please use **built-in checks**: see Section 7 of this manual. Sections 5 and 6 describe additional menus and formatting buttons.

## 5. Description of Menu Commands

Besides additional toolbars, the Style File menus have the following functions:

- 5.1. The menu **For authors** is used to hide or unhide toolbars with formatting buttons.
  - 5.1.1. **MAIK Title Page** is a toolbar for formatting headers (opened by default).
  - 5.1.2. **MAIK Text Tools** is a toolbar for formatting text and lists (opened by default).
  - 5.1.3. **MAIK Equation** is a toolbar for setting up formulas (equivalent to the Formulas button).

- 5.1.4. **Greek Letters** is a toolbar for inserting Greek characters (equivalent to the Greek button in the submenu **Formulas**).
- 5.1.5. **Special Characters** is a toolbar for inserting various special characters (equivalent to the Special Characters button in the submenu **Formulas**).
- 5.1.6. The **List of Styles** menu is for information purposes only. It contains the full list of additional styles. If you push the menu button, the selected style is applied to the current paragraph or selected fragment.
- 5.1.7. The **Edit** menu is used to turn on the editing mode and open/hide the editing toolbar (Section 9).
- 5.1.8. **Editing Mode** turns on the editing mode and opens the editing toolbar.
- 5.1.9. **Editing Toolbar** is used to hide or open editing toolbar.
- 5.1.10. **Changes** duplicates some of the menu items of the editing toolbar.
- 5.1.11. The **Manuscript Checking** menu is used to run checking macros built in the Style File (section 8 of this manual).

## 6. Description of Format Buttons

- 6.1. **Format Manuscript Main Heading** opens a pull-down menu to format the main headings of the manuscript.
  - 6.1.1. **Standing Head** formats a paragraph or selected text as a standing head.
  - 6.1.2. **UDC** adds UDC to the cursor position and formats the paragraph to the corresponding style.
  - 6.1.3. **Manuscript Title** formats a paragraph or selected text as a manuscript title.
  - 6.1.4. **Author** formats a paragraph or selected text as a list of authors.
  - 6.1.5. **Address** formats a paragraph or selected text as a list of addresses, affiliations, phone numbers, and e-mail addresses.
  - 6.1.6. **Received** adds Received to the cursor position and formats the paragraph to the corresponding style.

- 6.1.7. **Abstract** formats a paragraph or selected text as an abstract.
- 6.1.8. **Key Words** adds Key words to the cursor position and formats the paragraph to the corresponding style.
- 6.1.9. **PACS** adds PACS to the cursor position and formats the paragraph to the corresponding style.
- 6.1.10. **Accepted** adds Accepted to the cursor position and formats the paragraph to the corresponding style.
- 6.2. **Heading 1** formats a paragraph or selected text as a first-level heading. Often these headings are standard (Introduction, Theory, Experimental, Conclusions, Acknowledgments, etc.).
- 6.3. **Heading 2** formats a paragraph or selected text as a second-level heading.
- 6.4. **Heading 3** formats a paragraph or selected text as a third-level heading. This usually consists of the first words in the paragraph (e.g., **The new theory** consists in...).
- 6.5. **Appendix** formats a paragraph or selected text as a heading for an appendix.
- 6.6. **Indented Text** formats a paragraph or selected text as the main text of the manuscript with indentions. Begins a paragraph with indentation.
- 6.7. **Flush Text** formats a paragraph or selected text as the main text of the manuscript without indentation. This is usually used to format parts of a paragraph separated from the first part of a paragraph by, for instance, formulas.
- 6.8. **Formulas** opens or hides an additional menu. When formulas are inserted, the MathType interface is initialized, or if MathType is not installed, the MS Equation Editor is initialized.
  - 6.8.1. **Formula in Text** inserts a formula object at the position of the cursor and initializes the interface for setting up formulas.
  - 6.8.2. **Numbered Formula** closes a paragraph and adds a line on which an automatically numbered formula object is inserted.
  - 6.8.3. **Non-numbered Formula** closes a paragraph and adds a line on which a formula object is inserted. These formulas are not numbered.
  - 6.8.4. **Additional Tools** are buttons for making superscripted and subscripted characters, and for opening and hiding menus for Greek and special symbols.

- 6.9. **Footnote** creates a numbered footnote on the bottom of page and the respective number at the position of cursor.
- 6.10. **Table** opens a pop-down menu for formatting table headings. **Note** that tables should be on separate pages at the end of the manuscript.
- 6.10.1. **Table Heading** creates a page that begins with Table.
- 6.10.2. **Format Heading** adds the word *table* at the cursor position and adds the table heading style to the paragraph.
- 6.10.3. **Add Table** opens the menu for creating and editing a table. A new table is added at the position of the cursor.
- 6.11. **Figure Caption** opens a pull-down menu for formatting figure captions. **Note** that the list of figure captions should be on a separate page at the end of a manuscript. **Figures** should be in separate files of a specific format.
- 6.11.1. **Captions** creates a new page titled *Figure Captions* at the end of the manuscript.
- 6.11.2. **Format Caption** formats a paragraph or selected text as a Figure caption.
- 6.11.3. **Create Caption** formats a paragraph or selected text as a figure caption and creates numbering: *Fig. 1, Fig. 2*, etc.
- 6.12. **References** opens a pull-down menu for formatting the list of references. **Note** that references should be placed on a separate page at the end of the manuscript.
- 6.12.1. **Reference Heading** creates a page titled *References* at the end of the manuscript.
- 6.12.2. **Format Reference Heading** formats a paragraph as References heading to the paragraph or selected text.
- 6.12.3. **Create Reference List** creates a paragraph or selected text as a reference item and automatically adds a number to a reference item.

## 7. Checking your Manuscript with Style File

Your manuscript can be checked using the **Manuscript Checking** menu. To run macros for manuscript checking, click the corresponding button of the pull-down menu.

- 7.1. **Delete Unnecessary Spaces** deletes all multiple spaces and leave only single spaces. **Do not** move the cursor with the spacebar; use tabulation.
- 7.2. **Transform to Lowercase Letters** changes all capital letters in the selected fragment to lowercase letters. You can use this macro for headings if they are typeset in capital letters (see Section 3.4.5).
- 7.3. **Style Check** checks the manuscript for unformatted fragments. The manuscript should be formatted using Style File styles only.
- 7.4. **Check for Nonstandard Fonts** checks the manuscript for fonts that are not allowed.

## **8. Saving Text in Style File**

- 8.1. Choose **File → Save As** and enter the file name.
- 8.2. Choose Word Document (\*.doc) as the file type. Do not save your work as a document template (\*.dot). If you create a document out of Style File, all additional toolbars and macros are also saved in the document.
- 8.3. If you are using MS Word 2007, please indicate the file type as **Word 97-2003 document**.
- 8.4. If you do not wish to save additional toolbars and macros in your document, select the entire text, copy it into a new MS Word document, and then save.

## **9. Edit Mode**

Edit mode is used to review changes in a document. For instance, this can be done by the author after copy editing. When this mode is turned on, any change is colored in the text and marked in the margins. Deleted text is strikethrough; added text is underlined. The color of changes depends on the specific version of MS Word and the settings within. All changes are indicated by vertical lines in the margins. In MS Word 2000 and higher, there is also a review pane that contains explanations on who made a change and when. A reviewer does not have to spend time checking all the lines in the

document and comparing it with the previous version. Instead, one can jump from one change to another and accept or reject changes. A reviewer can also add notes to explain why changes were made.

The Edit toolbar contains the following buttons:

- 9.1. **Note** adds a note at the position of cursor; a note may contain any necessary information. The place where a note is added is highlighted in color. The adjacent buttons allow one to move from one note to another, edit notes, and remove notes.
- 9.2. **Change** makes it possible to enable or disable the edit mode (track changes mode). The adjacent buttons allow one to move from one change to another, edit changes, or remove changes.
- 9.3. **Highlight Changes** is the menu for customizing the edit mode.
- 9.4. **Review Changes** opens the appropriate toolbar, which is used to move among changes, search for changes, and reject/accept changes.
- 9.5. **Compare Versions** makes it possible to compare the current version of the file with previous versions. All changed fragments are highlighted.

## 10. Possible Errors

Our tests of Style File show that most errors are due to differences between versions of MS Word. Unfortunately, we cannot guarantee that Style File will work 100% error-free in all versions of MS Word. Without having business contacts with MS Word developers, we can only propose some strategies for troubleshooting. Changing the Style File itself appears to be ineffective.

- 10.1. *Style file cannot be opened or additional formatting buttons are missing*: check the version of MS Word (see Section 2.1), open MS Word and check if macros are enabled (see Section 2.4). It is impossible to work with Style File without enabling macros. If you do not wish to change security policy in general, you can choose to temporarily enable macros while working with Style File.

- 10.2. *Macros are enabled, but additional buttons do not appear:* open MS Word, enable macros, close MS Word, reopen Style File. In MS Word 2007, additional buttons are formatting buttons are placed in the **Add-ins** panel.
- 10.3. *Buttons of additional menus are opened, but they cannot be closed when clicking respective buttons in the menu, and they obscure the working space in Style File:* save your file (see 8.1), close it, and reopen. It is likely that other MS Word documents should also be closed.
- 10.4. *Upon formatting the manuscript using Style File, the size of the file substantially increases and causes problems:* this occurs in some versions of MS Word; try saving the document without add-ins (see 8.3).
- 10.5. *Justified text becomes aligned left:* fix manually.
- 10.6. *Line spacing is not set up by the style (the line spacing of the body text should be 1.5):* fix line spacing manually.

If you find other errors, please send a bug report to [avkon@maik.ru](mailto:avkon@maik.ru).

## **11. End Note**

We hope that you find it convenient to work with Style File. Should you have any notes or suggestions, please do not hesitate to contact us at [avkon@maik.ru](mailto:avkon@maik.ru).