Instructions for using the journal template

Preliminaries

The journal template has been designed for authors preparing journal articles for Springer. The template supports the programs Winword 7 (Win 95), 97, 2000, and Word for Macintosh. 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 toolbars provided.
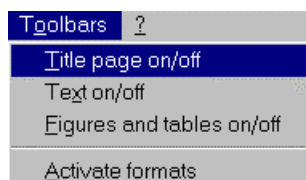
- If you are working on a PC using Windows, copy the file *SV-cjour.dot* into the directory containing your Word templates. (Start Word and choose *Tools – Options* "File Locations" to see where the document template should be saved.)
- If you are using a Macintosh, first open Word an choose *File Open* and the file type "Templates". Open the file SV-cjour.dot, choose *Save as*, and save the file under the name SV-cjour (without the extension ".dot") in your template folder. This will usually be *Programs\Word\Templates*.

Setting up the template

Before you start work, open a new or an existing Word document and choose the menu point *Templates and Add-ins* ind the *Tools* menu (Word 97 and 2000) or the menu point *Templates* in die *File* menu (Word 95). Click on "Attach" in the dialog box, choose *SV-cjour.dot*, and click on "Update Styles" and then OK.

Macrovirus Protection: If the macrovirus protection is activated on your PC, a warning will appear to tell you that the template contains macros. We have checked the template for viruses and assure you that it does not contain any viruses we are familiar with and that you can use the macros.

Toolbars menu

You can use the first three items to display an hide the toolbars containing the buttons for the various style elements.

If you forgot to click on "Update Styles" when attaching the template, you can use *Activate Formats* to activate the set formats. You will first be asked whether the tem-

plate has been saved under *MSOffice\Templates*. If you saved the template in a different directory, click on "No" and type in the correct path in the box.

Using the toolbars

The special toolbars consist of buttons for the available style elements in the template. To use one of these styles, simply click on 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, and which key combinations can be used instead to achieve the same result.

Toolbar "Title Page"

Title (Ctrl + Shift + T). Use for the title of your article. On RETURN, the style *Subtitle* will follow. If no subtitle is included, press RETURN again to get the style Author.

Author (Ctrl + Shift + A). Use for the names of authors on the title page. On RETURN, the style *Author* will be repeated. When all authors have been entered, click on another button to start the next structure.

Address (Ctrl + Shift + D). Use for each address on the title page. After the name of the corresponding author, press Ctrl + Shift + Q to insert (✉). On RETURN, the style *Address* will be repeated. When all addresses have been entered, click on another button to start the next structure.

Extra (Ctrl + Shift + P). Use for an extra address (e.g., present address) on the title page. On RETURN, the style Extra will be repeated. When all addresses have been entered, click on another button to start the next structure.

E mail (Ctrl + Shift + E). Use for each e-mail address on the title page. Write "e-mail:" (in normal font) followed by the e-mail address. On RETURN, the style *Phone* will follow.

Phone (Ctrl + Shift + H). Use for each telephone number on the title page. Write "Tel.:" (in normal font) followed by the telephone number. On RETURN, the style *Fax* will follow.

Fax (Ctrl + Shift + X). Use for each fax number on the title page. Write "Fax:" (in normal font) followed by the fax number. On RETURN, a standard paragraph will follow.

Comment (Ctrl + Shift + C). Use for a comment on the title page. (e.g., funding, dedication, name of conference at which work originally presented). On RETURN, a standard paragraph will follow.

Abstract (Ctrl + Shift + S). Use for an abstract. Write "**Abstract**" in bold face at the beginning of the abstract. On RETURN, a standard paragraph will follow.

Key (Ctrl + Shift + K). Use for keywords for the article. Write "**Key words**" in bold face at the beginning of the key words. Separate individual key words with a tabulator.

Abbrevs (Ctrl + Shift + B). Use for a list of the abbreviations used in the article. Separate abbreviations and definitions with a comma; separate entries with a semicolon.

Toolbar "Text"

Text (Ctrl + Shift + V). Use for standard paragraphs of running text. This style is the default to appear after the RETURN key is pressed (except for title page structures). NB. Use this style for any structure you need to include which is not otherwise covered in the template.

H1 (Ctrl + Shift + 1). Use for the first level of headings in the article. On RETURN, a standard paragraph will follow.

H2 (Ctrl + Shift + 2). Use for the second level of headings in the article (i.e., level below Heading 1). On RETURN, a standard paragraph will follow.

H3 (Ctrl + Shift + 3). Use for the third level of headings in the article (i.e., level below Heading 2). On RETURN, a standard paragraph will follow.

H4 (Ctrl + Shift + 4). Use for the fourth level of headings in the article (i.e., level below Heading 3). On RETURN, a standard paragraph will follow. Use this level for run-in headings. In this case, use the keystroke or toolbar button as usual, but after writing the text of the heading, insert a period and press Ctrl + SPACEBAR before continuing with the text to eliminate any special formatting for the rest of the paragraph.

Equation (Ctrl + Shift + I). Use for a displayed equation in the article. The equation will be automatically centred. Number the equations consecutively, inserting a tabulator between equation and number. On RETURN, a standard paragraph will follow. Use the Word Equation Editor to enter equations.

Acknowledgements (Ctrl + Shift + G). Use for each paragraph of acknowledgements in the article. On RETURN, a standard paragraph will follow.

[] Reference Brackets (Ctrl + Shift + 8). Please cite references in the text using numbers in square brackets, e.g., [8]. Use this button to insert the square brackets. Both left and right-hand brackets are inserted automatically, and the cursor is placed between them so you can simply insert the correct number.

Reference (Ctrl + Shift + R). Use for each entry in the reference list. Please insert the numbers as normal text and do not use the Winword list function. Please ensure that the automatic list function is switched off under *Extras/Options/Autoformat* (*Ex-*

tras/Optionen/Autoformat in German Word). On RETURN, the style Reference will be repeated. NB Precede the reference list with the (unnumbered!) heading "References", which should be formatted with H1.

`Appendix` Appendix (Ctrl + Shift + Z). Please use at the beginning of the appendix in your article. A line space and the heading "Appendix" are inserted automatically; do not delete the line space as it is important for further processing.

`Place Structure Here` (Ctrl + Shift + Y). This is not a paragraph style, but a text box to indicate where a structure should be placed in the final publication. After insertion, add the structure number. Do not embed graphics in the text, but supply them as separate files.

Toolbar "Figures and Tables"

`Place Figure Here` (Ctrl + Shift + N). This is not a paragraph style, but a text box to indicate where a figure should be placed in the final publication. After insertion, add the figure number. Do not embed graphics in the text, but supply them as separate files.

`Figure Legend` (Ctrl + Shift + 9). Use for each figure legend. Figure legends should be grouped at the end of the text file, after the references.

`Place Table Here` (Ctrl + Shift + M). This is not a paragraph style, but a text box to indicate where a table should be placed in the final publication. After insertion, add the table number. Do not insert tables in this box or integrate them into the text, but group them at the end of the text file, after the figure legends.

`Table Title` (Ctrl + Shift + L). Use for each table title. A table title should precede each table. Tables should be created using the standard Winword table functions and grouped at the end of the text file, after the figure legends.

`Place Scheme Here` (Ctrl + Shift + J). This is not a paragraph style, but a text box to indicate where a scheme should be placed in the final publication. After insertion, add the scheme number. Do not embed graphics in the text, but supply them as separate files.

`Scheme Legend` (Ctrl + Shift + 0 (i.e., zero)). Use for each scheme legend. Scheme legends should be grouped at the end of the text file, after the references.

Lists, footnotes, tables

For lists, text footnotes, and tables, please use the functions provided by Word for these specific purposes. Please refer to your Word handbook for details.