# how\_to\_structure\_a\_.docx

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## Structuring a .docx manuscript

The most **important** part of structuring a .docx manuscript for publishing with the *Open Publishing Package* is making use of text-styles. Instead of increasing the font-size of, for example, a chapter title, we apply the ‘Heading 1’ text-style to it. The tool that converts the .docx file to other formats is capable of recognizing these text-styles. By adding the appropriate text style to the chapter title, the tool knows what design rules to apply to it, making it that much easier to convert the .docx manuscript to a good-looking .epub, .pdf and/or .html publication.

#### How to add text-styles to text

Adding text-styles, though pretty straightforward, works differently in every word processor. We will shortly cover the two most commonly used word processors: *Microsoft Office Word* and *Google Docs.*

##### Microsoft Office Word

In the home tab, all the way to the right, is the button ‘Styles Pane’. Clicking on this button opens a sidebar on the right side of the window that displays the text-styles. Select a part of the text in your document and click on any of the text-styles to apply it.

##### Google Docs

In the toolbar between, ‘Zoom’ and ‘Font’, sits the menu for selecting text-styles. Select a part of the text in your document and click on any of the text-styles to apply it.

##### Other word processors

When bound to another word processor, adding text-styles should be similar to the methods for either *Microsoft Office Word* or *Google Docs*. But using other word processors is not recommended. *Microsoft Office Word* and *Google Docs* output much cleaner .docx files than their contemporaries. This makes their conversion success rate a lot higher.

## Body

The body text does not need any structuring. Line breaks can be added between paragraphs to create a more orderly manuscript that is easier to scan for mistakes. It is allowed to indicate names by making them *italic* and adding emphasis by making text **bold**.

#### Example:

This is a paragraph. It is allowed to add emphasis by making text either **bold** or *italic*. Underlining is not allowed because it is used to specify figure, image and table captions.

This is the next paragraph. The line break creates a more orderly document that is easier to scan for possible mistakes.

## Chapter titles and headings

Chapter titles and headings have to be given the appropriate text-style via the word processing software. Chapter titles should be given the ‘Heading 1’ text style, headings the ‘Heading 2’ text-style, and sub-headings the text-styles ‘Heading 3’ to a maximum of ‘Heading 6’. **Chapter titles and headings should be numbered** in a chronological order.

#### Example:

# 1 Heading 1 (Chapter title)

## 1.1 Heading 2 (Heading)

### Heading 3 (sub-heading)

#### Heading 4 (sub-heading)

##### Heading 5 (sub-heading)

###### Heading 6 (sub-heading)

## Images

Images should beinthe **.png** file format. A caption must be added on the line below and should be underlined to make a clear distinction between captions and the running text. When necessary, also add copyright or ownership information to image captions.

#### Example:



Figure 1: Caption of a figure or image.

## Tables

Tables have to be added via the word processor. Just like images and photographs every table **needs to have a caption**. The caption must be added on the line below the table and underlined. When necessary, also add copyright or ownership information to table captions. Table headings should be set in **bold** text.

#### Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table heading** | **Table heading** | **Table heading** | **Table heading** |
| Text | Text | Text | Text |

Table 1: Caption of a table.

## Lists

List have to be styled by making use of the **list functionalities** of the word processer and **not** by adding dashes or numbers in front of text. There are two options: bulleted lists and numbered lists. It is possible to allowed to put lists inside lists to create multi-level or nested lists.

#### Example:

Bulleted list:

* List item
* List item

Numbered list:

1. List item
2. List item

## Quotes

Quotes that are not part of the main flow of the body text (blockquotes) need to be given the quote text-style or indented on the left. Quotes that are part of the main text should be styled in accordance with the *APA-style* of referencing.

#### Example:

This is an example quote that is separated by a left indent from the main flow of text and has the quote text-style applied (Dylan Degeling, 2017).

## Footnotes

Footnotes have to be added through the word processor. The footnote content has to be added in the footer of the same page as the footnote reference.

#### Example:

This word[[1]](#footnote-1) has a footnote attached to it.

## Links

When referencing to a link you need to make use of a **footnote**, or refer to the bibliography in accordance with the *APA-style* of referencing. The link in the footnote should be made clickable. This is done by: selecting the URL, going to the insert menu, and selecting ‘Link(s)’.

#### Example:

Within this line of text a reference to a link[[2]](#footnote-2) is made (Dylan Degeling, 2017).

1. Example of a footnote. [↑](#footnote-ref-1)
2. <https://dylandegeling.nl/> [↑](#footnote-ref-2)