Instructions for Taylor & Francis Author Template
Microsoft Word 2016 for Windows

The template has been designed to help you prepare your manuscript for submission to a journal. If accepted for publication, it will also help the publisher to process it more easily. It does not give an exact representation of how the published article will look when it has been typeset.

To save the template on your computer:

- First you will need to locate and open your Templates folder. If your computer has **Windows 7**, you can do this by launching Windows Explorer (Windows key + E on your keyboard) and typing `%userprofile%\AppData\Roaming\Microsoft\Templates` into the address bar at the top of the window, or into the *Search programs and files* box in the Start menu, and then pressing the Enter (or Return) key on your keyboard.
  If your computer has **Windows 8**, you can perform the same action by typing `%userprofile%\AppData\Roaming\Microsoft\Templates` into File Explorer, or into the *Run…* command in the Start menu.

- If you cannot find the Templates folder, open Word, click *File → Options → Advanced*. Scroll towards the bottom of the options and click *File Locations*, then double-click *User Templates* to open the path to your Templates folder.

- **Click** on the link to the template and **Save** the file to your Templates folder. The template arrives in a Zip (compressed) file from which it must be extracted before you can use it.

- **Extract** the Word template file from the Zip (compressed) file to your Templates folder. Ensure it is saved there as a Microsoft Office Word Template. You can then delete the Zip file; the template is now ready to use.

To create a new document based on the template:

- **When the template is in place,** *double-click* the T&F Template Word 2016 file in your Templates folder.

- A new Word document will be created based on the template. Immediately **Save As** a Word Document (.docx) in your preferred location with your file name of choice.

- To view the customised styles of the template, click *Home.* The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the Styles pane.

- To activate the Custom Toolbars, click the *Add-ins* tab which should be visible at the top of your screen. If it is not there, follow these instructions:

  o Click *File → Options.* The *Word Options* dialog box appears.

  o In the dialog box, Click *Customize Ribbon*.

  o On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-ins* options are checked, click *OK.*

  o The *Developer and Add-ins* tabs should now be visible at the top of your screen. Click the *Add-ins* tab; two custom toolbars should appear below it.

- Highlight an appropriate section of text in the document, for example, the title. Type your title over this text.

- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbar and click in the toolbar to apply it.

- Proceed throughout the document, deleting any style categories that are not relevant.

- **Save** the document when you are finished. The file will be saved as a Word Document in the location previously specified.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*)**:**

- **When the template is in place,** open your manuscript in Word.

- To view the styles in your document, click *Home.* The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the Styles pane.

- To activate the Custom Toolbars, click *File → Options → Customize Ribbon*. The *Word Options* dialog box appears.

- On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-Ins* options are checked, click *OK.*

- Click *Developer → Document Template.*

- In the dialog box, click *Attach*; navigate to and select the T&F Template Word 2016 file, click *Open.*

- Ensure the *Automatically update document styles* checkbox has been checked (any items under *Global templates and add-ins* might need to be temporarily *un*checked in order to enable the *Add-ins* tab to appear), then click *OK.*

- The *Add-ins* tab should now be visible at the top of your screen. Click the tab; the custom toolbars should appear below it.

- Highlight or click within a portion of text, for example the article title, look for the name of the appropriate style in the custom toolbar and click the toolbar to apply it.

- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.

- **Save As** a Word Document (.docx) in your preferred location with your file name of choice.

Keyboard shortcuts: The template contains a collection of styles which are applied using the custom toolbars. The following keystroke combinations can be used to achieve the same result.

Article title (Alt + Ctrl + T)

Author names (Alt + Ctrl + N)

Affiliation (Alt + Ctrl + A)

Correspondence details (Alt + Ctrl + C)

Notes on contributors (Alt + Ctrl + U)

Received date (Alt + Ctrl + R)

Abstract (Alt + Ctrl + S)

Keywords (Alt + Ctrl + K)

Subject codes (Alt + Ctrl + J)

Level one heading (Alt + Ctrl + 1)

Level two heading (Alt + Ctrl + 2)

Level three heading (Alt + Ctrl + 3)

Level four heading + paragraph (Alt + Ctrl + 4)

Paragraph (Alt + Ctrl + P)

New paragraph (Alt + Ctrl + Z)

Displayed quotation (Alt + Ctrl + Q)

Bulleted list (Alt + Ctrl + B)

Numbered list (Alt + Ctrl + L)

Displayed equation (Alt + Ctrl + E)

Acknowledgements (Alt + Ctrl + W)

Footnotes (Alt + Ctrl + O)

References (Alt + Ctrl + X)

Table title (Alt + Ctrl + I)

Figure caption (Alt + Ctrl + F)

Troubleshooting:

If the *Add-ins* tab is not visible on the Ribbon at the top of the screen:
- Click *File → Options*. The *Word Options* dialog box appears.
- In the dialog box, click *Customize Ribbon.*
- On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-ins* options are checked, click *OK.*
- Click *Developer → Document Template.*
- In the dialog box, click *Attach*; navigate to and select the T&F Template Word 2016 file, click *Open.*
- Ensure the *Automatically update document styles* checkbox has been checked (any items under *Global templates and add-ins* might need to be temporarily *un*checked in order to enable the *Add-ins* tab to appear), then click *OK.*
- The *Add-ins* tab should now be visible at the top of your screen.

If special characters are not properly displayed:
- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear.
- In order to avoid this problem, always insert special characters to your document from *Insert → Symbol*. In the Symbol dialog box select the required character and click *Insert.*

Further information on how to submit your manuscript to a specific journal can be found on the *Instructions for Authors* page of the journal.