

## Template Guidelines

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### Technical information

The template is fully functional exclusively when opened in MS Word 2007 and newer. It is not guaranteed to function properly if opened in any other text processing software.

Opening [InTech's manuscript template](#) creates a separate folder named 'InTech Manuscript'. A similarly named .docx file is then saved in the folder. Both the folder and the file may later be renamed to your liking. If the manuscript file retains its default name, opening the manuscript template will prompt you with a choice to either continue working on the existing manuscript or start a new one. Opting to start a new manuscript will create a new folder for that file's storage to prevent any mix-up between the different manuscripts you might be working on.

Inserting figures and tables will also create separate files and folders; more word on that will follow in sections dedicated to figures and tables.

### Manuscript information

These guidelines will help you to successfully prepare your manuscript for submission and technical editing using [InTech's new manuscript template](#).

While these guidelines are primarily concerned with the technical aspects of manuscript preparation, additional information regarding manuscript requirements is available in InTech's [Instructions for authors](#). If any required information is missing from your manuscript, your Publishing Process Manager will contact you and ask you to submit it.

## Template interface and controls

The template interface has two distinct features: the Ribbon controls and the In-doc controls. The Ribbon is a toolbar showcasing most of the editing tools you will be using to draft and format the manuscript: text formatting options, macros for figure, table, and equation insertion, etc. The In-doc controls offer the same functionalities presented in a slightly different way, and contained in an overlaid window which can be freely moved around (or closed if you prefer to use the Ribbon controls). Both the Ribbon and the In-doc controls may be interchangeably used to format a manuscript, so you can choose whichever suits you better.

Overview of the basic controls and short step-by-step instructions on how to use them follow below.

## Text formatting

### Using Ribbon controls:

1. Choose the desired formatting style (there are four types/levels of headings, lists, preformatted text, etc. to choose from).
2. Enter text.
3. After you've applied the desired style, go to 'Headings' and switch back to the 'paragraph' style.

or alternatively:

1. Select the part of text you wish to format differently.
2. Choose the desired formatting style.

### Using In-doc controls:

1. Click the 'Styles' tab and choose the desired formatting style.
2. Press 'Insert' and enter text.
3. Switch back to the 'paragraph' style following the above steps.

or alternatively:

1. Select the part of text you wish to format differently.
2. Choose the desired formatting style from the 'Styles' tab and press 'Insert'.

## Figure insertion

### Using Ribbon controls:

1. Place the cursor where you wish to insert a figure.
2. Click on the 'Insert figure' icon.

3. Choose the image you wish to insert. Allowed extensions are: .jpg, .jpeg, .png, .tif, .tiff, .bmp, .gif, .emf, .eps, .pdf, and .wmf. Only files with these extensions will be available for selection in the dialog box.

#### Using In-doc controls:

1. Place the cursor where you wish to insert a figure.
2. Select the 'Figure' option from the 'Objects' tab.
3. Choose the image you wish to insert.

Once you've confirmed your selection, the selected figure will automatically be stored in the 'figures' folder. The 'figures' folder is located in the same folder as your manuscript, and its creation is triggered by the first image you insert in your manuscript. All subsequent images you insert will be stored in the same folder. The first image you insert is labeled as 'figure\_1', the second is labeled as 'figure\_2', and so on, meaning that you have to **make sure to insert your images in the order of their appearance in your paper**.

Instead of inserting the image itself in the manuscript, a placeholder text gets inserted in the desired location, along with a figure caption that you enter in the provided space.

Please note that the name and the location of the 'figures' folder, nor the names and locations of the figures saved in it, **must not be altered in any way** once they are created and placed in their position. Likewise, the placeholders and figure captions **must remain in their original position**.

The position of figures might change slightly during the production process if it interferes with the standard layout of InTech's publications.

## Table insertion

#### Using Ribbon controls:

1. Place the cursor where you wish to insert a table.
2. Click on the 'Insert table' icon. **NOTE: This will create and open a new Word document named "tables".**
3. Choose the number of rows and columns required for your table.
4. Enter the data and the table caption.
5. Save and close the "tables" file after inserting a table.

#### Using In-doc controls:

1. Place the cursor where you wish to insert a table.
2. Select the 'table' option from the 'Objects' tab. **NOTE: This will create and open a new Word document named "tables".**

3. Choose the number of rows and columns required for your table.
4. Enter the data and the table caption.
5. Save and close the “tables” file after inserting a table.

All tables are created and stored in a separate “tables” document within the ‘tables’ folder (located in the same folder as your manuscript). Make sure to save and close the “tables” document after you’ve inserted a table — the **document must be closed** before you reach step 2 described above.

Instead of inserting the table itself in the manuscript, a placeholder text gets inserted in the desired location. The table and its caption remain in the separate “tables” document, only to be added to the manuscript during the production process.

Please note that the name and the location of the ‘tables’ folder, nor the order and numbering of the tables located in the “tables” document, **must not be altered in any way**. Likewise, the placeholders **must remain in their original position**.

The position of tables might change slightly during the production process if it interferes with the standard layout of InTech’s publications.

## Equation insertion

The manuscript template allows you to insert equations both as **display equations** (these are usually those important equations that are displayed prominently in a paper) or as **inline equations** (equations or mathematical symbols appearing in a paragraph). In addition, display equations can be **numbered** or **unnumbered**, depending on whether you will be referencing a specific display equation further in your manuscript or not.

### Inline equation — using Ribbon controls:

1. Place the cursor where you wish to insert an inline equation.
2. Click on the ‘Insert inline equation’ icon. **NOTE: This will run the MathType or the MS Equation editor, depending on your computer setup.**
3. Enter the equation in the designated space.

### Display equation — using Ribbon controls:

1. Place the cursor where you wish to insert a display equation.
2. Click on the ‘Insert display equation’ icon.
3. Select whether you want the equation to be numbered or unnumbered. **NOTE: This will run the MathType or the MS Equation editor, depending on your computer setup.**
4. Enter the equation in the designated space.

#### **Inline equation — using In-doc controls:**

1. Place the cursor where you wish to insert an inline equation.
2. Select 'Inline equation' from the 'Objects' tab. **NOTE: This will run the MathType or the MS Equation editor, depending on your computer setup.**
3. Enter the equation in the designated space.

#### **Display equation — using In-doc controls:**

1. Place the cursor where you wish to insert a display equation.
2. Select 'Display equation' from the 'Objects' tab.
3. Select whether you want the equation to be numbered or unnumbered. **NOTE: This will run the MathType or the MS Equation editor, depending on your computer setup.**

### **Bibliography**

#### **Insert bibliography source — using Ribbon controls:**

1. Click on the 'Insert bibliography source' icon. **NOTE: A dialog box 'Create Source' will appear.**
2. Choose the most appropriate 'Type of Source' from the dropdown menu.
3. Enter the required bibliographic information pertaining to the source used.

#### **Insert in-text citation — using Ribbon controls:**

1. Place the cursor where you wish to insert an in-text citation.
2. Click on the 'Insert citation' icon. **NOTE: A dialog box 'Citation Inserter' will appear.**
3. Double-click on a bibliography source from the list to insert the appropriate in-text citation.

#### **Insert bibliography source — using In-doc controls:**

1. Select 'Bibliography source' from the 'Objects' tab. **NOTE: A dialog box 'Create Source' will appear.**
2. Choose the most appropriate 'Type of Source' from the dropdown menu.
3. Enter the required bibliographic information pertaining to the source used.

#### **Insert in-text citation — using In-doc controls:**

1. Place the cursor where you wish to insert an in-text citation.
2. Select 'Citation' from the 'Objects' tab. **NOTE: A dialog box 'Citation Inserter' will appear.**
3. Double-click on a bibliography source from the list to insert the appropriate in-text citation.

The manuscript template has a built-in dialog box 'Create Source' which prompts you to enter required bibliographic information about the sources you cite and list in the 'References' section of

your manuscript. First of all, the template differentiates between 8 different types of sources: Journal article—published, Journal article—forthcoming, Authored book, Edited book, Book chapter, Conference paper, Webpage, and Theses. If you are citing a source that doesn't fall into any of these categories, try selecting a type of source that's—in a bibliographic sense—the most similar to the type of your source.

The dialog box and its text fields follow the WYSIWYG principle, so please make sure you enter correct bibliographic information in the designated fields. Once you've entered all available required information, the output reference will be formatted in the referencing style—a version of the Vancouver style—used in InTech's publications. See reference examples in the [Instructions for Authors](#).

This functionality of the manuscript template is designed in a way that favors a specific workflow when it comes to citing and referencing sources. The most efficient way to handle this part of your manuscript would be to (1) insert all references in the 'References' section in order of their appearance using the 'Create Source' dialog box, and then to (2) insert in-text citations where appropriate using the 'Citation Inserter' dialog box.

In case this process strikes you as overly complicated and tedious, you can use your reference management software—such as EndNote or Mendeley—in the usual way to handle the references.

After you've finished putting your manuscript together using this template you should simply compress the entire 'InTech book chapter' folder containing the following files and folders:

- your manuscript in a Word document
- 'figures' folder containing a number of images (if you inserted any figures, of course)
- 'tables' folder containing a 'tables' Word document (if you inserted tables)

In addition, if you used a reference management software to manage your manuscript's bibliography, please export it in XML format and include it in the 'InTech book chapter' folder with the rest of the files and folders.