# Docx guidelines

## Styles



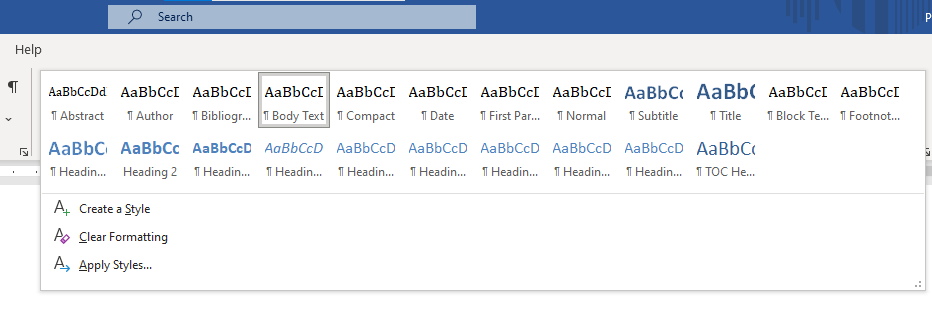
Figure 1. Example caption.

Cross-ref:

* Entire caption: Figure 1. Example caption.
* Only label and number: Figure 1
* Only caption text: Example caption.
* Above/below: above
* Page number: 1

MS Word styles are your friend. There are a way for the platform to recognize whether you intend a body of text to be a heading or a paragraph. For a human, it may seem like an easy task in distinguishing a paragraph from a quotation or a chapter title from a section header, but that’s because a typical human have seen lots and lots of text and developed an intuition in this regard. For instructions run by a computer, this task is not so simple.

This is why you must use MS Word styles in order for the computer to transform your manuscript into a book.



|  |  |
| --- | --- |
| #Id | docx-styles |
| #File | ./images/docx-styles.png |
| #Align | center |
| #Caption | You can find a selection of MS Word styles in the “Home” > “Styles” bar at the top of your MS Word window. |

## Headers

Use the following MS Word styles for headings in your work (e.g. for chapter titles, section headings, subsection heading, etc.):

# Heading 1 title[[1]](#footnote-1)

## Heading 2

### Heading 3

#### Heading 4

##### Heading 5

Note that there is no heading 6.

## Styling body of text

### Paragraphs

First paragraph of each section should be styled with the “First Paragraph” style.

Every other paragraph should be styled as the “Body Text”.

### Typography

Currently, we support the following font formatting:

*Italics.*

**Bolded text.**

Subscript (e.g. H2O).

Superscript (e.g. 11th of November).

Note that some of the common text formatting, like underlining, ~~strikethrough~~ and highlighting are not supported and might not work.

## Quotes

In our platform, we indicate quotations by the use of indentation. Insert a quotation by using the “Increase Indent” button in the Home > Paragraph options on top of MS Word window:

Sometimes you have to put a lot of manual work to automate something.

- Unknown Author

An alternative syntax for quotations. I wonder if the one above will work, though. Also, is it important if we use an empty line in between.

* Some smart quote

## Horizontal Rule

To indicate section breaks in your work, you can use the horizontal rule.

## Lists



|  |  |
| --- | --- |
| #Id | lists-icons |
| #File | ./images/lists-icons.png |

### Bullet lists

We support non-ordered bullet points…

* First point
* Second point
* Third point

### Ordered lists (numbering)

…as well as numbered lists.

1. First item.
2. Second item.
3. Third item.

### Multilevel lists

Multilevel lists are also supported.

1. Item 1
   1. Item 1.1
      1. Item 1.1.1
         1. Item 1.1.1.1
2. Item 2

### Other lists

You can also create nested unordered lists by indenting bullet points.

* point 1.
  + point 1.2.
    - point 1.3.
      * point 1.4.
* point 2.

## Multimedia

### Images

You can embed an image by linking to an image file. You can add a caption “Insert Caption”.

Note that this will only work with tables and figures, which have titles or captions created with the MS Word’s caption tool.

Table 1. A sample title

|  |  |
| --- | --- |
| Header 1 | Header 2 |
| Row 1, Column 1 | Row 1, Column 2 |
| Row 2, Column 1 | Row 2, Column 2 |

And now an image.



Figure 2. Example caption.

Write a paragraph on how to create a cross-reference. Cross-ref:

* Entire caption: Figure 2. Example caption.
* Only label and number: Figure 2
* Only caption text: Example caption.
* Above/below: above
* Page number: 6

The same but for table:

* Entire caption: Table 1. A sample title
* Only label and number: Table 1
* Only caption text: A sample title
* Above/below: above
* Page number: 6

## Tables

### Simple tables

There are no explicit rules for formatting a table. As long as you will insert a proper MS Word table, the platform should be able to recognize it and its contents and render it.

|  |  |
| --- | --- |
| Header 1 | Header 2 |
| Row 1, Column 1 | Row 1, Column 2 |
| Row 2, Column 1 | Row 2, Column 2 |

Note that the styling of a table does not influence how the platform will render it.

|  |  |
| --- | --- |
| Header 1 | Header 2 |
| Row 1, Column 1 | Row 1, Column 2 |
| Row 2, Column 1 | Row 2, Column 2 |

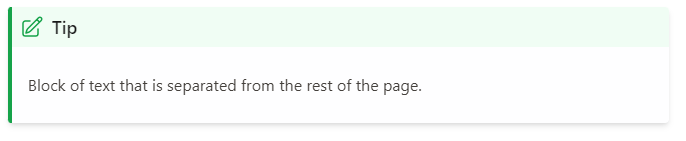
### Extended tables

We recommend describing tables with additional attribute #Id. When you’ll include an additional row with … By extended tables we mean tables with additional rows that allow us to specify additional attributes of a table. For example,

Other captions that might be helpful in a given context, include “Caption” --- Maybe just list supported attributes

### Admonitions

Admonitions highlight a particular block of text that exists slightly apart from the narrative of your page, such as a note or a warning.



|  |  |
| --- | --- |
| #Id | admonition-tip |
| #File | ./images/admonition-tip.png |
| #Caption | Example of how an admonition of type `{tip}` can look like. |

To achieve that, you have to use the following syntax:

:::{tip}  
Block of text that is separated from the rest of the page.  
:::  
Aside from {tip}, you can use different admonition types, which will be render using a color and an icon specific to that type. An icon might change in the future, but the general principle stays the same. Currently, the supported admonition types are as follows:

* `:::{tip}`
* `:::{attention}`
* `:::{caution}`
* `:::{danger}`
* `:::{error}`
* `:::{hint}`
* `:::{important}`
* `:::{note}`
* `:::{seealso}`
* `:::{warning}`

## Math

We support MS Word equations.

## Footnotes

We support footnotes out of the box. Just insert a footnote[[2]](#footnote-2) and the platform will handle it further.

## Cross-references

### MS Word cross-reference

TODO

Admonitions

## Citations

### MS Word

Here we make a simple quotation (Holliday 2007). And here is an example of more complex quotation (Holliday 2007, Perneger and Hudelson 2004).

### Zotero

Here we make a simple quotation (Frisch 1990). And here is an example of more complex quotation (see Hall 2013, 11 for notes; Frisch 1990).

### Manual

Here we make a simple quotation [@graves\_researcher\_1984]. And here is an example of more complex quotation [e.g. @holliday\_doing\_2007, p. 100; @perneger\_writing\_2004].

For bibliography, go to “References” > “Bibliography” > “Insert Bibliography”

# Bibliography

Holliday, Adrian. 2007. *Doing and Writing Qualitative Research.* SAGE Publications Ltd.

Perneger, Thomas V., and Patricia M. Hudelson. 2004. "Writing a research article: advice to beginners." *International Journal for Quality in Health Care* 191-192.

Maybe as a “**Built-in**”. What’s the difference?

# Bibliography

Holliday, Adrian. 2007. *Doing and Writing Qualitative Research.* SAGE Publications Ltd.

Perneger, Thomas V., and Patricia M. Hudelson. 2004. "Writing a research article: advice to beginners." *International Journal for Quality in Health Care* 191-192.

Or maybe there is no need for inserting a bibliography? The platform can insert one by itself.

1. Every main part of a book should open with “Heading 1”. There shouldn’t be more than one Heading 1 per docx file. [↑](#footnote-ref-1)
2. To insert a footnote in MS Word, you may click the “Insert Footnote” button or use the “Alt + Ctrl + F” key combination. [↑](#footnote-ref-2)