# AMERICAN INSTITUTE OF PHYSICS

## General Notes for preparing a manuscript using Microsoft Word

Meticulous attention to the following, brief guidelines will help not only the publisher but also the author, since careful preparation is the most important single factor assuring error-free printed text that precisely reflects the author's intent.

## Word 2007

*Word 2007 and the new Word docx format should not be used*. Docx files will currently cause problems for reviewers and complicate many existing preproduction and production routines.

If Word 2007 is unavoidable, back-save to the *doc* format. *However, please note that you must use MathType or the Equation Editor 3.0* and *not* the more easily accessible, Microsoft Math Editor. **When equations built with Microsoft's Editor are back-saved, they are converted to low resolution graphics and will not be usable.** (See *Math and MathType* notes below.)

To use MathType or the old Equation Editor 3.0, you will need to:
- Select *Object* on the *Text* section of the *Insert* tab
- Select *MathType/Equation Editor* in the drop-down menu

### Tables

Tables should be created with Word's Insert Table function. If the table has already been made, please be sure it has been made with Word's Table features. Tables created with spaces or tabs will create problems and may be improperly typeset. To assure you table is published as you wish, you must use Word's table function.

### Footnotes

To insert a footnote, use Word's *Insert Footnote* command.

### Math and MathType

Check and ensure that the following items are created or captured as MathType objects:
- Mathematical variables
- Mathematical expressions and any other expressions that contain an operator
- All display equations, regardless of what elements they contain
- Chemical expressions that contain superscripts, subscripts, or that contain operators or fences
- Any in-line equations

When in doubt, it is always best to err on the side of caution and capture all expressions and variables in MathType.
- All numbers in equations should be styled as **Math**.
- All roman text in equations, including roman functions, should be styled as **Text**.
- All bold text in equations should be styled as **Vector/Matrix**, not as a bold version of the font **(for example, do not use Euclid Bold)**.
- All operators should be styled as **Math**, not **Text**.
- Do not use **Other** styles.
- Use MathType spacing (thin space, thick space) for all spaces between numbers and units of measure, around roman functions, etc. Spaces must be designated as thin space or thick space, not as "Text".
- All alignment marks should be deleted.
- Use MathType Preference File: Times+Symbol 12.eqp.

## Artwork

Electronic graphics are preferred for the production and subsequent publication of articles. Please see: http://www.aip.org/epub/submitgraph.html