

Readme

World Scientific has produced a style/template document for MSWord, which will allow authors to prepare manuscripts that can be brought directly into the World Scientific production process. This will enable more accurate production of page proofs, reducing your need during proofreading to locate typographic mistakes.

Installing the style file

The World Scientific Word templates and sample files are located on the website in a zip format called **ijalp-doc.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

readme.pdf : preliminary guide
ws-ijalp.docx : style/template file
ws-ijalp.pdf : sample typeset pages using ws-ijalp.docx template

Applying World Scientific styles to your documents

To use a style, first select the text to which you would like to attach the style, and then choose the style name from the styles list box on the toolbar or by using WS Journal Toolbar/Menu.

Style Name	Short cut Key	Applied for	Remarks
Journal Title	Alt + J,T	Journal Title	
Author	Alt + J,A	Author	
Affiliation	Alt + J,F	Affiliation	
History	Alt + J,H	History	
Abstract	Alt + J,B	Abstract	
Keywords	Alt + J,K	Keywords	
Heading 1–3	Alt + 1–3	Headings 1–3	
Text	Alt + J,X	Body Text,	Text following section heads
Text Indent	Alt + J,I	Indented body text	
Code	Alt + J,C		
Equation	Alt + J,E	Equations	
Figure	Alt + J,G	Figures	Figures/Graphics
Table Caption	Alt + C,T	Caption	Table and Figure captions
Figure Caption	Alt + C,F		
AList	Alt + L,A	Alphabet list	
BList	Alt + L,B	Bullet list	
NList	Alt + L,N	Number list	
Appendix 1–3	Ctrl + 1–3	Appendix 1–3	
Reference	Alt + J,R	References	Bibitem

In addition, use the Table and Equation facilities available in Microsoft Word as required.

Instructions

Illustrations and images

Please prepare all line drawings, halftones (grayscale) and colour illustrations in high resolution. The requirements are:

- (a) 600 dpi for line drawings (black and white)
- (b) 300 dpi for halftones (grayscale). Do not convert from colour images as they reproduce very poorly.
- (c) 300 dpi for colour images. Must be in CMYK (Cyan, Magenta, Yellow and Black) for colour separation. RGB (Red, Green and Blue) is unacceptable for colour separation work. Colour images to be printed in colour are allowed only as agreed in the contract.
- (d) Ensure all labels/annotations are sharp and clear for reproduction. Easy-to-read typeface/font like Arial, Helvetica or Times Roman are recommended for the labels.
- (e) To provide softcopy of the illustrations in either eps, ps, tif, jpg, gif or bmp format, preferable on a PC platform. All illustrations should be embedded in the text. At the same time provide the illustrations as individual files. Use the correct file names for each illustration, for example, John_fig1.eps, John_fig2.eps, or John_fig1.tif, John_fig2.tif.
- (f) If soft copies are not available, authors are requested to submit good original glossy prints for clear reproduction. Figure number must be clearly labeled on the back and preferably indicate which side of the figure is the top by using an arrow pointing upwards.

Miscellaneous

- (a) Please ensure that quotation marks are paired correctly, e.g. “good quotes” rather than “bad quotes”.
- (b) Italicized words should not be done in TeX’s math mode when using TeX and Latex2e. This will result in unusual character spacing. Use the proper control sequence of “\it”.
- (c) Use a hyphen (-) for compound words (e.g. ‘two-dimensional’), an en-dash (–) to link numbers, nouns or names (e.g. 220–240 Volts, electron–positron collisions, Einstein–Rosen–Podolsky paradox), and an em-dash (—) to link sentences or clauses — this is what we would regard as a ‘normal’ dash.
- (d) Note this set of common abbreviations:

Equation(s)	—	Eq./Eqs.
Figure(s)	—	Fig./Figs.
Reference(s)	—	Ref./Refs.
Section(s)	—	Sec./Secs.

Please spell in full if any of the above is the first word of the sentence.

- (e) Latin words are italicized, e.g.
et al., *a priori*, *in situ*, *ibid.* etc.

For help with the use of the World Scientific Microsoft Word style file, please e-mail to any one of the following:

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