

MURAJ Template Instructions

Contact: Cynthia Shao (shaoc@umn.edu)

Sections:

1. Template Text Color Guide
2. General Information
(includes how to do “Keep Text Only” copy and pasting)
3. Template Editing Steps

Template Text Color and Meaning:

Black – Permanent structural text. Do not alter!

Blue – Text to replace with your manuscript

Red – Instructions on how to use the template. Delete when finished

Green – Marks specific places as numbers in the document (the numbers in the document correspond to the template editing steps below)

General Information:

How to do “Keep Text Only” Pasting: When copy and pasting your material into the template, make sure to remove the formatting when you paste by choosing the “Keep Text Only” option. There are two ways to do this (see below)

Option 1: Use Keyboard Shortcuts

Steps: Make sure you have copied the text you want to enter

Highlight the text you want to replace

Click Ctrl + V (Cmd + V on Macs)

A small icon should appear at the end of the text you pasted (see Figure 1 below). Hover over this icon and choose “Keep Text Only” with the icon [A] (see Figure 2 below)

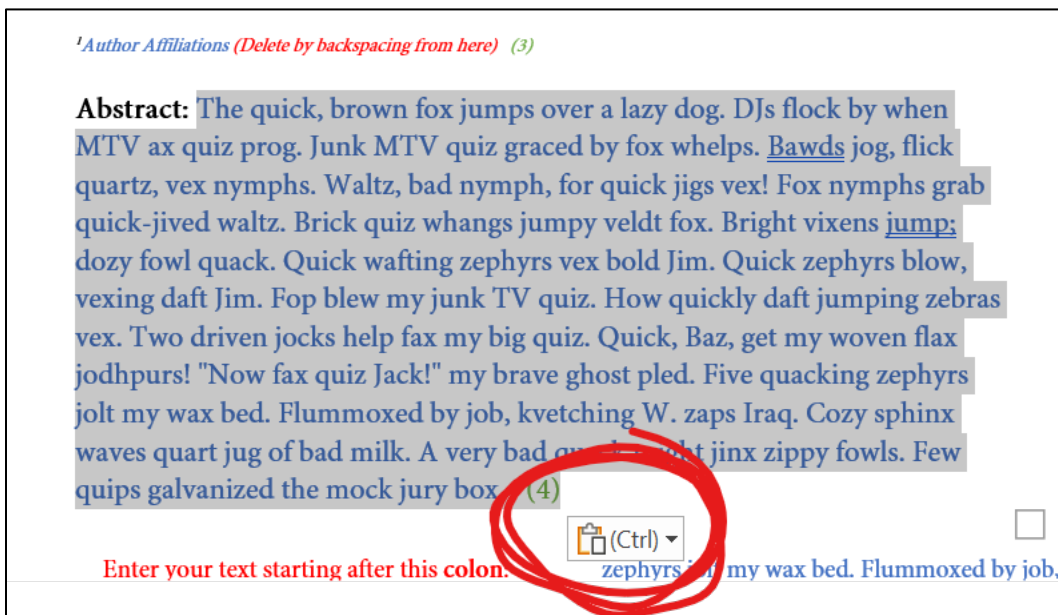


Figure 1. After highlighting the text you want to replace and pressing Ctrl+V or Cmd+V, a small button should appear (circled in red) at the end of the text you pasted. Click this button (see Figure 2).

Abstract: The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump; dozy fowl quack. Quick wafting zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by job, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box. (4)

Enter your text starting after this colon:
then delete all text in red (see below for section header formatting example). (5)

Section 1

The quick, brown fox jumps over a lazy fox. The jay, pig, fox, zebra, and my wolves




Figure 2. After highlighting the text you want to replace and pasting in your own text, the Ctrl button appears (see Figure 1). After clicking on that button, you should see the “Paste Options” mini window. Make sure to click on the clipboard with the A on it (circled in red) – when you hover over this option, it should see “Keep Text Only”

Option 2: Select Paste in Menu

Steps: Make sure you have copied the text you want to enter

Highlight the text you want to replace.

Click on the “Paste” button in the upper left-hand corner of screen (circled in blue in Figure 3).

Choose the left most icon [A] – when you hover over it, it should say “Keep Text Only” (circled in red in Figure 3).

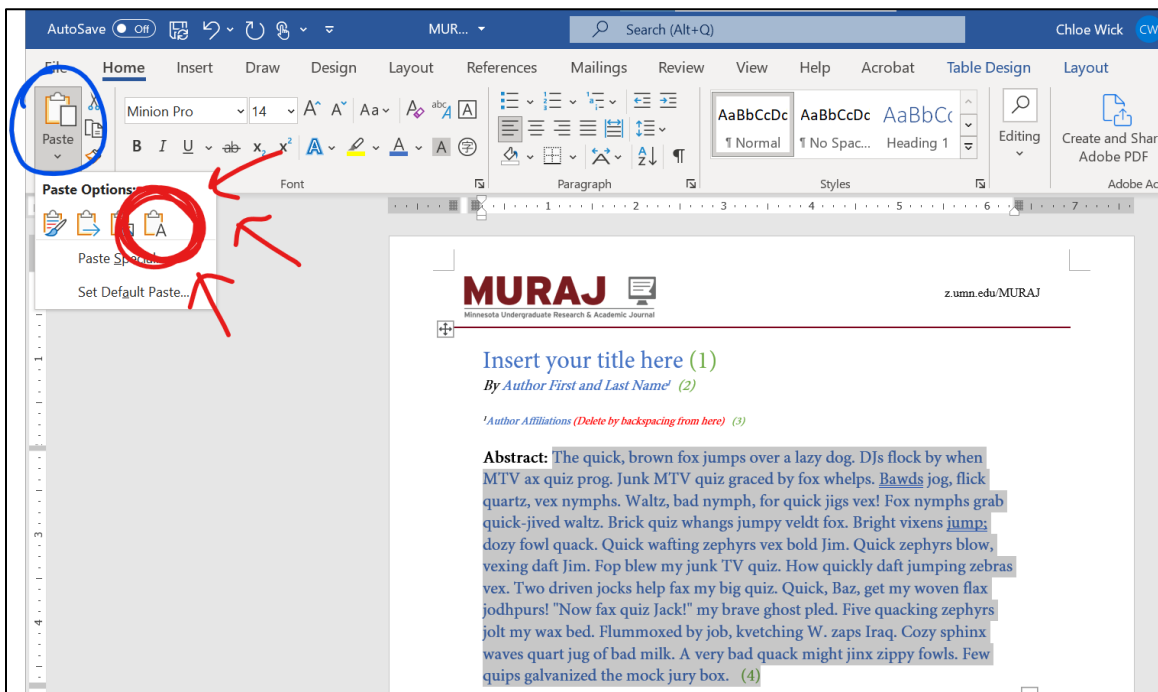


Figure 3. Highlight the text you want to replace (such as the abstract below). By clicking on the “Paste” icon in the upper left (circled in blue), the “Paste Options” mini-window should show up. Click on the clipboard with the A icon (circled in red) – if you hover over this, it should say “Keep Text Only.”

Other General Information Notes:

- A. DO NOT edit headers or footers
- B. Figures and Tables should be included as supplements at the end of the document (section 6) and should not be included in the main text unless previously authorized by an editor

Template Editing Steps:

When pasting your material, **always** make sure to use the “Keep Text Only” option when you paste (see the first step of General Information if you do not know how to do this).

1. Title: Delete “Insert your title here” in blue and insert your own title




The screenshot shows the MURAJ template header with the logo and URL. Below the header, the title "Insert your title here" is highlighted in yellow and labeled (1). Below the title, the author information "By Author First and Last Name" is highlighted in yellow and labeled (2). Below the author information, the affiliation information "'Author Affiliations (Delete by backspacing from here)" is highlighted in red and labeled (3). The abstract text is visible below the affiliation information.

2. Author: Insert the first and last names of the author (in the format FirstName LastName). Make sure to leave a number at the end of each name that corresponds to the affiliation of each author (see next step).



The screenshot shows the MURAJ template header with the logo and URL. Below the header, the title "Insert your title here" is highlighted in blue and labeled (1). Below the title, the author information "By Author First and Last Name" is highlighted in yellow and labeled (2). Below the author information, the affiliation information "'Author Affiliations (Delete by backspacing from here)" is highlighted in red and labeled (3). The abstract text is visible below the affiliation information.

3. Author Affiliation: Add the author affiliations by copying and pasting the highlighted text for each affiliation. Delete the text in red by pressing the Backspace key from the word end of the red text (where it says **here**) until the small number is reached. Paste in any author affiliations. *If the number becomes large or the affiliation becomes small, do not worry - this will be fixed during editing.*



z.umn.edu/MURAJ


Insert your title here (1)

By Author First and Last Name' (2)

Author Affiliations (Delete by backspacing from here) (3)

Abstract: The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump; dozy fowl quack. Quick wafting zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by job, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box.

4. Abstract: Replace the blue placeholder abstract text with your abstract.



z.umn.edu/MURAJ


Insert your title here (1)

By Author First and Last Name' (2)

Author Affiliations (Delete by backspacing from here) (3)

Abstract: The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump; dozy fowl quack. Quick wafting zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by job, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box.

5. Main Text: Follow instructions at the beginning of the main text in red (Paste your text after the colon. Then delete all of the red instructions and all of the remaining placeholder main body text (the last sentence of this placeholder main text is “Junk MTV quiz graced by fox whelps.”))



www.edu.aMURAJ

Insert your title here (1)

By Author First and Last Name² (2)

¹Author Affiliations (Delete by backspacing from here) (3)

Abstract: The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump, dozy fowl quack. Quick waltzing zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by jorb, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box. (4)

Enter your text starting after this column then delete all text in red (see below for section header formatting example). (5)

Section 1

The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump, dozy fowl quack. Quick waltzing zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Sex-charged pop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by jorb, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box. Quick brown dogs jump over the lazy fox. The Jay, pig, fox, zebra, and my neighbor quack! Slowly red vixens fight for a quick jump. Joaquin Phoenix was named by MTV for luck. A wizard's job is to vex chumps quickly in fog. Watch "Jeopardy!". Alex Trachten's fun TV quiz game. Woven silk exchanged for blue quartz. Brawny gods just flocked up to quiz and vex him. Adjusting quiver and bow, Zorro killed the fox. My faxed joke won a pager in the cable TV quiz show. Amazingly few discotheques provide jukeboxes. My girl wore six dozen plaid jackets before she quit. Six big devils from Japan quickly forgot how to waltz. Big July earthquakes confound many experimental wog. Foxy parsons quiz and cajole the lovably dim wiki-girl. Have a pick: twenty six letters - no forcing a jumbled quiz! Crazy Fredericks bought many very exquisite opal jewels. Sixty zippers were quickly picked from the wornate jute bag. questions asked by five watch experts amazed the judge. Jack quietly moved up front and seized the big ball of wax. The quick, brown fox jumps over a lazy dog. DJs flock by when MTV ax quiz prog. Junk MTV quiz graced by fox whelps. Bawds jog, flick quartz, vex nymphs. Waltz, bad nymph, for quick jigs vex! Fox nymphs grab quick-jived waltz. Brick quiz whangs jumpy veldt fox. Bright vixens jump, dozy fowl quack. Quick waltzing zephyrs vex bold Jim. Quick zephyrs blow, vexing daft Jim. Fop blew my junk TV quiz. How quickly daft jumping zebras vex. Two driven jocks help fax my big quiz. Quick, Baz, get my woven flax jodhpurs! "Now fax quiz Jack!" my brave ghost pled. Five quacking zephyrs jolt my wax bed. Flummoxed by jorb, kvetching W. zaps Iraq. Cozy sphinx waves quart jug of bad milk. A very bad quack might jinx zippy fowls. Few quips galvanized the mock jury box. (4)

6. Supplement: Add any tables or figures you have. Tables should be formatted according to the example (you can copy and paste the example table and just add or delete columns/rows). Figures can be pasted in. Make sure to add a figure/table caption. **If you do NOT have figures/tables**, delete this section.

Example Supplements

Do not worry if your figures/tables look strange – this is just a scaffold for the editors

Head	Head	Head	Head	Head	Head
Side	Entry	Entry	Entry	Entry	Entry
Side	Entry	Entry	Entry	Entry	Entry
Side	Entry	Entry	Entry	Entry	Entry

Table 1. An example of a table in this journal format (left aligning if table fills the page, otherwise subtitle text should be center aligning).



Figure 1. A figure example in this journal format

7. References: Replace the text “[Insert your references here](#)” with your references. This should be the last page and the final step.

References

[Insert your references here \(7\)](#)

8. Go through and delete any remaining green, blue, or red text. Leave comments for the editor if there were mistakes or problems with the formatting (no corresponding number exists in the template).