MURAJ Template Instructions

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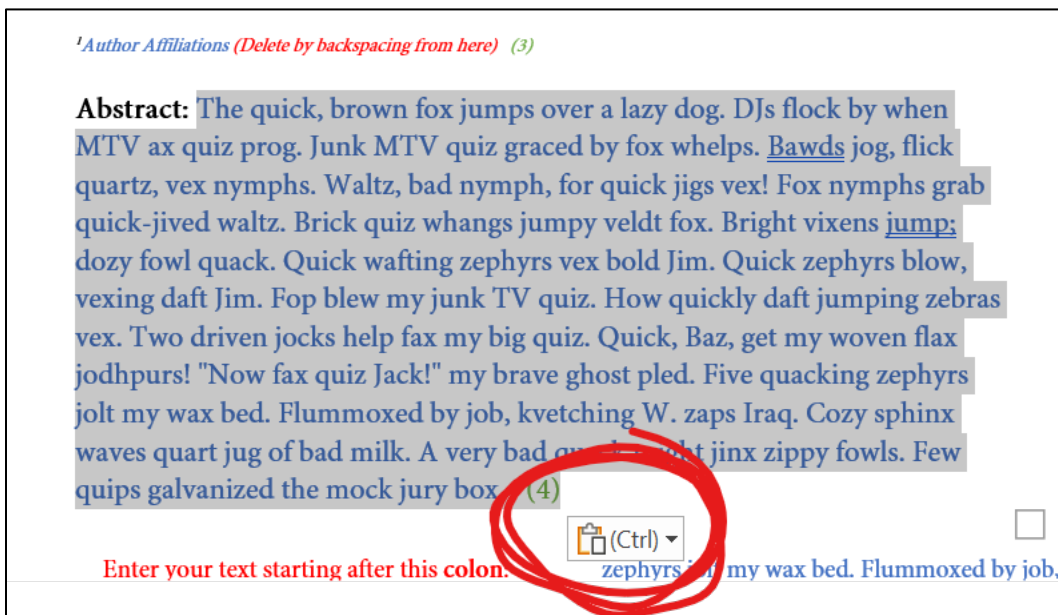
Figure 1. After highlighting the text you want to replace and pressing Ctrl+V or Cmd+V, a small button should appear (circled in red) at the end of the text you pasted. Click this button (see Figure 2).

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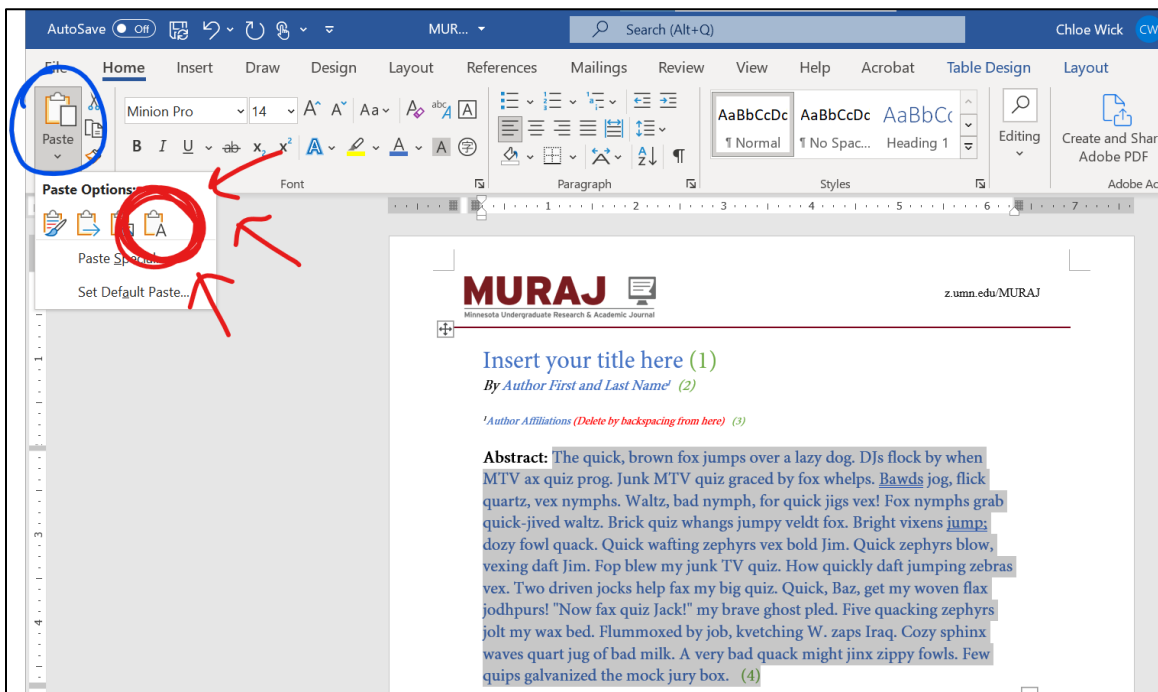
Figure 3. Highlight the text you want to replace (such as the abstract below). By clicking on the "Paste" icon in the upper left (circled in blue), the "Paste Options" mini-window should show up. Click on the clipboard with the A icon (circled in red) – if you hover over this, it should say "Keep Text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

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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

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).

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.*

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

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.")

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).