Type the title of your articles here

List the author names here (for example A J Smith)

Type the author addresses here

Type the corresponding author’s e-mail address here

Abstract. Start your abstract here…

1. The first section in your paper

The first paragraph after a heading is not indented (Bodytext style).

Other paragraphs are indented (BodytextIndented style).

1. Another section of your paper

The first paragraph after a heading is not indented (Bodytext style).

Other paragraphs are indented (BodytextIndented style).

Style for formulas (BodytextRight style):



* 1. A subsection

Some text.

* + 1. A subsubsection. The paragraph text follows on from the subsubsection heading but should not be in italic.

References

1. A reference

This reference has two entries but the second one is not numbered (it uses the ‘Reference (no number)’ style.

1. Another reference
2. More references
3. Aderhold J, Davydov V Yu, Fedler F, Klausing H, Mistele D, Rotter T, Semchinova O, Stemmer J and Graul J 2001 J. Cryst. Growth 222 701

Using the Word templates

1. How to use the template

To create a new document simply store the template in a convenient location and double-click it.

1. Applying paragraph styles

The template also contains a number of predefined paragraph styles (see table 1) which can be accessed quickly and conveniently using the toolbar provided. To format a paragraph in a particular style simply click on the appropriate style name in the Styles bar.

To display the “Styles and Formatting” bar in Word 2003, just click on the  icon or select the appropriate menu item on the “Format” tab. In Word 2007 and later versions, the bar is called “Styles” and activated by pressing the extension button.



Fig. 1. On/off button of the style bar in MS Office Word.

Key combination “Alt+Ctrl+Shift+S” can be also used.

On the panel (as a rule, on the right) you can see the following style names necessary for article preparation (Fig. 2).

1. Sample text

The document created from the template contains some text to help you start formatting your paper, simply delete the text provided and replace it with your own.

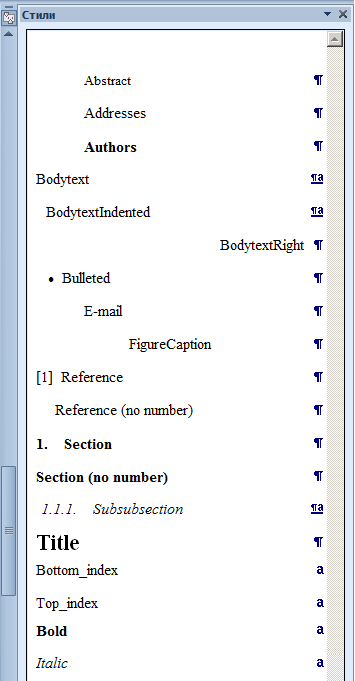


Fig. 2. Styles bar.

1. Predefined paragraph styles

Table 1 lists the paragraph styles defined in the template.

|  |  |
| --- | --- |
| Table 1. Paragraph styles defined in the template. | |
| Style | Example and use |
| Abstract | Style in which to format your Abstract |
| Addresses | Style for author addresses |
| Authors | Style for the list of author names |
| Bodytext | The style for the first paragraph after a section, subsection or subsubsection |
| BodytextIndented | An indented style for paragraphs that follow after Bodytext |
| BodytextRight | Style for right-justified text and numbered formulas |
| Bulleted | * Bulleted list |
| E-mail | Style for corresponding author’s e-mail address |
| FigureCaption | Centred figure (and table) caption style |
| Reference | 1. The style to use for a numbered reference. Note that when the text reaches the end of the line it will indent slightly |
| Reference (no number) | A style for references that are part of a numbered reference (where there are multiple entries under a single number) |
| Section | 1. Style for section headings |
| Section (no number) | Style for section headings that are not numbered (e.g., ‘References’) |
| Subsection | Style for a subsection |
| Subsubsection | * + 1. Style for subsubsection. Type a full stop (‘period’) after the heading text and continue the paragraph in Roman (upright) type |
| Title | The title of your paper |
| Bottom\_index/Top\_index | Bottom and Top indexes |
| Bold/Italic | Bold and Italic text |