

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 for CRC titles. 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 **ijmpcs-doc.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

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

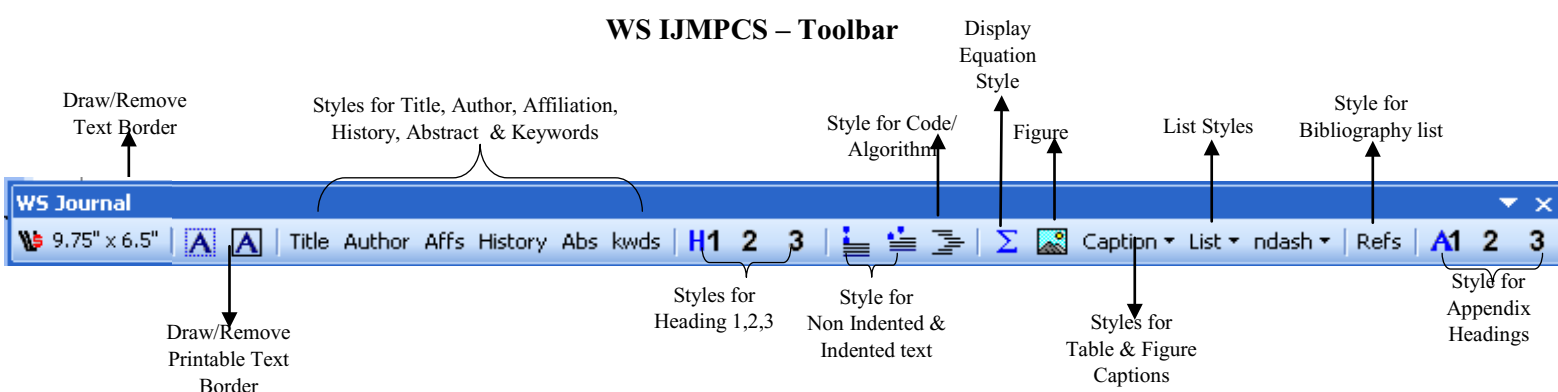
Using the style file

The template can be retained in the current working folder and double clicking it should open a new document whenever the need arises.

The World Scientific styles will then be available in the Styles list box on the tool bar, and in the Style dialogue box on the “Format” menu.

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 tool bar or by using WS Journal Toolbar/Menu.



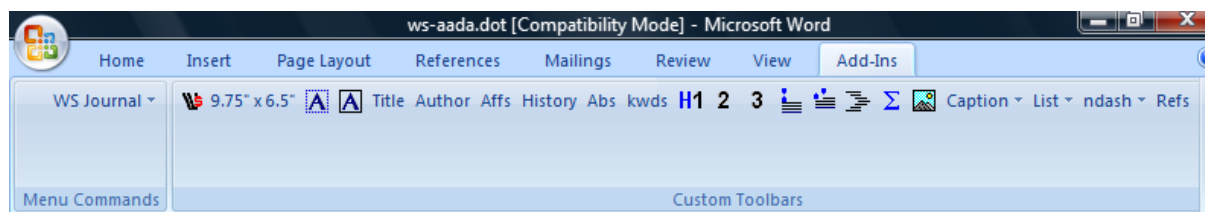
Applying World Scientific styles to your documents

The World Scientific styles are listed below. 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 tool bar or by using Ws Journal ToolBar/Menu.

WS IJMPCS Menu and Short cut Keys

WS Journal		Style Name	Short cut Key	Applied for	Remarks
9.75" x 6.5"					
Text Boundaries					
Printable Text Boundaries					
	Title Alt+J,T	Journal Title	Alt + J,T	Journal Title	
	Author Alt+J,A	Author	Alt + J,A	Author	
	Affiliation Alt+J,F	Affiliation	Alt + J,F	Affiliation	
	History Alt+J,H	History	Alt + J,H	History	
	Abstract Alt+J,B	Abstract	Alt + J,B	Abstract	
	Keywords Alt+J,K	Keywords	Alt + J,K	Keywords	
H1	Heading 1 Alt+1				
2	Heading 2 Alt+2	Heading 1–3	Alt + 1–3	Headings 1–3	
3	Heading 3 Alt+3				
	First Para Alt+J,X	Text,	Alt + J,X	Body Text,	Text following section heads
	Indent Para Alt+J,I	Text Indent	Alt + J,I	Indented body text	
	Code Alt+J,C	Code	Alt + J,C		Programs/Algorithms
	Equation Alt+J,E	Equation	Alt + J,E	Equations	
	Figure Alt+J,G	Figure	Alt + J,G	Figures	Figures/Graphics
	Caption	Table Caption Figure Caption	Alt + C,T Alt + C,F	Caption	Table and Figure captions
	List	AList	Alt + L,A	Alphabet list	
	ndash	BList	Alt + L,B	Bullet list	
		NList	Alt + L,N	Number list	
A1	Appendix 1 Ctrl+1				
2	Appendix 2 Ctrl+2	Appendix 1–3	Ctr + 1–3	Appendix 1–3	
3	Appendix 3 Ctrl+3				
	Reference Alt+J,R	Reference	Alt + J,R	References	Bibitem

Office 2007 and later users can access this toolbar via **Add-Ins** menu



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

Instructions

Illustrations and images

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

- (a) 600 dpi for line drawings (black and white)
- (b) 300 dpi for halftones (gray scale). 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.

Camera-ready copy (crc) manuscripts

For authors who are submitting their manuscripts in CRC form, (whether in pdf files or PostScript files) please ensure all postscript fonts, i.e. Type 1 fonts are embedded. Bitmap fonts, eg. Type 3 fonts are not readable on the screen and the search functions will not be made available.

Authors may supply pdf files either in CD-ROM, ZIP disk, or upload to our ftp site:

<ftp://ftp.wspc.com.sg/incoming/>

Before using ftp, it is best to inform the publisher or desk editor in advance.

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:

ykoh@wspc.com.sg

or

rajesh@wspc.com.sg