Formatting MS-Word documents for ORiON

SE Visagie

26 June 2006

1 Introduction

The editorial team of ORiON do their best to generate high quality LaTeX documents when provided with MS-Word documents. Authors should, however, appreciate that a properly structured and formatted MS-Word source document is essential to ensure a smooth MS-Word to LaTeX conversion. Therefore, if authors follow the guidelines below in preparing their MS-Word documents, it will enable the editorial team to produce high quality LaTeX documents without weeks of additional editing by the business manager and editors of ORiON. Authors of MS-Word documents not formatted as per the guidelines below, will be asked to reformat their document according to these guidelines.

2 Guidelines for headings of sections *etc.*

Headers Use appropriate paragraph styles (for example Heading 1, Heading 2, . . .) to create headers.

Header numbers Never hardcode header numbers, *i.e.* never code header numbers manually (by hand). Always use MS-Word's autonumbering/bulleting functions.

Breaking of headers Do not break headers by means of carriage returns to create multi-line headers; rather use `<SHIFT><ENTER>` to break headers. However, it is recommended rather not to break headers at all.

3 Guidelines for normal text

Indentation Never indent regular text or headers.

Page/Section breaks Insert page/section breaks by means of the `Insert|break...` option in MS-Word. It is very rarely necessary to include such breaks in a document. Please keep such breaks to a minimum.

Running heads Do not include any running heads or headers/footers.

Footnotes Insert footnotes in the proper MS-Word way, *i.e.* by means of `Insert|`
`Reference|footnote ...` This also ensures that footnotes are automatically num-
bered and formatted.

4   Guidelines for mathematical equations

Mathematical expressions Authors should use Equation Editor or MathType to cre-
ate all mathematical expressions. This is necessary for intext equations (simple
numerals, single variables, short expressions, *etc.* within a text line) and (numbered)
displayed equations (equations on their own lines).

Equation numbers Equation numbers may be generated in one of two ways: (1) as
regular MS-Word text or (2) automatically via MathType. In both cases equation
numbers should be placed to the right hand side of equations with no text in between
(there may be only spaces and/or tabulations). Always use parentheses and periods
(not dashes) when creating equation numbers; *e.g.*, use "(1.1)" instead of "1-1".

5   Guidelines for referencing and citations

Bibliographic citations Numbered bibliographic citations should be created as end-
notes in MS-Word.

Figures and tables The easiest way to add consistent and correctly numbered captions
is to use the `Auto-Caption...` option in MS-Word.

Electronic citations Include in-text citations to numbered items (such as header num-
bers, figure/table numbers, bibliographic citations) using MS-Word's `Insert|`
`Cross-reference...` functionality.

Hyperlinks Insert hyperlinks with MS-Word's `Insert|Hyperlink` functionality.

Index Index entries should be marked via MS-Words `Mark Entry...` functionality in
the menu `Insert|Index and Table`

Citing an equation When citing an equation in the text, be absolutely sure to type the
equation number exactly the way it appears in the actual equation (when creating
equation numbers as regular text).

6   Guidelines for figures and tables

Figures Please convert Word Drawing elements (objects used from the drawing menu
in MS-Word) to a regular picture by performing the following procedure: (1) Use
the `Select Objects` arrow on the `Drawing toolbar` to select all the elements of
the Word Drawing figure (including all text boxes) and select `Copy`; (2) Open a

new WordPad document (The WordPad application is typically located in `Start|Programs|Accessories`) and `Paste` the selected objects in WordPad; (3) select the pasted figure in WordPad and select `Copy`; (4) Go to MS-Word, delete the old figure, and select `Paste` to place the converted figure back into the MS-Word document. All the different drawing objects will then be seen by MS-Word as one figure.

Captions Figure and table captions should be created by means of MS-Word's `Insert|Caption...` menu. The best way to add consistent and correctly numbered captions to your document is to use the `Auto-Caption...` option.

Acknowledgement

Parts of the guidelines above were taken from Chapter 4, "How to format your document", of the User Manual of the Word2TeX software.