

Materials Science & Technology Conference Proceedings: Instructions for Word Template

TMS¹ and ISS²

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Keywords: Keyword1, Keyword2, etc.

Abstract

This is an instructional guide for using the Microsoft Word Template for the **Materials Science & Technology Conference Proceedings (MS&T)**: “MS&T.dot”. This template has a preset formatting structure to help you layout your paper. When the final version of your paper is finished, you will be required to send a hard copy along with an electronic version of your paper. For the electronic version, it is highly recommended that you create a PDF version for final submission. You can also submit the Word file; however, anytime a source file (such as Word format) is submitted, there is always the very likely possibility that font substitutions will take place and photos, graphs, etc. will become rearranged when the document is opened on a different computer. The reason a PDF version is preferred is because this technology removes these variables – ensuring that the paper in the finished publication looks exactly as you wish it to look.

Introduction

The Word template has the proper margins set, includes some styles specifically designed for **MS&T**, and includes a few buttons to help automate some common tasks. The margins and styles should remain constant for whatever version of Word you are using and whether you are using a Windows or MacIntosh computer. But, please note that the buttons use Macros that will work only in Word ‘97 and subsequent versions.

Once you have a copy of the template on your computer, you can place it in the “Templates” folder for Word and it will then be available to you whenever you click on the “New” option under the “File” menu. Please utilize the Word “Help” menu for more information on adding templates.

Layout

When beginning your paper, be sure to create a new document based on this template (do not open up the template itself). The paper size and margins for the template are setup according to the following table.

| Dimension for Page Setup | | | | |
|---------------------------------|-----------------------|---------------|--------------|--------------------|
| Dimensions | Inches Decimal | Points | Picas | Millimeters |
| Page Size: | 8.5 x 11 | 612 x 792 | 51 x 66 | 215.9 x 279.4 mm |
| Margins: | Left: .75 | 54 | 4p6 | 19.05 |
| | Right: .75 | 54 | 4p6 | 19.05 |
| | Top: .5 | 36 | 3 | 12.7 |
| | Bottom: 1 | 72 | 6 | 25.4 |
| Live Area: | 7 x 9.5 | 504 x 684 | 42 x 57 | 177.8 x 241.3 |

Please do not make any changes and be sure that everything in your paper (included all tables, artwork, etc.) is within these the margins.

First Page

The top of the first page of your paper contains the title of your paper, author(s) name(s), author(s) affiliation(s), and keywords. After this information is set, please beginning typing your paper below the keywords.

Title and Author(s)

Position the cursor over the text “Materials Science & Technology Conference Proceedings: Word Template” and click on the left mouse button; you may then beginning typing the title. After typing in the title, please follow the same procedure for clicking on and typing in the author(s) name(s) and affiliation(s). If there is more than one author, subsequent author names should follow on the same line as the first author mentioned, continuing onto further lines as necessary. If the different authors also have different affiliations, there should be a superscript number following each author name that corresponds to the proper affiliation.

There should be a blank line between the author(s) name(s) and affiliation(s). Each author affiliation should be put on a separate line (multiple lines as needed), with a superscript number at the beginning that corresponds to the correct author(s).

Styles

This template has certain character/paragraph styles predefined. When you type in your paper title, author(s) name(s), author(s) affiliation(s), abstract and introduction, the proper style is already set. As you add in more headings and paragraphs, you will need to make sure that the new text receives the proper formatting style. The toolbars described later can help in this process.

IMPORTANT NOTE: If you have typed your paper in another software application and are pasting it into this template, Word usually attempts to retain the original formatting style. So, once the text is pasted in, you will need to apply the proper **MS&T** style.

Heading 1, MS&T: First-Level Heading

This style should be used for any first level headings such as the “Abstract” and “Introduction” portions of your paper.

Font: Times New Roman
Font Size: 12 pt.
Font Attributes: Bold; first letter of each word in caps
Alignment: Centered
Spacing: Begin paragraph 2 lines below heading

Heading 2, MS&T: Second-Level Heading

This style should be used for any second level headings. An example would be “Heading 2, MS&T: Second-Level Heading” above.

Font: Times New Roman
Font Size: 12 pt.
Font Attributes: Bold + Underline; first letter of each word in caps
Alignment: Left justified
Spacing: Begin paragraph 2 lines below heading

Heading 3, MS&T: Third-Level Heading. If necessary, this style should be used for any third (and subsequent) level headings. It is almost identical to the second level heading except that a second level paragraph begins 2 lines below the heading whereas the third level paragraph begins on the same line, immediately following the heading.

Font: Times New Roman
Font Size: 12 pt.
Font Attributes: Bold + Underline; first letter of each word in caps
Alignment: Fully justified
Spacing: Begin paragraph on same line

Heading 4, MS&T: Paper Title

This style should be used for the paper title only.

Font: Times New Roman
Font Size: 14 pt.
Font Attributes: Bold; first letter of each word in caps
Alignment: Centered
Spacing: Begin author information 2 lines below title

MS&T: Paragraph Style

This style should be used for the main text in the body of each paragraph.

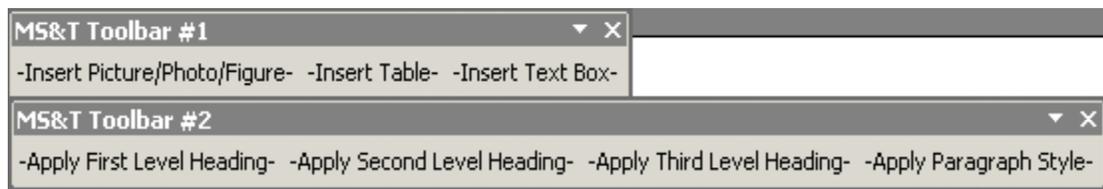
Font: Times New Roman
Font Size: 12 pt.
Font Attributes: None
Alignment: Fully justified
Spacing: Use single line spacing and block paragraphs

MS&T: Σψμβολ

This is the “Symbol” font; please use this whenever possible when inserting special characters.

Font: Symbol
Font Size: 12 pt.
Font Attributes: None

Buttons



This template contains two toolbars (see example above). “MS&T Toolbar #1” contains the following buttons:

- Insert Picture/Photo/Figure
- Insert Table
- Insert Text Box

“MS&T Toolbar #2” contains the following buttons:

- Apply First Level Heading
- Apply Second Level Heading
- Apply Third Level Heading
- Apply Paragraph Style

Using Buttons

In order for the buttons to work, the security settings for Word must be set properly to allow Macros to run. This is done by going to the following menu:

“Tools” – “Macros” – “Security”

To use the buttons, set the security to either “Medium” or “Low.” If you set the security to “Low” then the buttons will work; if you set the security to “Medium” when you launch the template, you will be prompted to either enable or disable macros – choose “Enable Macros” if you want the buttons to function.

“Insert” Buttons

These buttons (Insert Picture/Photo/Figure, Insert Table and Insert Text Box) are resident in the toolbar because they are commonly used tasks when preparing papers. Whenever inserting any object, be sure that the object is kept within the margins of the paper.

When you click on the “Insert Picture\Photo\Figure” button, the cursor will first be centered, and then you will be taken to the appropriate dialog box. You can save items such as graphs and equations as a graphic files and use this button to insert them into the document – thus ensuring that they look correct and no information is lost or changed. The preferred file formats for any graphics are either EPS or TIFF; using other formats, such as JPG or GIF decreases the commercial printing value.

“Apply...” Buttons

These buttons are resident in the toolbar to help automate applying the correct styles to text. Highlight the text you wish to change and then click on the appropriate button to apply the proper style.