How to use "Word template file"

Introduction

The Word template file has the same format as the PDF published in J-STAGE, such as title, author name, affiliation, body text and citations, and is set to "Style".

If you set the items registered in the "Style" list, the font, size, position, line spacing, etc. will be reflected automatically.

Also, by setting the "style", the author can create and check the same PDF as the PDF published on J-STAGE.
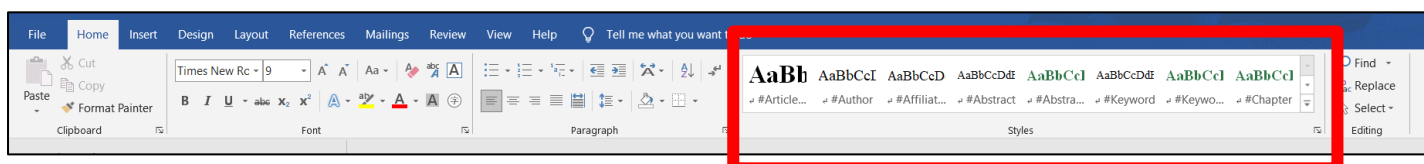
"Style" setting is required for XML data to be published in J-STAGE, so please set it for all items and pages.

After setting, check the attached "Word style name check sheet" and submit it together with the template file.
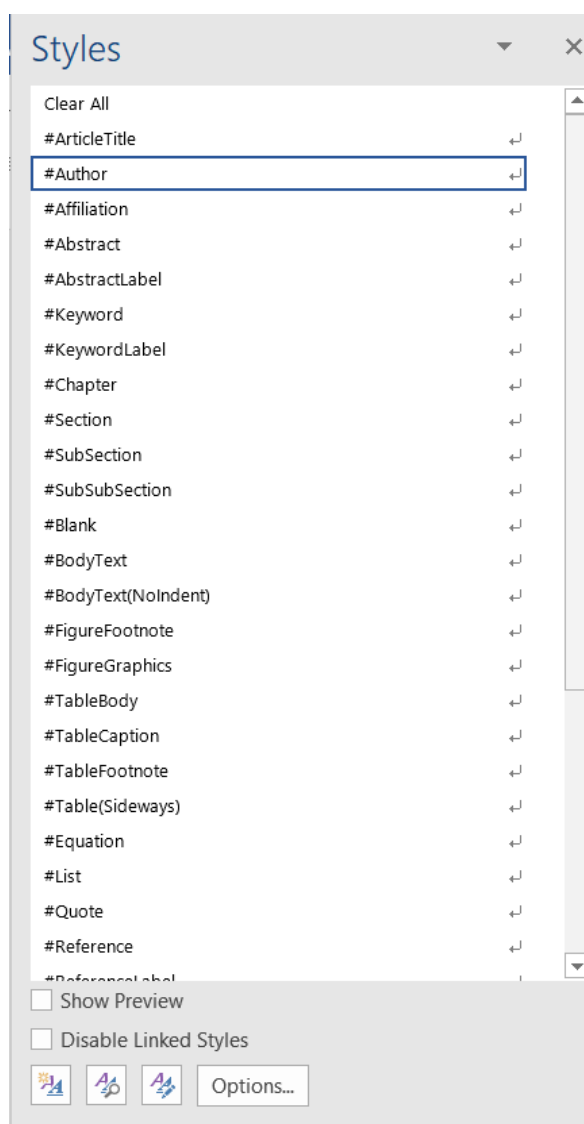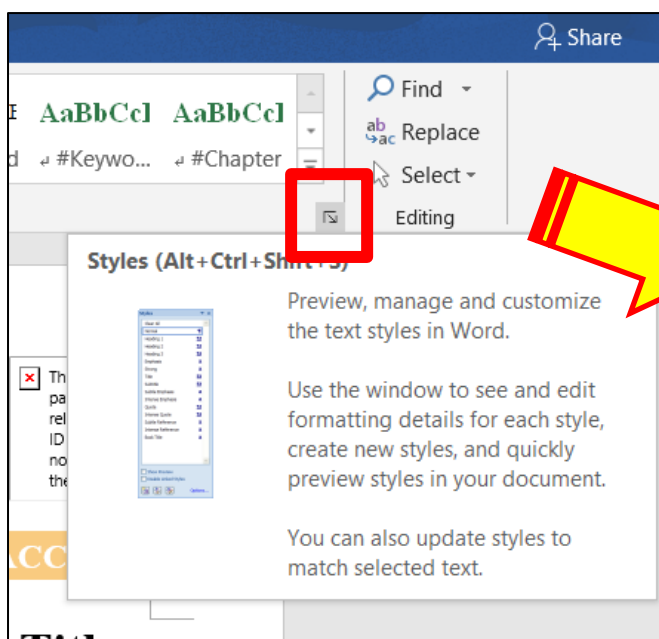
1．Location of "Style" application

Open the Word template file.

"Style" is the part of the red frame in "Home" on the toolbar.

In the list of "Styles", click the icon in the red frame in the style below to see the "Style" that can be set for J-STAGE.

It will be displayed in a separate window.

2．Style settings

Enter the title, author name, affiliation, body text, charts, citations, etc. in the Word template file.

To set "Style", simply select the target character string and select the applicable style from the list.
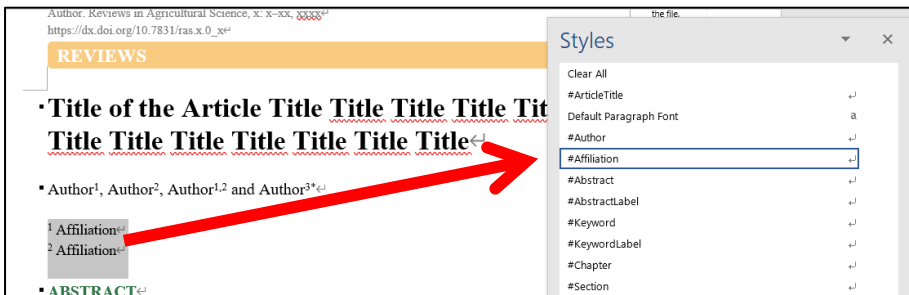
After entering the title, select the range and select "#ArticleTitle" in the "Style" list. If there is a subtitle, select "#ArticleTitleSubtitle" in the same procedure.
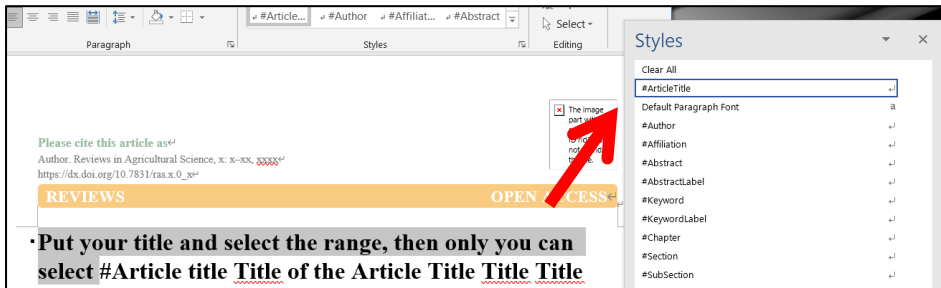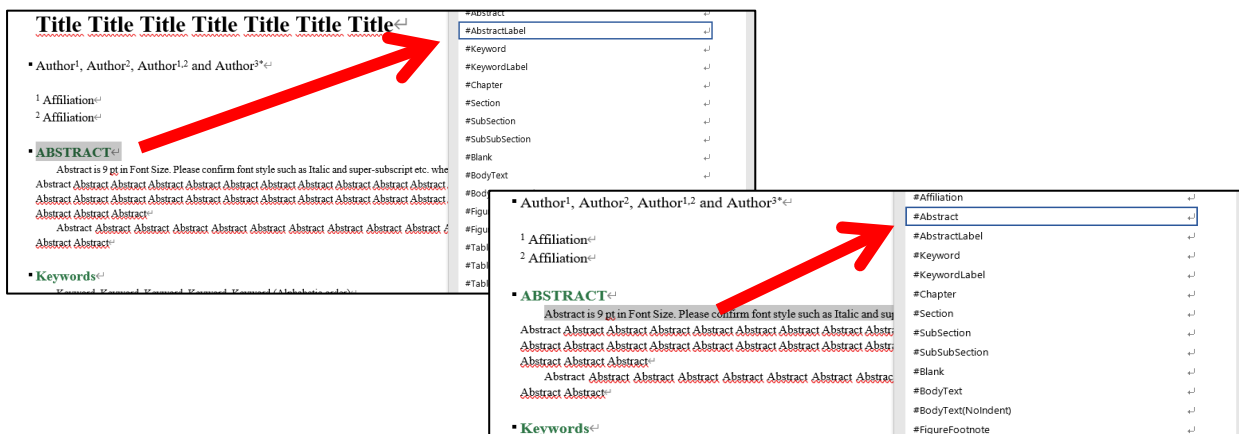

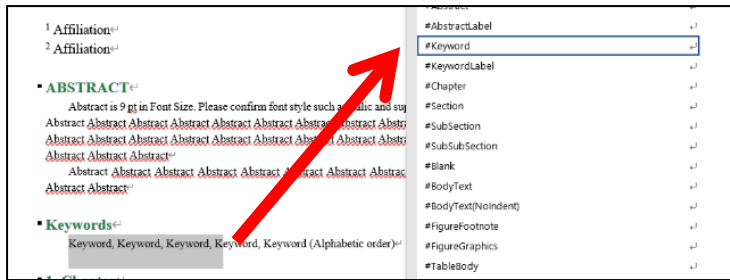After typing, select the range and select "#Author" in the "Style" list.
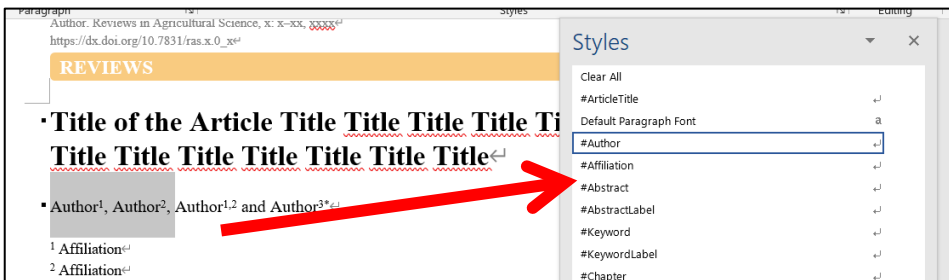
For affiliation, select the range after typing and select "#Affiliation" in the "Style" list.
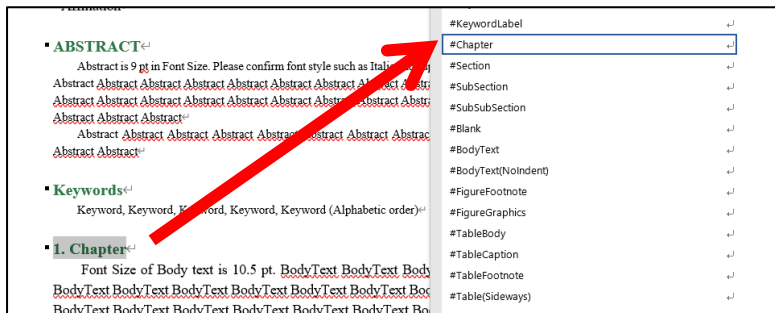

For abstracts, set two styles: "#AbstractLabel" for the heading and "#Abstract" for the body text.
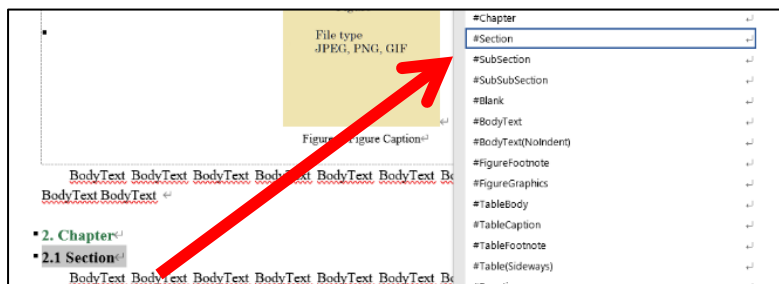
After entering the keyword, select the range and select "#Keyword" in the "Style" list.

There are four styles of headings: "chapter> section> item> class". Select the appropriate heading style for each. For the chapter, select "#Chapter" in the "Style" list.
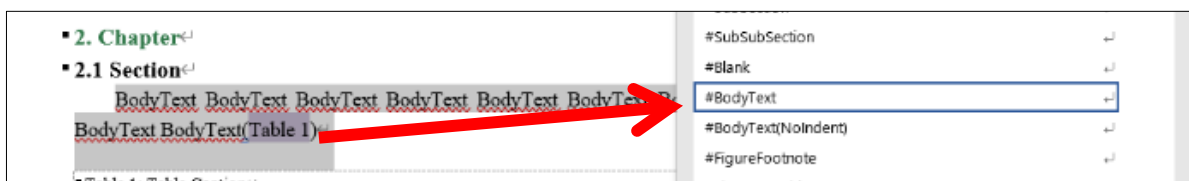

For the section, select "#Section" in the "Style" list.


If there are " SubSection " and " SubSubSection ", select "# SubSection " and "# SubSubSection " from the "style" list in the same way.

After entering the text, select the range and select "#BodyText" in the "Style" list. and select "#BodyText(NoIndent)" in the "Style" list.

Reference method for cited reference in the body text *[Important] If not set this, the link will not be valid on the J-STAGE public screen. When you set, confirmation color lights up.

For the Harvard referencing system "Author-date", select the range of the Author-date and select the style "$Link (Reference)".
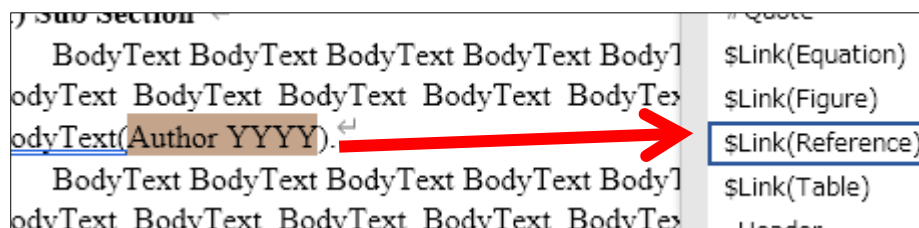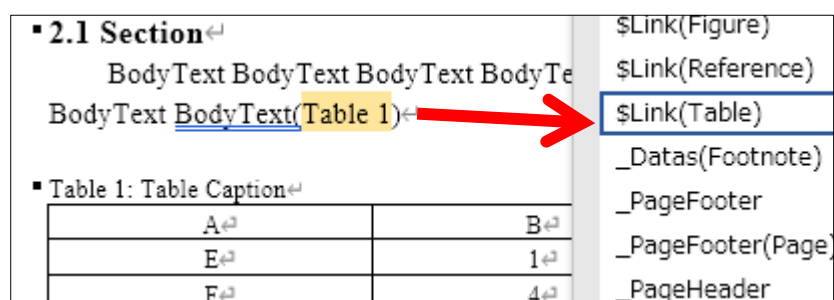

Quotation notation of "figure / table / mathematical formula" in the body text *[Important] If not set this, the link will not be valid on the J-STAGE public screen. When you set, confirmation color lights up.
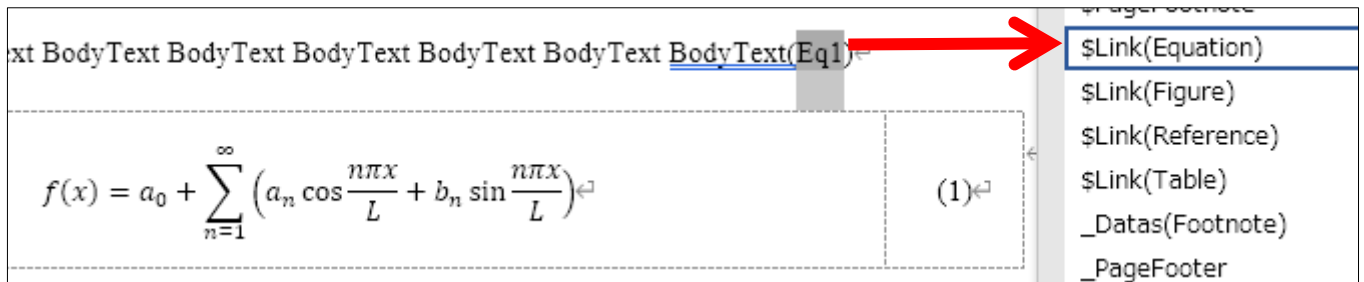
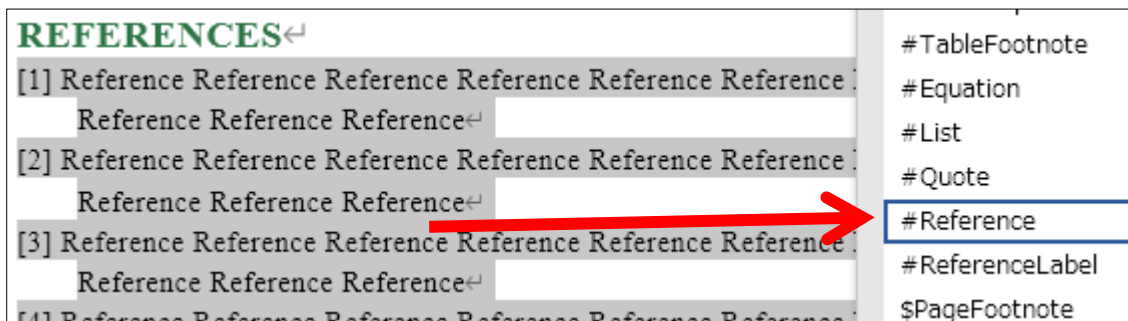For "Figure", select the range and select the style "$ Link(Figure)".
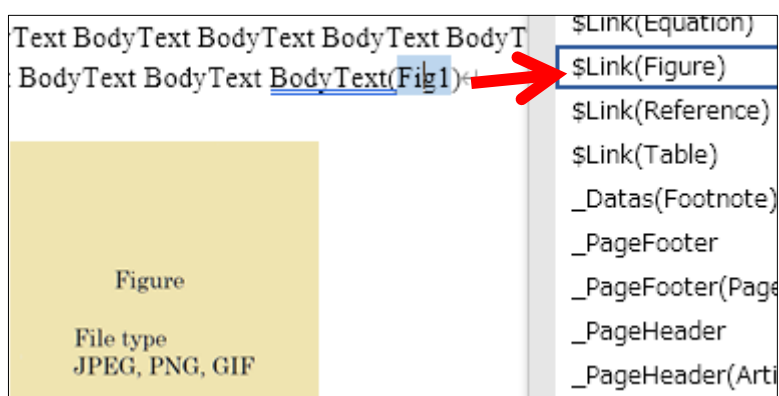
For "Table", select the range and select the style "$ Link (Table)".

For "Mathematical formula ", select the range and select the style "$ Link(Equation)".

For references, set two styles: "#ReferenceLabel" in the heading and "#Reference" in the body text.
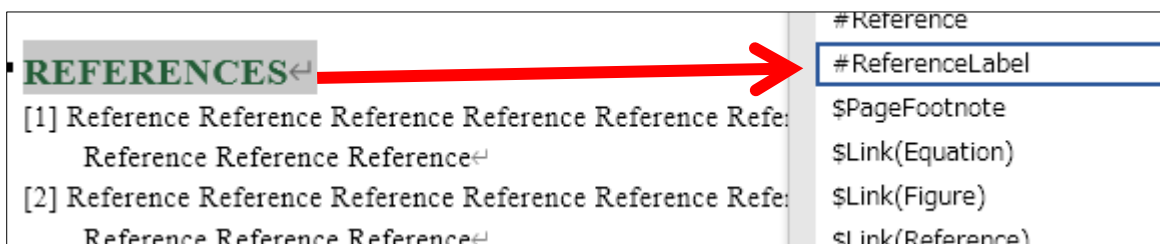
When putting figures, tables and mathematical formulas, please check the following notes before typing.

Notes for putting figures, tables and mathematical formulas

Figures

1. Select an image for the caption and image file of the figure entered in the body text, and specify the corresponding style from the style list.

   Only three types of image files, "JPEG, PNG, GIF", can be used as specified by J-STAGE.

   Please submit the original file of the used image separate from the main text with putting name "Fig.1, Fig.2, Fig.3 ..." in the file name.

Select the style of "#FigureGraphics" for the image

Select the style of "# #FigureCaption(Bottom) " for the caption

Tables

1. Select characters for table caption, table and footnote entered in the body text, and specify the corresponding style from the style list.

    * In case there are large tables that do not fit in Word

Please convert it to an image file and paste it. At that time, please submit the original file of the table (Word, Excel, etc.) separately from the text so that the file name can be understood as "Table.1, Table.2 ...".
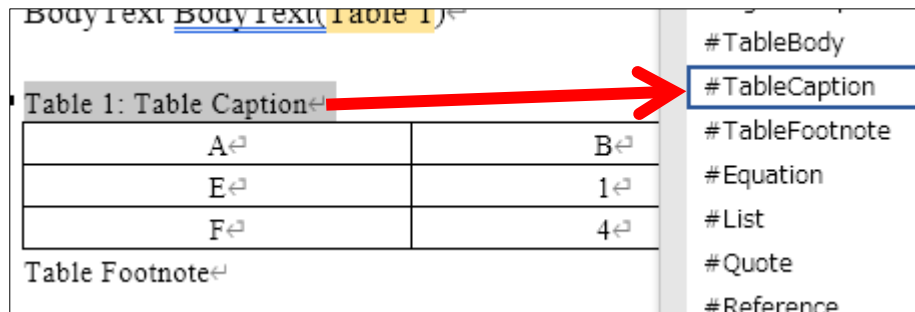
Select the style of "#TableCaption" for the caption
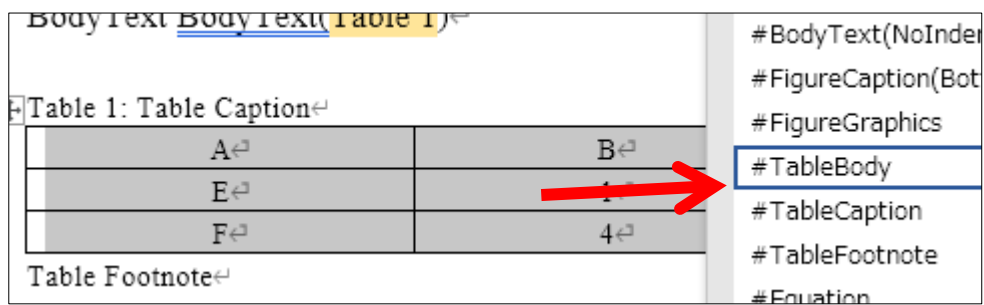
Select the style of "#TableBody" for the Tables

Select the style of "#TableFootnote" for the Footnote

Formulas

1. When entering a formula, add a 1-row x 2-column table in [Table] of [Insert] on the toolbar.
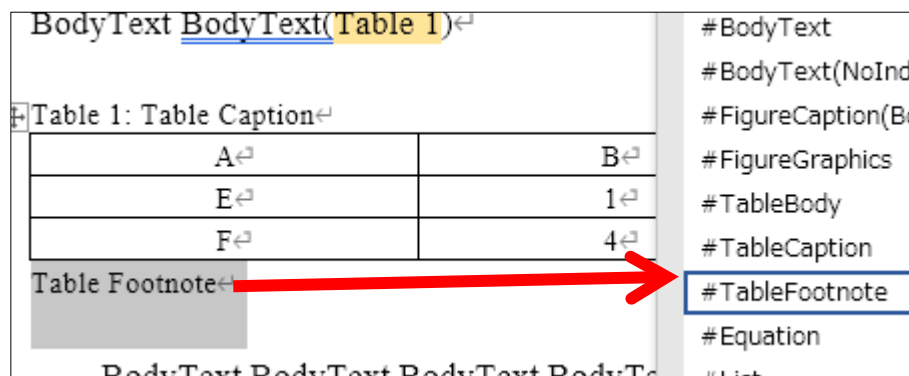
2. 1-row x 2-column table is inserted in the body.

> BodyText

3. Change [Borders] of the Table Design to [No Border].

BodyText BodyText BodyText BodyText BodyText BodyText BodyText BodyText BodyText
BodyText BodyText(Table 1)

- Table 1: Table Caption

A	B	C	D
E	1	2	3
F	4	5	6

> BodyText

4. Enter/ type using Word's formula tool in the frame of the inserted left table. (1) in the frame of the inserted left table.

※ If you do not use a formula tool such as TeX, convert it to an image file and paste it. If TeX / MathML is used as the original file of the image, please submit the files separately from the body files so that the file name can be understood as "Formula (1), Formula (2), ...".

Select the style of "#Equation" for the formula