



# Template Instructions for *Pure and Applied Chemistry*

## TEMPLATE FILES

Two different templates can be used to prepare a manuscript. One is a **.dot** file that can be used with Word. The second is a more versatile **.rtf** file that contains the same series of styles and can be used with other word processing programs. The file names are:

PAC\_template.dot  
PAC\_format.rtf

### Using the .dot template

Copy or download the document template PAC\_template.dot to your hard drive. Place the template in the directory that contains your other templates. You can find this directory by going to Tools/Options/File locations to see where user templates are located.

Create a new file using the New command on the File menu. Select the template button under the word New. You will see a list of available document templates. Select the template PAC\_template.dot. Then you can either start writing from scratch or use Insert/File to import your existing file.

The style box on the toolbar in the upper left-hand corner of your screen lists all styles available in PAC\_template.dot. (Normal and default paragraph fonts are styles that are built into Word and cannot be deleted.) To apply a style, put your cursor in the paragraph and click on the appropriate style button in the toolbar. Note that styles are applied to paragraphs or all text that precedes a paragraph mark.

### Using the .rtf template

Copy or download the document PAC\_format.rtf to the working directory on your hard drive. Replace the sample text with your article. Use the style box on the toolbar to apply styles to your text.

## PAGE SETUP: PAPER SIZE AND MARGINS

Follow these guidelines for setting margins, depending on the size of paper used. You will need to manually set margins even if you are using the document template.

Paper Size:	A4 (21 x 29.7 cm)	Letter (8.5 x 11")
Margins:		
Left and Right	3.5 cm	1.5"
Top and Bottom	4 cm	1.25"

## STYLES INCLUDED IN TEMPLATE

Style Name	Description and Notes
Article title	16 pt Arial Bold, left indent 1.8 cm (.71"), space before 48 pt, space after 15 pt
Author	12/14 pt Arial, left indent 1.8 cm (.71"), space after 12 pt
Address	12/14 pt Arial Italic, left indent 1.8 cm (.71"), space after 12 pt

Abstract	10/12 pt Times Roman, left and right indent 1.8 cm (.71"), word 'Abstract' is italic
Heading 1	10 pt Arial Bold all caps, flush left, space before 18 pt, space after 6 pt
Heading 2	10 pt Arial Bold, flush left, space before 18 pt, space after 6 pt
Heading 3	10 pt Arial Italic, flush left, space before 18 pt
Heading 4	10 pt Times Roman, space before 12 pt, heading runs into paragraph. Do not use the style, rather use the style Body text and select italic for the heading only. Leave one paragraph space before.
Body text	10/12 pt Times Roman, justified, paragraph indent .17". Do not add extra space between paragraphs.
Equation	10/12 pt Times Roman, space before 6 pt, space after 6 pt, left indent 0.75"
References	Use Heading 1 style for the word 'References'. Use Reference style for the reference list. 10/12 pt Times Roman, indent turnover lines. Use a tab between number and reference.
Table/figure legend	9/11 pt Times Roman, justified, space before 6 pt, space after 6 pt. Word 'Table' or 'Fig' boldface.
Table	9/11 pt Times Roman.