

Formatting and Template Instructions.

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Abstract: Do not use this instruction document for your template, you can. But, rather install the dotx file in the template pack and select the template when creating a new document.

Keywords: Keyword One, Keyword two

PART 1: GENERAL APPEARANCE

1 Why this odd page size

Neophysics.org is designed as a mobile friendly website. That means fonts on the webpage are larger (also useful for tired eyes) Reading PDF files on a mobile's smallish screen, a one-inch margin on the standard A4 or Letter size paper shrinks the text with useless white margins on the edge of the screen. Furthermore, in preparation of future paper publishing, we have decided on the near universal standard of 6x9 inch format. This page is 5.2x8.4 inch with narrow margins. Printing this page centrally on a 6x9 page the margins required by printers are established.

The Cambria font is adopted; it is designed to be very readable printed small or displayed on a low-resolution screen and has even spacing and proportions.

If you require a paper copy, most PDF viewers allow you to enlarge the source, select 120%, the 10 pt font is increased to 12pt and the margins are around one-inch on your printout. Alternatively you could select printing option 2 Up, or Booklet and save paper. You may also want to increase the View % of MS Word.

2 Template file description and installation.

The template pack contains the following files:

1. README.docx (you are reading it now)
2. NeophysicsTemplate.dotx
3. 9Neophysics.eqp, 10Neophysics.eqp and 11Neophysics.eqp

The file NeophysicsTemplate.dotx is a MS Word template file and needs to be copied into the folder: \Documents\Custom Office Templates

If you use MathType then three .eqp files, which define the equation rendering format, need to be copied into C:\Program Files (x86)\MathType\Preferences, you may need administrator access.

2.1 MS Word usage

The style is based on 10pt base font size In the Home tab, please use the Style selectors. The template file defines the following styles:

Style	Description
Normal	Indented paragraphs
No Space	Non indented paragraph. The first paragraph after section headers
1. Section 1.1 Section 1.1.1 Section	These three styles format the section headers
PART	Formats the Part header (use for Part 1,... and Appendix)
A Appendix A.1 Appendix A.1.1 Appendix	These three styles format the appendix headers.
Title Author Address email	Four styles for the Title and Author info
Txt Abstract	Format the abstracts
Head even page Head odd page	Formats the Titles on page headers
Head email Head name	Formats the second line on page headers

Footer Even Footer Odd Footer Page 1	Formats the footers
MTDisplayEqa... MTEquationSec...	Places the MathType equations correctly

Please learn to use the Style function of MS Word. To create a new section, in a new line just type the section title and the in the home tab, find the required style and click on it. The section header with required spacing is created and with correct numbering. Google "Using MS Word Styles" and read or watch on YouTube to learn more.

3 Math Test

Using MathType 6, an inline equation $a = b \sin \theta$ and a display equation:

$$E_{\max} = \frac{2m_e \beta^2 \gamma^2}{1 + 2\gamma m_e / m_x + (m_e / m_x)^2},$$

Formatting a left aligned layout, instead of centered, and numbered equations.

$$E_{\max} = \frac{2m_e \beta^2 \gamma^2}{1 + 2\gamma m_e / m_x + (m_e / m_x)^2} \quad (1)$$

$$\xi = \frac{2\pi z^2 e^4 N_{\text{Av}} Z \rho \delta x}{m_e \beta^2 c^2 A} = 153.4 \frac{z^2}{\beta^2} \frac{Z}{A} \rho \delta x \quad \text{keV} \quad (2)$$

The three files 9Neophysics.eqp, 10Neophysics.eqp and 11Neophysics.eqp provide the equation formatting. Use the 10Neophysics.eqp the other two if a slightly smaller equation is required to fit or a larger for emphasis.

4 Another section

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4.1.1 *Sed velit urna*

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Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices.

4.1.2 *In fermentum*

Lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula.

APPENDICES

A **Appendix A**

A.1 **Sub Appendix**

A.1.1 *Sub Sub Appendix*

A.2 **And so forth**

B **And the next Appendix**