NOTHING SHOULD LAY OUTSIDE OF MARGINS

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TMS (The Minerals, Metals & Materials Society), <Year>

PAPER TITLE

Author(s) Names(s)[1]

[1]Authors(s) Affiliation(s)
(first page only)
(dashed box for reference only, please do not include)

MANUAL FOR USING MICROSOFT WORD TEMPLATE: ONE-COLUMN PUBLICATIONS

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NOTHING SHOULD LAY OUTSIDE OF MARGINS
60 picas; 10 inches; 254 millimeters
38.5 picas; 6.417 inches; 163 millimeters

MANUAL FOR USING MICROSOFT WORD TEMPLATE: ONE-COLUMN PUBLICATIONS

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Abstract

This is an instructional guide for using the Microsoft Word Template that TMS has built for one-column publications. This template has a preset formatting structure to help you layout your paper. When the final version of your paper is finished and approved, you will be required to create either a PostScript® or PDF file of it (TMS has guides to creating PostScript files for both Windows and Macintosh operating systems), which you will then submit to your editor, along with the original Word file and a hard-copy printout.

IT IS IMPORTANT TO NOTE THAT BY USING THIS TEMPLATE TO PRODUCE YOUR PAPER, YOU MAY BE CREATING IT LARGER (~135%) THAN THE PRINTED SIZE

- The default typeface is set to 12 point Times New Roman, with Word's automatic leading; please use other fonts only when absolutely necessary.
- Keep all text and artwork within the template margins and be sure that everything is large enough to read and understand.

FOR ARTWORK THAT MUST BE SCANNED INTO THE ELECTRONIC DOCUMENT

- There are two types of figures you may work with on your paper: "line-art" (spot graphs, bar graphs, etc.) and "photo-images" (micrographs, photos, etc.). You will need to supply figures that will look good in print – that means scanning each type of figure at specific resolutions or "dots-per-inch" (dpi).
  - You MUST scan photo-images at 300 dpi (minimum); failure to do so will result in washed-out and/or blurred images when printed.
  - You MUST scan line-art at 600 dpi (minimum); failure to do so will result in jagged lines when printed.
  - Note: images prepared for the web are set at 72 dpi and make for a very poor print product; avoid using images pulled from web-based material.
- Make sure all type in graphs and figures is large enough to read and understand.
- How readable your paper is in the finished publication is dependant on how well the images are scanned.

COLOR IS ACCEPTABLE, BUT WILL BE PRINTED IN BLACK AND WHITE, SO...

- Avoid light colors such as yellow, light blue, light green and pink.
- Delineation between plots in a graph should be indicated by type of symbol and/or line pattern; avoid color graphs where delineation between plots is indicated by color alone.

PostScript is a trademark of Adobe Systems Incorporated.

Introduction

The TMS Word template has the proper margins set, includes some styles designed for TMS one-column publications, and includes a few buttons that automate some commonly used 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.

If you have any questions or need assistance with the preparation of your paper, please contact:

- Book Publishing Coordinator
  TMS (The Minerals, Metals & Materials Society)
  184 Thorn Hill Road
  Warrendale, PA, 15086-7514, USA
- Telephone: (724) 776-9000 ext. 219
  Fax: (724) 776-3770
  E-mail: skendall@tms.org

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: 1.04	75	6.25	26.5
	Right: 1.04	75	6.25	26.5
	Top: .5	36	3	12.7
	Bottom: .5	36	3	12.7
Live Area:	6.417 x 10	462 x 720	38.5 x 60	163 x 254

These are the dimensions necessary for a one-column publication; please do not make any changes and be sure that everything in your paper (included all tables, artwork, etc.) is within these the margins – if anything lays outside of these margins, it is in danger of being trimmed off.

First Page

The top of the first page of your paper contains the Title Page Copyright Information (TPCI), and the title of your paper along with all the author(s) name(s) and affiliation(s). After this information is set, please beginning typing your paper (starting with the abstract) below the author(s) affiliation(s).

TPCI

At the very top of the first page – flush right – there are two lines containing generic TPCI. These two lines are resident in the template to insure that the necessary space for the TPCI is set aside. After your paper is submitted, TMS Staff will input the proper TPCI for your specific publication.

Title and Authors

The title of your paper will directly follow the TPCI lines. Position the cursor over the text "TMS ONE-COLUMN 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; there should also be a superscript number following each author name that corresponds to the proper affiliation (see example in template).

The author affiliations should begin 2 lines below the names. Each author affiliation should be put on a separate line (2 lines if necessary), with a superscript number at the beginning that corresponds to the correct author(s) in the previous section (see example in template).

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. When you add in more headings and paragraphs, you will need to make sure that the new text receives the proper formatting style.

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

Heading 1, TMS: First-Level Heading

This style should be used for any first level headings such as the "Abstract" and "Introduction" portions of your paper (this manual follows this format).

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,TMS: Second-Level Heading

This style should be used for any second level headings. An example would be "Heading 2,TMS: Second-Level Heading" above.

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

Heading 3,TMS: Third-Level Heading. This style should be used for any third level headings (if necessary). 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: Underline; First letter of each word in caps
Alignment: Fully justified
Spacing: Begin paragraph on same line

Heading 4,TMS: PAPER TITLE

This style should be used for the paper title only.

Font: Times New Roman
Font Size: 14 pt.
Font Attributes: Bold; All caps
Alignment: Centered
Spacing: Begin author information 2 lines below title

TMS: Paragraph Style

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

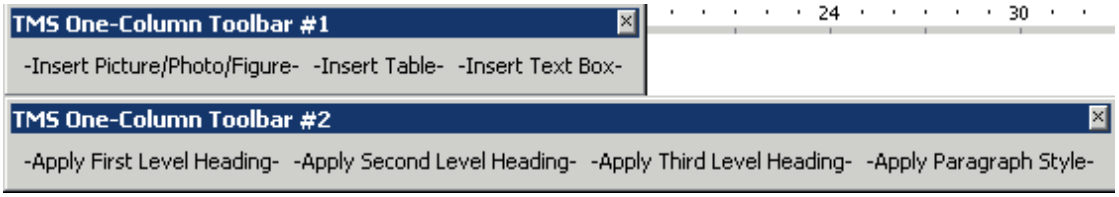
Font: Times New Roman
Font Size: 12 pt.
Font Attributes: None
Alignment: Fully justified
Spacing: Use single line spacing and block paragraphs

TMΣ: 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). "TMS One-Column Toolbar #1" contains the following buttons:

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

"TMS One-Column 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 TMS papers. Whenever inserting any object, be sure that the object is kept within the margins of the paper; if any part of a picture, table or text box lays outside of any margin, it will be in danger of being cut-off when the publications is printed and trimmed.

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 file and use this button to insert them into the document – thus ensuring that they look correct and no information is lossed or changed. The preferred formats for pictures are either EPS or TIFF; using other formats will decrease the quality of the finished product.

"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.

Saving

You may now begin inputing the body of your paper. Information on how to handle footnotes, floats (tables, pictures, graphs, etc.), references, etc. is covered in the TMS formatting instructions for one-column publications. Please do not changes any of the default settings; information on how to name your file should be contained in the message you received with the author instructions packet.

Submitting

When submitting the first draft to your editor, please submit a hard-copy (unless otherwise noted by the editor.). The hard-copy will help insure that the editor can properly review the paper and give you directions for any corrections that may be necessary.

When you are ready to submit the final copy, please submit a hard-copy printout (unless otherwise noted by the editor) the original Word file, and either a PostScript or PDF version of the paper to the editor. Please read the PostScript guide appropraite for your computer's operating system (no guide available for UNIX).