River Publishers Word Templates
Version 2.0

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Contents

Preface

The River Publishers Word Template is an ongoing effort of River Publishers to offer their authors a simpler method to create documents that adhere to the standards of River Publishers.

Please send feedback to River Publishers if anything does not work as expected.

x*River Publishers Style*

Part I
New Part

1

Installation

1.1. MS-Word Template

To use the River Publishers MS-Word Template there is no need to install any template on your computer. In order to use the full potential of the template, you need to allow Macros when asked to do so.

This document is the skeleton for a new book and it can be edited in place. If you want to keep the original River Template, you need to save the document under a different name (File -> Save as). Make sure to save it as a Word Macro-Enabled Document (.docm).

1.2. Bibliography

River Publishers uses their own reference style which needs to be installed onto your computer (if you wish to use a different style, please first contact the publisher). Unlike the River Publishers Template, this file needs to be installed in the correct location, which depends on the Word version and operating system on your computer.[1]

1.2.1. Test

On Windows, copy/move the style (RP_Reference.xsl) file to:
    [winword.exe directory]\Bibliography\Style\ directory.
On Mac OS X, copy/move the style (.xsl) file to Microsoft\Word.app/Contents/Resources/Style/ directory:

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[1]Some footnote.

sudocpRP_Reference.xsl/Applications/Microsoft\Office\2011\Microsoft\ Word.app/Contents/Resources/Style/

Now you can select the new style: activate "Document Elements" tab then select it in the "References" section.
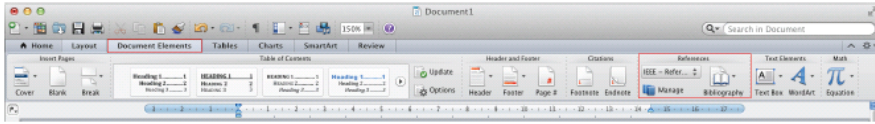

Figure 1.1 Documents Elements tab of the Reference section.

1.3. Uninstall

There is no need to uninstall the River Publishers Template as the menu-item will only appear if you open the template file. However, if you would like to get rid of the River Publishers menu-item, you can find an Uninstall item in the River Publishers menu.

2

River Publishers Style

2.1. Insert Menu

The easiest way to create a document in accordance with the River Publishers Style is to use the Insert menu inside the River Publishers menu. This automatically creates new parts, chapters, sections, etc. with the correct spacing and font.

In order to add a word into the Index of the document, the word needs to be selected within the document and use the Index Word item of the Insert Menu. Note, that for each page-reference of the word to be indexed it needs to be added to the index individually using the step described above.

2.2. Update Menu

The update menu allows you to renew or edit some special items, such as chapter titles, table of contents, index and bibliography.

The Update Chapter menu deserves special attention as one need to use it to change the chapter title, in order to automatically change the running headers and the table of contents entries. When using this option, a small dialogue will open, which allows you to edit or add the title and a short title. If the short title is left empty, it will use the text of the normal title box. The short title is the one showing up in the running headers and table of contents and cannot be multiple lines.

The Chapter title needs to be edited via the menu (Office 2010+ in the Add-Ins tab):

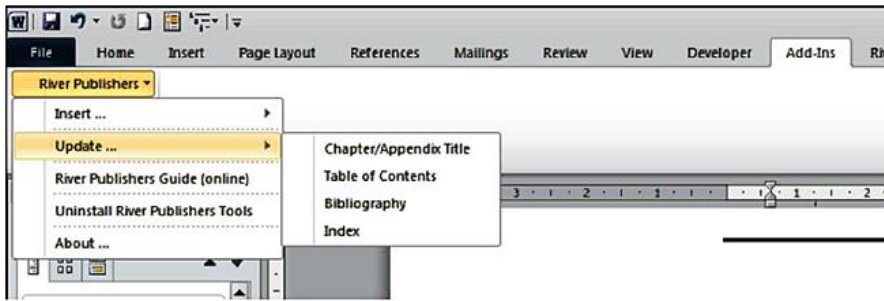"River Publishers->Update->Chapter/Appendix Title"

Figure 2.1 River Publishers Menu.

You need to do this anywhere in the chapter you want to change. The window seen in Figure 2.2 will show up.

Since Word does not allow you to have short titles, which show up in the Table of Contents and running headers, I created a "hidden" field with the short title to show up in the TOC. This means that directly editing the title does not update the short title, however using the form does. Note that when the short title is empty, it will just use the "long" one.

The other update entries of the menu will refresh and re-index the respective items.

Figure 2.2 Edit Chapter Title form.

2.3. Applying Styles

During the editing of "normal" text, one does not need to use the River Publishers Menu, but can directly use the Styles menu for the different items. Most items have a self-explanatory name. One worth to mention, since it is most used, are the Paragraph and Paragraph 2 styles. The Paragraph style is used directly after a header and does not have the 6.3mm indentation. Paragraphs following other paragraphs, figures, tables, etc. have the indentation and use Paragraph 2.

This paragraph uses the style of Paragraph 2. Most of the time you don't need to do anything, as Word will figure out, which one to use. However, sometimes it doesn't. This, for instance, can happen if we copy and paste paragraphs around. If this is the case simply place the cursor inside the paragraph and select the correct style.

2.4. Tables

Although tables are difficult to define styles for, River Publishers is using a simple style such that the tables have a coherent look. You can find two examples below.

Table 2.1 has a header row and shows some data taken from the demographics of Europe page of Wikipedia.

Table 2.1 Demographics of Europe

Name	Area [km2]	Population	Capital
Belgium	30,510	11,007,020	Brussels
Denmark	43,094	5,568,854	Copenhagen
Netherlands	41,526	16,696,700	Amsterdam
Portugal	91,568	10,607,995	Lisbon
Slovenia	20,273	2,012,917	Ljubljana

Table 2.2 has no header row and shows some more data taken from the demographics of Europe page of Wikipedia. When there is no need for a header row, you can find the option to disable it under the Tables tab in the table options.

Table 2.2 The eight most natively spoken languages in the EU

German	19%
French	13%
English	12%
Italian	11%
Polish	9%
Spanish	9%
Romanian	7%
Dutch	5%

2.5. Citations

Modern Word has greatly improved its support for references. Anytime you need to add a new reference/source, just select the Document Elements toolbar and choose Manage from the References section.

A window with all already managed sources will show up. If you want to add a reference to an existing source simply double-click the source and you are done.

If you need to add a new source, select the + sign on the lower left side of the window, see *B.G. Buchanan, 1984*, with the sources-list and a new window will open, where you need to fill in all the information on the source, see *J. R. Carbonell, 1970*.
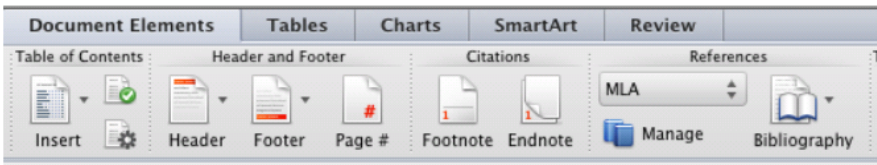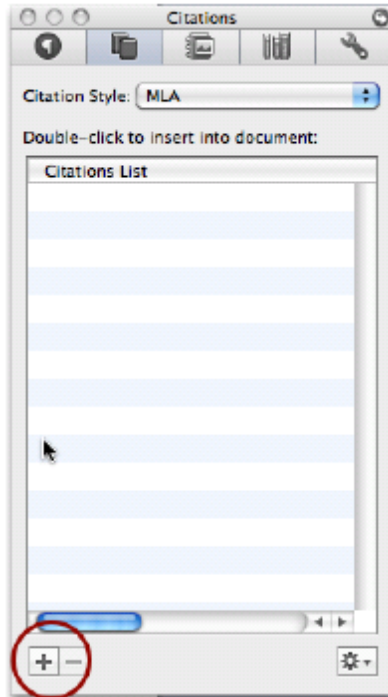
Figure 2.3 Documents Elements toolbar.

Figure 2.4 Manage citations window, indicating the button for new sources.

Figure 2.5 Source dialogue window.

Equations

The equation should be submitted in the equation editor and should be keyed in as below in editable text:

$$R^h = \sqrt{(z_2 - z_j)^2 + (r^n)^2}$$

(2.1)

A

Information

The appendix is styled much the same way as a chapter.

A.1. Whatever

We can make really nice and complicated appendices.

A.1.1. Test

Figure A.1 Check to see if figure caption work in appendix.

Bibliography

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