Using the *Journal of Physics: Conference Series* Word templates
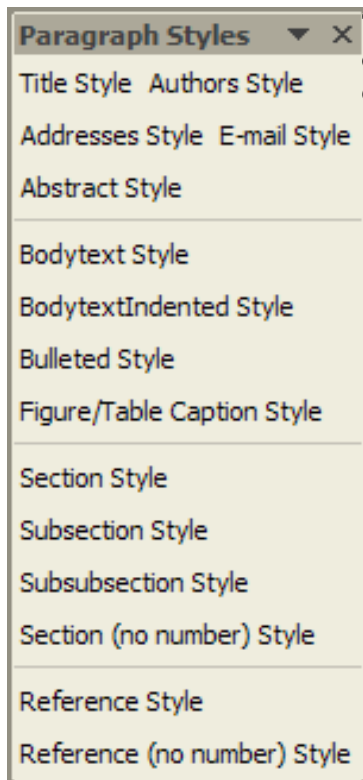
1. How to use the templates

Two templates are provided: one for US Letter paper and one for A4 paper:

- A4 paper: JPCS-A4Template.dot
- Letter paper: JPCS-USLetterTemplate.dot

Both templates create a new document with the margins set up for the *Journal of Physics: Conference Series* format. To create a new document simply store the template for your preferred paper size in a convenient location and double-click it.
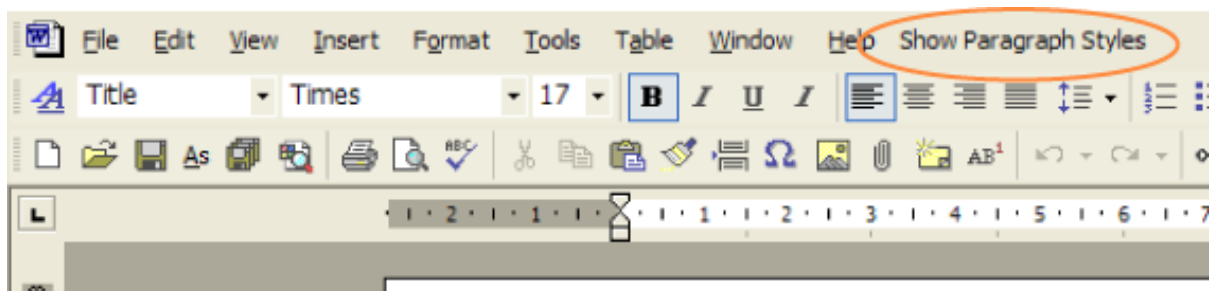
2. Applying paragraph styles

The templates also contain a number of predefined paragraph styles (see table 1) which can be accessed quickly and conveniently using the toolbar provided. To format a paragraph in a particular style simply click on the appropriate style name in the Paragraph Styles toolbar.

The Paragraph Styles toolbar enables you to quickly and conveniently apply paragraph styles. See table 1 for examples of each style.
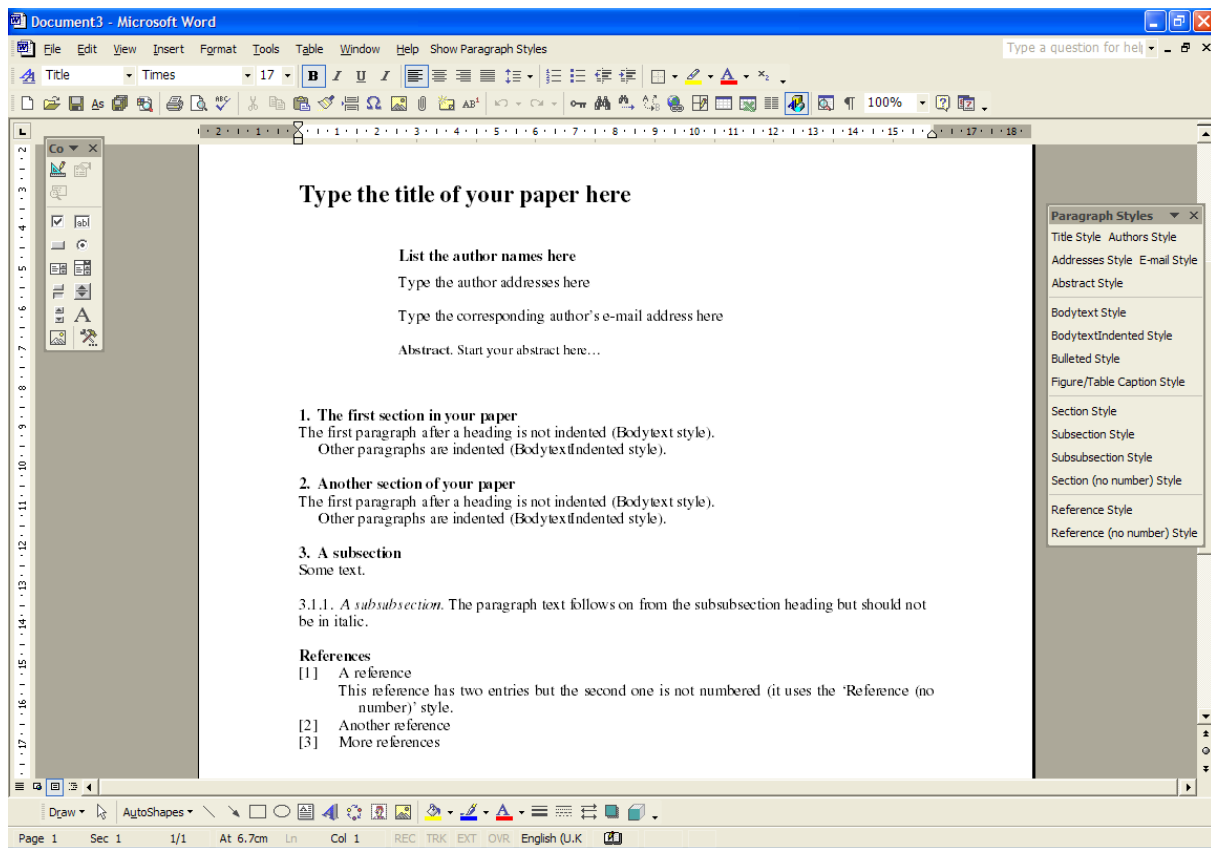
2.1. Showing the Paragraph Styles toolbar

To display the Paragraph Styles toolbar click on 'Show Paragraph Styles' in the menu bar. Please note that you will need to have macros enabled before this command will work. Please refer to the Microsoft Word documentation for information on enabling macros.

3. Sample text

The document created from the template contains some text to help you start formatting your paper, simply delete the text provided and replace it with your own.

4. Predefined paragraph styles

Table 1 lists the paragraph styles defined in the *Journal of Physics: Conference Series* template.

Table 1. Paragraph styles defined in the *Journal of Physics: Conference Series* templates.

Style	Example and use
Abstract	Style in which to format your Abstract
Addresses	Style for author addresses
Authors	**Style for the list of author names**
Bodytext	The style for the first paragraph after a section, subsection or subsubsection
BodytextIndented	An indented style for paragraphs that follow after Bodytext
Bulleted	• Bulleted list

E-mail	Style for corresponding author's e-mail address
FigureCaption	Centred figure (and table) caption style

Reference

[1] The style to use for a numbered reference. Note that when the text reaches the end of the line it will indent slightly

Reference (no number)

A style for references that are part of a numbered reference (where there are multiple entries under a single number)

Section

5. Style for section headings

Section (no number)

Style for section headings that are not numbered (e.g., 'References')

Subsection

5.1. Style for a subsection

Subsubsection

5.1.1. Style for subsubsection. Type a full stop ('period') after the heading text and continue the paragraph in Roman (upright) type

Title

The title of your paper