



Statistics Education Research Journal

Guidelines for Using the Microsoft WORD SERJ Template

1. Why use the Template?

The advantages of using a template are that all the documents created have a similar look, i.e. headings are in the same typeface, same size and same location. This makes the work of the editor and publisher considerably easier.

2. How to use the Template File

Template files are normally stored in the *c:\windows\application data\Microsoft\templates* folder when using Microsoft Word in the windows environment or in the **Templates** folder inside the **Microsoft Office** folder in the Macintosh environment. If you save this SERJ template in your templates directory, then when you create a new document, by selecting New from the File menu, you can choose to use this template.

There are three ways to use the template:

1. You can type directly in to the same position on the template which renders your input in the correct style or
2. Alternatively, you can select some text and use the **Style** drop down menu on the formatting toolbar (or select **Style...** from the **Format** drop down menu) to choose the correct style (e.g. Section Heading) to apply to that piece of text.
3. When pasting text into specific sections from another document, use **Paste Special** from the **Edit** menu choosing **Unformatted Text** to ensure that the correct style is applied.

3. Styles Available within the Template

The SERJ template is set up with a variety of styles for the different features.

The font is always Times New Roman and 11 point unless otherwise stated.

Style	Used for	Style specifics
.Abstract Body	Content of the abstract	.Body + Italics, Indent: left 0.6 cm
.Abstract Title	Heading for the abstract	Normal + Bold, All caps, Centred
.Acknowledgement Title	Heading for Acknowledgements paragraph	Normal + Bold, All caps, Centred
.Article Title	Title of the article	Normal + Font: 14pt, Bold, All Caps, Centred
.Author Affiliation	Affiliation of each of the author(s)	Normal + Italic, Centred
.Author Email	Email address of each of the author(s)	.Author Affiliation

.Author Name	Name of each of the author(s)	Normal + All caps, Centred
.Body	General text	Normal + Indent: 0.6cm (0.24") indent
.Keyword Body	Keyword line after the heading	Normal + Italic, Indent: Hanging 1.7 cm
.Keyword Title	Heading at the start of the keyword line	Normal + Bold, Italic, Indent: Left 0.6cm, Hanging 1.7 cm
.Long Quote	For quotes too long to be included in quote marks	.Body + Indent: left 0.6 cm
.Main Author Contact Name	Name of the main author	Normal + All Caps, Flush Right
.Main Author Contact Address	Postal address of the main author	Normal + Flush Right
Normal	Baseline style	Font: Times New Roman, 11 pt, Justified, Line spacing single, Widow/orphan control
.References Body	Reference list entries	Normal + Indent: hanging 0.6cm indent
.References Title	Heading for references	Normal + Bold, All caps, Centred
.Section Heading	Heading for new section	Normal + Bold, All caps, Indent: hanging 0.6cm, Centred, Outline numbered, Tabs 0.63 cm
.Sub Section Heading	Sub section	.Section Heading + Justified
.Sub- subsection Heading	Section within a sub section – to be applied to the sub-subsection title at the beginning of the paragraph	Normal + Bold, Italic
.Table/Figure Body	Body of the table or figure	Normal + Font: 10 pt
.Table/Figure Heading	Heading for the table or figure	Normal + Italic, Centred