



How to Use Templates for Document Preparation

About Word Templates

Templates provide fonts, layout, and ASABE specific Word styles for your paper (abstract, various levels of headings, etc.). Online indexing depends on authors using them correctly. This gives your manuscript a professional appearance for reviewers and for inclusion in a conference collection. Templates are easy to use, after a short learning curve. You can type or paste into a template and simply delete template material that you do not want to use. Templates are used for manuscripts submitted to ScholarOne, annual meeting papers, and other files processed by ASABE.

How ASABE Uses Word Styles

The ASABE publishing process uses Word styles for more than the usual font and layout information. Our process also generates a tagged XML version of your paper, which is archived in the [ASABE Online Technical Library](#). Because of this, searches can be limited to, for example, keywords. The XML is also used by many indexing services.

The ASABE template substantially reduces processing time and helps get your paper into the [ASABE Online Technical Library](#) faster. For journal manuscripts submitted for review, your manuscript is then formatted in the way that reviewers prefer.

How to Use Templates

Obtaining an ASABE Manuscript Template

ASABE templates can be downloaded at the [Manuscript Template](#) link of the ASABE website.

Open the template file from the downloaded file. Save it by selecting File>Save As> Document Template (.dot or .dotx), and then name it. You only need to do this the first time. After you have saved the template, it will appear with other templates when you select File>New. You will always have a fresh, blank template available. Alternatively, keep it as a document (.doc or .docx). In either case, you can modify your copy of the template (for example, enter your name and address) for ready re-use of the indexing tables. Note that conference and meeting templates have instructions and some text specific to the event, so download a template each time.

Using a Template

Open the appropriate ASABE template from File>New (or open the document).

To see styles in Word 2013, go to File>Options>Advanced. In the Display section, in the box beside “Style area pane width in Draft and Outline views,” enter a value of “1” and select “OK.” On the View tab, select “Draft.” Styles should appear to the left. Then, click the little arrow in the corner of the Styles area of the Home tab to bring up a list of style names. (In Word 2003, select the pull-down Tools menu, and

then select Options>View>Style area width. Style names show in the pull-down menu in the formatting toolbar.)

Enter the text of your paper to the right of the vertical line, in place of the sample text. The appropriate style name will be to the left of the vertical line, aligned with the start of each paragraph of related text ("Title" across the line from the title, for example). These style names appear in the list of styles, too.

Alternatively, type in some text, select it, and then click on the appropriate style name in the list of styles. This applies the style to the selected text.

Some ASABE templates have "Click here" areas in which to paste your material, as another option.

Styles and Their Order

Each template starts with information about the authors. The tables that you fill in will not be published, but are used for indexing and search purposes. Please complete for each author, in order, or author searches will not work. Full names may be used here, even if initials are used in the paper itself, to facilitate searches. Below these tables, the material you enter into the template will appear in the publication.

The styles and any "Click here" areas are in the order in which they should appear at the start of your paper (title, author, etc.). In the body of your paper, the styles listed are not required and can be in any order. You may use other styles, and you may modify these styles. However, we encourage you to use the template styles for a uniform appearance.

In other words, the beginning of each paper should closely follow the template, from the title to the keywords. After that, in the body of the paper, you may use any styles, in any order. The end of your paper may have Ref Title (followed by Ref Listing), Nomenclature, and Appendix. Sample references are included in the template for your convenience, but be sure to delete them and all instructions.

Other Formatting Details

Do not be concerned about formatting details such as margins, font selection, indenting, and spacing. The template controls these automatically to provide a uniform look for all papers. Start a new paragraph with a single press of the Enter key, without a tab.

Using Previously Prepared Material

Word sometimes preserves unwanted aspects of the original style when text is pasted into a new document. Prevent this from happening by setting your Paste Options to "Use destination styles (default)." Do this in Word Options>Advanced>Cut, Copy, Paste. If newly added material does not look right but has the correct style name, re-apply the style by selecting the material and again clicking on the style name in the pull-down menu.

Did Your Figures Disappear?

Change from Draft (Normal) view to Print Layout (Page) view to see all graphics and footnotes.

Saving and Sending Your Manuscript

To save your templated document, name it and make sure it is saved as a document (.docx or .doc). Instructions on naming and submitting conference and meeting papers are specified at the top of the template for the event. Submit journal articles [online](#).

Special Material

For more information on creating and formatting figures, tables, and equations, refer to the [Style Guide](#)

[for Authors.](#)

Tables

Use the Table Caption style for the caption above the table, and number the tables throughout your paper. Use the Table Content style for all material within a table. Create the table using the table menu in Word. For journals, tables should be editable; for meeting and conference papers, images of tables are allowed.

Figures (Photos, Pictures, Diagrams, Graphs, etc.)

Use the Figure style for all figures. Use the Figure Caption style for the caption below each figure, and number the figures throughout your paper. Figures and their captions will be centered automatically.

For journal submissions, format figures of all types to be "In Line with Text" (or uncheck the "Float over Text" box). The choices vary a bit depending on your version of Word and the figure type, but first select the figure, and then select Format>Picture or Object>Layout or Position.

Equations and Symbols

Use the keyboard alone (with subscripts, symbols, etc.) whenever possible for one-line mathematical expressions. For more complex equations, use an equation editor such as [Microsoft Equation 3.0](#) (go to Insert/Object) or [MathType](#), not the built-in [Word equation editor](#), especially for journal submissions.

Place the equation number to the right, outside the equation editor box, and number the equations throughout your paper.

Please limit yourself to the characters that are available in Times New Roman or Symbol font. *Avoid using other fonts* as we find that symbols and special characters sometimes change during transmittal from one system to another.

Remember...

Our mutual goals are to have your material available, searchable in the [ASABE Technical Library](#), and to have a professional appearance.

If you have questions about using the templates to prepare your manuscript for submission, feel free to contact Publications@asabe.org for assistance.