

ENDNOTE: USING MANUSCRIPT TEMPLATES

EndNote 9 comes with a number of predefined Microsoft Word manuscript templates based on the submission guidelines from some publishers. The templates provide formatted layouts including:

- Margins & line spacing
- Headings
- Pagination
- Title & abstract page
- Font type & size.
-

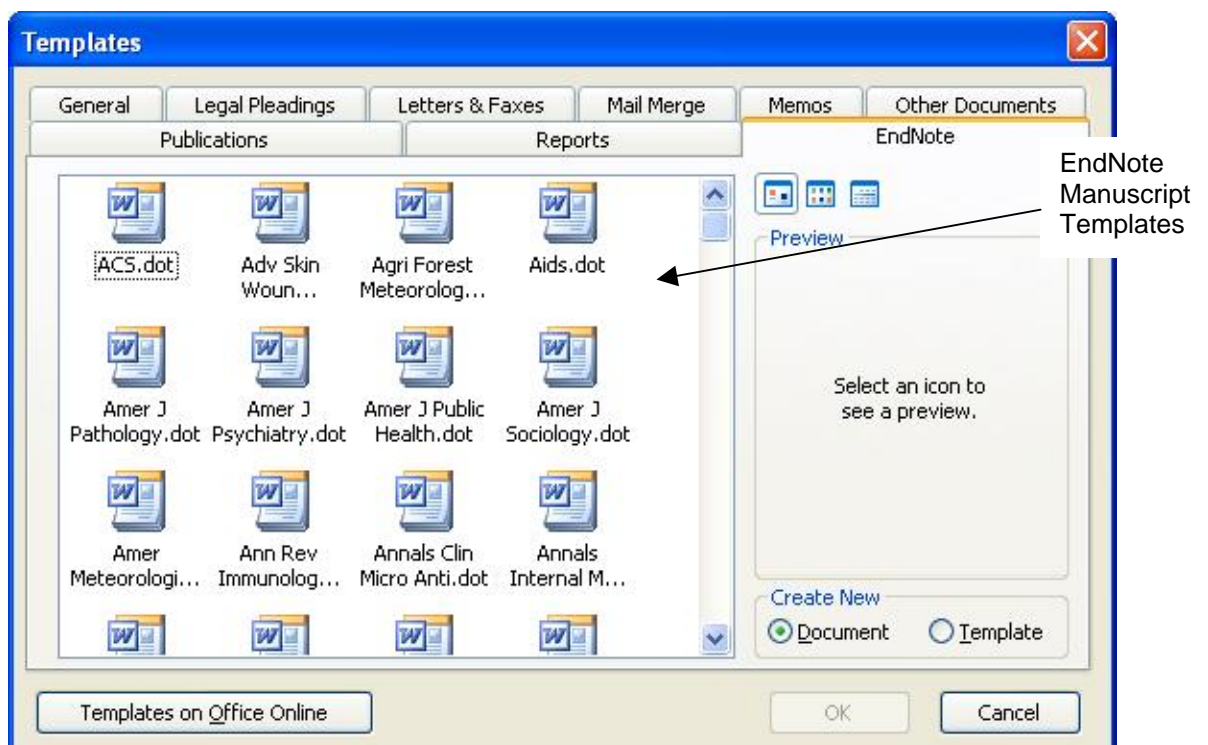
It is not essential to use these templates. They are provided as an optional support option for electronic submission.

1. In EndNote, select the menu **Tools | Manuscript Templates**

or

In Word, select the menu **File | New** and mouse click the hyperlink **On my computer** on the **New Document** task pane. Select the **EndNote** tab to see the templates.

Note: If the EndNote tab is not there in Word, copy the templates folder from the EndNote folder usually located at C:\Program Files\EndNote to the folder designated for your word user templates and rename it EndNote. When you go back to Word the tab will appear.



2. Select the icon of the template named for the publisher to which you intend to submit your manuscript, e.g. ACS.dot.

Ensure that the **Document** radio button under **Create New** is selected and mouse click the **OK** button. This opens a new document in Microsoft Word that is based on the template file, and starts an **EndNote 9 Manuscript Wizard**.

3. Enter the information requested by the template wizard, e.g. Title of paper, Author's name, etc. As you enter information, the wizard places it in all of the appropriate places in the document. In *Step 4, Sections*, you may de-select those sections you do not wish to include, however, the checked items are required by the publisher of the selected journal.
4. Mouse click the **Finish** button to complete and display the new document. The wizard places the information you have supplied in the appropriate places in the document. You can then add the content and references.

Note: The first time you launch the manuscript template wizard, you may receive a notice about Macros. Accept macros to continue with the wizard. For further information about using Templates read Chapter 10 of the EndNote 9 Manual.