Exercise module 3 - word processing (2)

Goal: learn how to format an article as requested by a journal.

Exercise: Thake the pdf of this paper and write the same paper in word (with some modifications)

The content can be found here (copy and paste) or in the pdf
http://www.sciencedirect.com/science/article/pii/S0002962915301920

Look at the pdf for specific instructions

1 First draft

1.1 Copy the content from the pdf or from the Internet URL

2 Formatting <u>using styles</u>

2.1 Define the proper styles for normal text and other parts if needed (do not change the formatting of the text directly, use styles instead !)

2.2 Apply the title styles to sections titles in the paper

3 Page Numbering Header and footers

3.1 In the footer the page number volume and so on (like in the pdf)

3.2 Add the proper header

3.3 Insert as foot note the credits for couple of foot notes "this is a foot note"

3.4 Insert a couple of end notes "this is an note"

4 Creating Editing and Formatting tables

4.1 Add a couple of tables with the data (example table 5)

4.2 Add figure 3 as table

4.3 Add captions to tables

4.4 Add references to table by using insert cross references

4.5 Add a graph (table 5 as histogram)

5 Citation and Bibliography

5.1 Add the first bib entry using the bibliography system of word

5.2 Add also the citation to it using insert citation

6 Images

6.1 Add the images

6.2 Add a caption to the images

6.3 Add a reference to that image in a sentence like: "the Fig. 5 shows …."

7 Indexes

7.1   Add a TOC a the beginning (after the front matter)

7.2   Add a the index of figures (at the end, see pdf)

7.3   Add 5 terms in the index and add the index of terms.

8   Mixing languages

8.1   Add the abstract in Italian and activate the spell checker for that part

9   Master document

9.1   Divide each section in an independent child document (use outline view)

10 Exporting

10.1   Export the document in HTML and open with a browser

10.2   Export the document in pdf and open with acrobat reader