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

# First draft

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

# Formatting **using styles**

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

## Apply the title styles to sections titles in the paper

# Page Numbering Header and footers

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

## Add the proper header

## Insert as foot note the credits for couple of foot notes “this is a foot note”

## Insert a couple of end notes “this is an note”

# Creating Editing and Formatting tables

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

## Add figure 3 as table

## Add captions to tables

## Add references to table by using insert cross references

## Add a graph (table 5 as histogram)

# Citation and Bibliography

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

## Add also the citation to it using insert citation

# Images

## Add the images

## Add a caption to the images

## Add a reference to that image in a sentence like: “the Fig. 5 shows ….”

# Indexes

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

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

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

# Mixing languages

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

# Master document

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

# Exporting

## Export the document in HTML and open with a browser

## Export the document in pdf and open with acrobat reader