Using the *EES: Conference Series* Word templates

1. How to use the template

To create a new document simply store the template in a convenient location and double-click it.
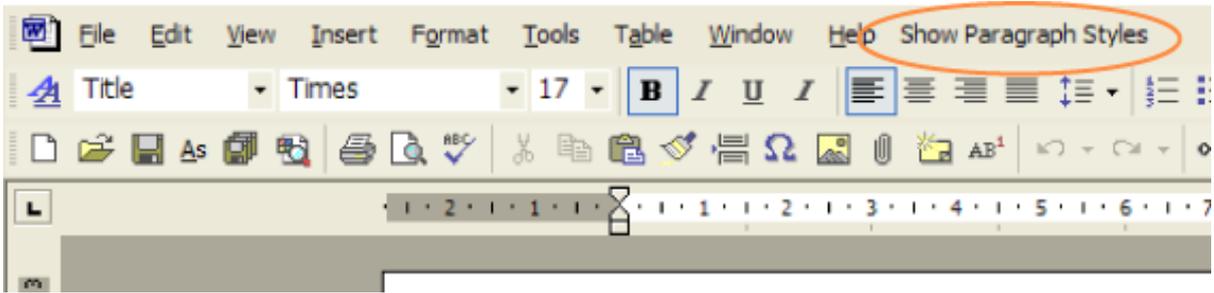
2. Applying paragraph styles

The template also contains a number of predefined paragraph styles (see table 1) which can be accessed quickly and conveniently using the toolbar provided. To format a paragraph in a particular style simply click on the appropriate style name in the Paragraph Styles toolbar.

Paragraph Styles ▼ ✕
Title Style Authors Style
Addresses Style E-mail Style
Abstract Style
Bodytext Style
BodytextIndented Style
Bulleted Style
Figure/Table Caption Style
Section Style
Subsection Style
Subsubsection Style
Section (no number) Style
Reference Style
Reference (no number) Style

The Paragraph Styles toolbar enables you to quickly and conveniently apply paragraph styles. See table 1 for examples of each style.
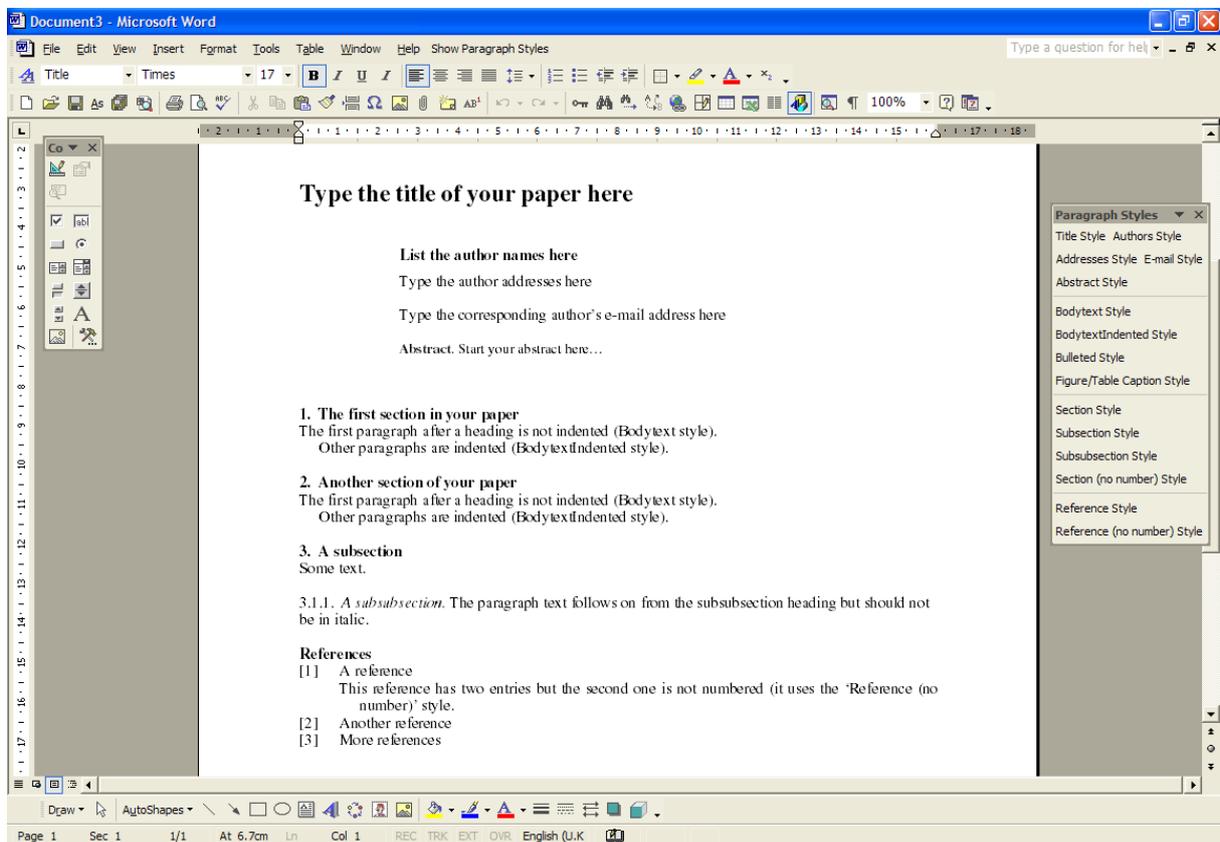
2.1. Showing the Paragraph Styles toolbar

To display the Paragraph Styles toolbar click on 'Show Paragraph Styles' in the menu bar. Please note that you will need to have macros enabled before this command will work.

3. Sample text

The document created from the template contains some text to help you start formatting your paper, simply delete the text provided and replace it with your own.

4. Predefined paragraph styles

Table 1 lists the paragraph styles defined in the *Journal of Physics: Conference Series* template.

Table 1. Paragraph styles defined in the *Journal of Physics: Conference Series* templates.

Style	Example and use
Abstract	Style in which to format your Abstract
Addresses	Style for author addresses
Authors	**Style for the list of author names**
Bodytext	The style for the first paragraph after a section, subsection or subsubsection
BodytextIndented	An indented style for paragraphs that follow after Bodytext
Bulleted	• Bulleted list
E-mail	Style for corresponding author's e-mail address
FigureCaption	Centred figure (and table) caption style
Reference	[1] The style to use for a numbered reference. Note that when the text reaches the end of the line it will indent slightly
Reference (no number)	A style for references that are part of a numbered reference (where there are multiple entries under a single number)
Section	**5. Style for section headings**
Section (no number)	**Style for section headings that are not numbered (e.g., 'References')**
Subsection	*5.1. Style for a subsection*
Subsubsection	*5.1.1. Style for subsubsection.* Type a full stop ('period') after the heading text and continue the paragraph in Roman (upright) type
Title	**The title of your paper**