

Template for Communications and Notes for *Electrochemistry* (Jan 2003)

This template can be used for preparing Communications or Notes for submission to *Electrochemistry*. It is designed to mimic the look of the journal printed page. All the necessary font sizes, styles and spacings are pre-set in the template. This template provides authors with the way of checking the length of the manuscript. (It is highly recommended that the document is viewed in Page Layout mode.) The first page of the template includes a “dummy communication” with the correct layout but dummy text. The second page contains Word “frames” which have been formatted to contain the various types of artwork and displayed matter (figures, equations, and tables) that appear in communications. Changing the pre-set presentation parameter will result in the final page layout being incorrect, and as such the document produced will not be an accurate reflection of the length of the final published paper.

Please read the general instructions given below on how to use the template.

How to input a text into the template

If typing your manuscript directly into the template, select the dummy text that you want to replace and begin typing your manuscript over the text. If you have already prepared your document, you can past blocks of text from another document. As you embed blocks of text, you should use Past Special from the Edit menu and select text as the formatting. If you use Past instead of Past Special, the formatting of the original document is stored and the pre-set formatting of the template is not applied.

How to insert figures, tables, and equations into the template

1. Insert the cursor next to the “X” in the artwork type you require. A hatched border will appear. Hover the cursor over the hatched border until a “four arrow” style cursor appears, and then click once with the left mouse button. Eight black squares will appear in the hatched border.
2. From the Edit menu, choose Copy. Now insert

the cursor into your communication next to the first mention of this piece of artwork. Choose Paste from the Edit menu. A new frame will appear somewhere on the page. Select the new frame (as in step 1), then move the frame to the desired position on the page by dragging the hatched frame. Be careful not to appear the black squares, this will cause the frame to change size, destroying the preset layout instructions.

3. For inserts containing figures, equations, and tables, select the “X”, and then insert the graphic file *via* Insert→Picture→From File. Then right click on the image, and select “Format Picture” or “Format Object”. In the “Size” tab, make sure that the “Height” and “Width” Scales are set to 100%, and in the “Position” tab make sure that “Float over text” is NOT selected. If the size of the artwork needs to be adjusted, re-size the artwork in your graphics program and re-paste the artwork into the template.
4. Replace any text in the frames with your own. If illustration captions run over onto more than one line, you will need to manually change the paragraph alignment.

The artwork for your article should be prepared *complete* in the appropriate software package, at the correct size to fit within either a single (preferred) or double column width box. The necessary font sizes, styles, spacings and the maximum width are as follows:

Figures: 10-pt Times or Times New Roman font with 11-pt line spacing for captions, 8.8 cm width(single column) or 18 cm width (double column)

Tables: 10-pt Times or Times New Roman font with 11-pt line spacing (8-pt Times or Times New Roman font with 9-pt line spacing for footnotes), 8.8 cm width(single column) or 18 cm width (double column)