

Instructions for the *Journal of Hydraulic Research* Word Template

The template has been designed to help you prepare your manuscript for submission to the journal. If accepted for publication, it will also help the publisher to process it more easily. It does not give an exact representation of how the published article will look.

Further information on how to submit your manuscript can be found on the *Instructions for Authors* page of the journal.

Microsoft Word 2003 for Windows

To save the template on your computer:

- First you will need to locate and open your Templates folder. This is usually located at C:\Program files\Microsoft Office\Templates. You can easily open this folder by launching Windows Explorer (Windows key + E on your keyboard) and typing %AppData%\Microsoft\TempLates into the address bar.
- If you cannot find your Templates folder, open Word, go to *Tools* → *Options* → *File Locations*, then double-click *User templates* to open the path to your Templates folder.
- **Click** on the link to the template and **Save** the file to your Templates folder. The template arrives in a Zip (compressed) file from which it must be extracted before you can use it.
- **Extract** the Word template file from the Zip (compressed) file to your Templates folder. Ensure it is saved there as a Microsoft Word Template. You can then delete the Zip file; the template is now ready to use.

To create a new document based on the template:

- **When the template file is in place**, open Word, go to *File* → *New*.
- A Task Pane will appear to the right of your screen. Look under **Templates** and click *On my computer* → *General*. Select the TJHR Template file. Check *Create New: Document*.
- A new Word document will be created based on the template. Two Custom Toolbars should now be visible at the top of your screen. Immediately **Save As** a Word Document (.doc) in your preferred location with your file name of choice.
- You can also select *Format* → *Styles and Formatting* which will display the formatting bar on the right of your document. The option at the very bottom of the Styles and Formatting bar should be set to Show *Formatting in use* or *Available styles*. This will show you the customised styles of the template.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.
- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbars and click in the toolbar to apply it.
- Proceed throughout the document, deleting any style categories that are not relevant.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **When the template file is in place**, open your manuscript in Word.
- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.

- Two Custom Toolbars should now be visible at the top of your screen.
- Select *Format* → *Styles and Formatting*. The formatting bar will appear on the right of your document. Ensure that the option at the very bottom of the *Styles and Formatting* bar is set to *Show: Available styles*. This will show you the styles in your document.
- If you would like to clear any previous formatting, select the text and go to *Clear Formatting*.
- To apply a style to your text, highlight or click within a portion of text and look for the name of the appropriate style on the custom toolbar, then click the toolbar to apply it.
- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save** the file as a Word Document in your preferred location with your file name of choice.

Troubleshooting:

If the custom toolbars do not automatically appear:

- Select *View* → *Toolbars* → [TJHR Toolbar A] and *View* → *Toolbars* → [TJHR Toolbar B].

If the toolbar buttons do not function:

- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.

If special characters are not properly displayed:

- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. To avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the Symbol dialog box select the required character and click *Insert*.

Microsoft Word Mac 2004

To create a new document based on the template:

- **Click** on the link to the template and save it to the desktop. Double-click the Zip folder to extract the TJHR Template file (you can delete the Zip folder afterwards).
- Select the template file and copy (Apple key + C). Navigate to 'My Templates' folder: Applications\MicrosoftOffice2004\Templates\MyTemplate. Paste (Apple key + V) the template into this folder. Ensure it is saved there as a Microsoft Word Template file.
- **When the template file is in place**, open Word, go to *File* → *Project Gallery* → *My Templates* and select the template. Click *Open*.
- A new Word document will be created based on the template. Two custom toolbars should now be visible at the top of your screen. Immediately **Save As** a Word Document (.doc) in your preferred location with your file name of choice.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document. In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to: *List: Available styles*. This will show you the customised styles of the template.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.

- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbars and click in the toolbar to apply it.
- Proceed in the same way throughout the document, deleting any style categories that are not relevant.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **Click** on the link to the template and save it to the desktop. Double-click the Zip folder to extract the TJHR Template file (you can delete the Zip folder afterwards).
- Select the template file and copy (Apple key + C). Navigate to 'My Templates' folder: Applications\MicrosoftOffice2004\Templates\MyTemplate. Paste (Apple key + V) the template into this folder. Ensure it is saved there as a Microsoft Word Template file.
- **When the template file is in place**, open your manuscript in Word.
- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*. If asked, *Enable Macros*. Two custom toolbars should now be visible at the top of your screen.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document. In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to: *List: Available styles*. This will show you the styles in your document.
- If you would like to remove any previous styles, select the text and *Clear Formatting*.
- To apply the custom styles to your manuscript, highlight or click within a portion of text and select the name of the appropriate style from the toolbars.
- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save** the file as a Word Document in your preferred location with your file name of choice.

Troubleshooting:

If the custom toolbars do not automatically appear:

- Select *View* → *Toolbars* → [*TJHR Toolbar A*] and *View* → *Toolbars* → [*TJHR Toolbar B*].


If the toolbar buttons do not function:

- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.


If special characters are not properly displayed:

- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. To avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the Symbol dialog box select the required character and click *Insert*.


Microsoft Word 2007 for Windows

Tip: The *Office Button*  replaces the File menu in Word 2007 and is located in the upper-left corner of Microsoft Word.

To save the template on your computer:


- First you will need to locate and open your Templates folder. If your computer has **Windows XP**, you can do this easily by launching Windows Explorer (Windows key + E on your keyboard) and typing `%AppData%\Microsoft\Templates` into the address bar at the top of the window, or into the *Run...* command in the Start menu. If your computer has **Windows 7**, you can obtain the same result by typing `%userprofile%\AppData\Roaming\Microsoft\Templates` into Windows Explorer, or into the *Search programs and files* box in the Start menu.
- If you cannot find your Templates folder, click the *Office Button*  → *Word Options* (at the bottom of the dialog box) → *Advanced*. Scroll to the bottom of the options and click *File Locations*, then double-click *User templates* to open the path to your Templates folder.
- **Click** on the link to the template and **Save** the file to your Templates folder. The template arrives in a Zip (compressed) file from which it must be extracted before you can use it.
- **Extract** the TJHR Template file from the Zip (compressed) file to your Templates folder. Ensure it is saved there as a Microsoft Office Word Template. You can then delete the Zip file; the template is now ready to use.

To create a new document based on the template:

- **When the template file is in place**, open Word and click the *Office Button*  → *New* → *My Templates* and select the TJHR Template file. Check *Create New: Document*.
- A new Word document will be created based on the template. Immediately **Save As** a Word Document (.docx) in your preferred location with your file name of choice. (Word may prompt you to confirm the new file format; you can safely say 'OK' to this.)
- To view the customised styles of the template, click *Home*. The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the Styles pane.
- To activate the Custom Toolbars, click the *Add-Ins* tab which should be visible at the top of your screen. If it is not there follow these instructions:
 - Click the *Office Button* → *Word Options* (at the bottom of the dialog box) → *Popular*.
 - Check *Show Developer tab in the Ribbon*, click *OK*.
 - Select *Developer* → *Document Template*.
 - In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
 - Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the *Add-Ins* tab to appear), then click *OK*.
 - The *Add-Ins* tab should now be visible at the top of your screen. Click the tab; the custom toolbars should appear below it.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.

- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbar and click in the toolbar to apply it.
- Proceed throughout the document, deleting any style categories that are not relevant.
- **Save** the document when you are finished. The file will be saved as a Word Document in the location specified above.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **When the template file is in place**, open your manuscript in Word.
- To view the styles in your document, click *Home*. The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the Styles pane.
- To activate the Custom Toolbars, click the *Office Button*  → *Word Options* (at the bottom of the dialog box) → *Popular*.
- Check *Show Developer tab in the Ribbon*, click *OK*.
- Select *Developer* → *Document Template*.
- In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the Add-Ins tab to appear), then click *OK*.
- The *Add-Ins* tab should now be visible at the top of your screen. Click the tab; the custom toolbars should appear below it.
- Highlight or click within a portion of text, for example the article title, look for the name of the appropriate style in the custom toolbar and click the toolbar to apply it.
- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save As** a Word Document in your preferred location with your file name of choice.

Troubleshooting:

If the *Add-Ins* tab is not visible on the Ribbon at the top of the screen:

- Click the *Office Button* → *Word Options* (at the bottom of the dialog box) → *Popular*.
- Check *Show Developer tab in the Ribbon*, click *OK*.
- Select *Developer* → *Document Template*.
- In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the Add-Ins tab to appear), then click *OK*.
- The *Add-Ins* tab should now be visible at the top of your screen.

If special characters are not properly displayed:

- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. To avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the Symbol dialog box select the required character and click *Insert*.

Microsoft Word Mac 2008

To save the template on your computer:

- *Left mouse-click* on the template link (or *Right mouse-click* and *Open Link in New Window*). A Zip folder containing the template will be saved to your User\Downloads folder. Click *Show in Finder*.
- In *Finder*, double-click the Zip folder to extract the TJHR Template file (you can delete the Zip folder afterwards).
- Select the template file and copy (Apple key + C). Navigate to the 'My Templates' folder: User\Library\Application Support\Microsoft\Office\User Templates\My Templates. Paste (Apple key + V) the template into this folder. Ensure it is saved there as a Microsoft Word Template file. The template is now ready to use.

To create a new document based on the template:

- **When the template file is in place**, open Word, go to *File* → *Open* and navigate to the template. Ensure the option *Open: Copy* is selected, then click *Open*. A new Word document will be created based on the template.
- Immediately **Save As** a Word Document (.docx) in your preferred location with your file name of choice. (Word may prompt you to confirm the new file format; you can safely say 'OK' to this.)
- Two Custom Toolbars should now be visible at the top of your screen.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document. In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to: *List: Available styles*. This will show you the customised styles of the template.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.
- When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbars and click in the toolbar to apply it.
- Proceed in the same way throughout the document, deleting any style categories that are not relevant.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **When the template file is in place**, open your manuscript in Word.
- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked, then click *OK*.
- Two Custom Toolbars should now be visible at the top of your screen.
- You can also select *View* → *Formatting Palette* which will display the Palette on the right of your document. In the Formatting Palette select *Styles*. The option at the bottom of the Styles should be set to: *List: Available styles*. This will show you the styles in your document.
- If you would like to remove any previous styles, select the text and *Clear Formatting*.
- To apply the custom styles to your manuscript, highlight or click within a portion of text and select the name of the appropriate style from the toolbars.

- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save As** a Word Document in your preferred location with your file name of choice.

Troubleshooting:

If the custom toolbars do not automatically appear:

- Select *View* → *Toolbars* → [TJHR Toolbar A] and *View* → *Toolbars* → [TJHR Toolbar B].

If the toolbar buttons do not function:

- Select *Tools* → *Templates and Add-ins*.
- Click *Attach* in the dialog box, navigate to and select the TJHR Template file, click *Open*.
- *Ensure the Automatically update document styles* box has been checked, then click *OK*.

Special characters are not properly displayed:

- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. To avoid this problem, always insert special characters into your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*

Microsoft Word 2010 for Windows

To save the template on your computer:

- First you will need to locate and open your Templates folder. If your computer has **Windows XP**, you can do this easily by launching Windows Explorer (Windows key + E on your keyboard) and typing `%AppData%\Microsoft\Templates` into the address bar at the top of the window, or into the *Run...* command in the Start menu. If your computer has **Windows 7**, you can obtain the same result by typing `%userprofile%\AppData\Roaming\Microsoft\Templates` into Windows Explorer, or into the *Search programs and files* box in the Start menu.
- If you cannot find the Templates folder, open Word, click on *File* → *Options* (under Help) → *Advanced*. Scroll to the bottom of the options and click on *File Locations*, then double-click *User Templates* to open the path to your Templates folder.
- **Click** on the link to the template and **Save** the file to your Templates folder. The template arrives in a Zip (compressed) file from which it must be extracted before you can use it.
- **Extract** the Word template file from the Zip (compressed) file to your Templates folder. Ensure it is saved there as a Microsoft Office Word Template. You can then delete the Zip file; the template is now ready to use.

To create a new document based on the template:

- **When the template file is in place**, open Word and click *File* → *New* → *My Templates* and select the TJHR Template file. Check *Create New: Document*.
- A new Word document will be created based on the template. Immediately **Save As** a Word Document (.docx) in your preferred location with your file name of choice. (Word may prompt you to confirm the new file format; you can safely say 'OK' to this.)
- To view the customised styles of the template, click *Home*. The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the Styles pane.
- To activate the Custom Toolbars, click the *Add-Ins* tab which should be visible at the top of your screen. If it is not there, follow these instructions:

- Click *File* → *Options* (under *Help*) → *Customize Ribbon*. The *Word Options* dialog box appears.
 - On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-Ins* options are checked, click *OK*.
 - Select *Developer* → *Document Template*.
 - In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
 - Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the *Add-Ins* tab to appear), then click *OK*.
 - The *Add-Ins* tab should now be visible at the top of your screen. Click the tab; the custom toolbars should appear below it.
- Highlight an appropriate section of text, for example, the title. Type your title over this text.
 - When the Return key is pressed, Word will try to guess what type of paragraph you require next. If this is incorrect, look for the name of the appropriate style in the custom toolbar and click in the toolbar to apply it.
 - Proceed throughout the document, deleting any style categories that are not relevant.
 - **Save** the document when you are finished. The file will be saved as a Word Document in the location specified above.

To format an existing document using the template (*it is advisable to make a backup copy of your manuscript file before doing this*):

- **When the template file is in place**, open your manuscript in Word.
- To view the styles in your document, click *Home*. The *Styles* gallery appears in the top right of the screen. Click the small arrow in the bottom right corner of the box to open the *Styles* pane.
- To activate the Custom Toolbars, click *File* → *Options* (under *Help*) → *Customize Ribbon*. The *Word Options* dialog box appears.
- On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-Ins* options are checked, click *OK*.
- Select *Developer* → *Document Template*.
- In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the *Add-Ins* tab to appear), then click *OK*.
- The *Add-Ins* tab should now be visible at the top of your screen. Click the tab; the custom toolbars should appear below it.
- Highlight or click within a portion of text, for example the article title, look for the name of the appropriate style in the custom toolbar and click the toolbar to apply it.
- Proceed through the document applying the styles as needed for your article. Word will add the appropriate amount of space between each paragraph, so additional 'empty' paragraphs in your document will be unnecessary in most cases.
- **Save As** a Word Document in your preferred location with your file name of choice.

Troubleshooting:

If the *Add-Ins* tab is not visible on the Ribbon at the top of the screen:

- Click *File* → *Options* (under Help) → *Customize Ribbon*. The *Word Options* dialog box appears.
- On the right-hand side under *Customize the Ribbon*, select *Main Tabs* from the drop-down menu. In the list below, ensure the *Developer* and *Add-Ins* options are checked, click *OK*.
- Select *Developer* → *Document Template*.
- In the dialog box, click *Attach*; navigate to and select the TJHR Template file, click *Open*.
- Ensure the *Automatically update document styles* box has been checked (any items under *Global templates and add-ins* might need to be temporarily *unchecked* in order to enable the *Add-Ins* tab to appear), then click *OK*.
- The *Add-Ins* tab should now be visible at the top of your screen.

If special characters are not properly displayed:

- Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. To avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

Keyboard shortcuts

The template contains a collection of styles which are applied using the custom toolbars. The following keystroke combinations can be used to achieve the same result (the Alt key is equivalent to the Option key on an Apple Mac).

Article title (Alt + Ctrl + T)

Author (Alt + Ctrl + A)

Correspondence details (Alt + Ctrl + C)

Received date (Alt + Ctrl + R)

Abstract (Alt + Ctrl + S)

Keywords (Alt + Ctrl + K)

Level one heading (Alt + Ctrl + 1)

Level two heading (Alt + Ctrl + 2)

Level three heading (Alt + Ctrl + 3)

Paragraph (Alt + Ctrl + P)

New paragraph (Alt + Ctrl + Z)

Displayed quotation (Alt + Ctrl + Q)

Bulleted list (Alt + Ctrl + B)

Numbered list (Alt + Ctrl + L)

Displayed equation (Alt + Ctrl + E)

Acknowledgements (Alt + Ctrl + W)

Notation list (Alt + Ctrl + N)

Footnotes (Alt + Ctrl + O)

References (Alt + Ctrl + X)

Table title (Alt + Ctrl + I)

Figure caption (Alt + Ctrl + F)