Part One – Sample Chapter

Monash University Publishing

Chapter One

Using the Monash University Publishing Template

A Sample “Chapter” Demonstrating Usage of the Template Styles

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Joanne Mullins has worked at Monash University Publishing since its inception in September 2010. Prior to that she worked at its predecessor, Monash University ePress. The author biographies do not have to occur here. They may also be included as a separate document to be included in the prelims or end-matter of an edited collection or multi-authored work. For monographs, the author biography may appear on the back cover of the book, space permitting.

This document will explain how to use the Monash University Publishing template. It will provide information on saving and attaching the template in Microsoft Word 2003 and 2007; unfortunately the author doesn’t have access to a Macintosh so hasn’t included information about saving or attaching the template on a Macintosh. This document also shows an example of each of our template styles in use.

Most books won’t have an abstract before each chapter, but the option is available should it be required. Peer-reviewed journal articles must all have an abstract.

# Attaching the template on PCs (this is a Heading 1)

Firstly, the template needs to be saved as a .dot file in your Word program’s “Templates” folder. Instructions for this vary depending on which version of Microsoft Office you are using. Instructions for saving then attaching the template in Microsoft Office 2003 and 2007 follow.

## If you are using Microsoft Office Word 2003 (this is a Heading 2)

### Saving the template in Word 2003 (this is a Heading 3)

The location of your computer’s “Templates” folder for Microsoft word can vary. To find the correct location, open a new Word document. Click on ‘Tools’ from the main toolbar, then click Templates and Add-ins’. In the pop-up box that opens, click on ‘Attach’. A new ‘browse’ window should open, with the folder ‘Templates’ displayed at the top. Click the down arrow along the bar from ‘Templates’ to display the file path to the Templates folder. Now go back to the Monash University Publishing template, and follow the file path in reverse to save it to the ‘Templates’ folder. Make sure it is saved as a .dot file.

You only need to save the template to your “Templates” folder once, but you need to add it to each new article that you work on.

### Attaching the template in Word 2003

To attach the Monash University Publishing template, open the article that is to be styled. After the document has opened, click “Tools” from the main toolbar, then click “Templates and Add-ins”. Tick the box “Automatically update document styles”, then click “Attach”. The Monash University Publishing template should be shown in the Templates folder that automatically opens (if not, go to the folder where you’ve saved it). Click “Open” to add the template. Then click “okay” in the “Templates and Add-ins” window. The template styles are now available within that document … unfortunately all the styles that the author used are also still in the document: you will need to replace these styles if they are not also part of the Monash University Publishing template. (To confirm whether they are part of the Monash University Publishing template or not, you may need to refer to the document “Using the Monash University Publishing Template”, until you are familiar with the template.)

## If you are using Microsoft Office Word 2007

### Saving the template in Word 2007

The location of your computer’s “Templates” folder for Microsoft Word word can vary. To find the correct location, open a new Word document then click on the Microsoft Office icon  at the top left of your screen.[[1]](#footnote-1) Then:

* Click on “Word Options” at the bottom of the pane that opens up.
* On the left hand side of the window that opens, click “Add-ins”.
* At the bottom of the window, where it says “Magage”, click on “Templates” then click “Go”.
* In the window that opens, click “Attach”. This will attach a window from which you can see a number of files and the default Microsoft Word “Templates” folder.
* Click the drop-down menu item, which will open up to show you the folder path to the “Templates” folder. (See Figure 1.)
* Now go back to the Monash University Publishing template, and follow the file path in reverse to save it to the ‘Templates’ folder. Make sure it is saved as a .dot file.
* You only need to save the template to your “Templates” folder once, but you need to add it to each new article that you work on.



Chapter01\_fig01.jpg (this is the name of the image file)

Figure 1. Screenshot showing the location of the Templates folder and its drop-down menu, which will reveal the path of folders that ends in the Templates folder.

Please note that actual submitted to Monash University Publishing should not have images embedded in them. Instead, the name of the file for the image should appear in the paragraph where the screenshot is. Please note also that screenshots are not suitable for publishing. High resolution images are required for publishing (a minimum of 300 dots per inch), and screenshots are low resolution (only 72 dots per inch, which is well below the **minimum** required). The screenshot above is included for illustrative purposes only.

Source: screenshot of the author’s Microsoft “Templates” folder.

### Attaching the template in Word 2007

To attach the template, click on the Microsoft Office icon  at the top left of your screen[[2]](#footnote-2). Then:

* Click on “Word Options” at the bottom of the pane that opens up.
* On the left hand side of the window that opens, click “Add-ins”.
* At the bottom of the window, where it says “Manage”, click on “Templates” then click “Go”.
* (This bullet list style has been created by selecting “Normal” paragraph, then clicking Word’s shortcut icon for adding bullets.)

In the window that opens, from the “Templates” tab, browse to find the template: if you have saved the template in the default Templates folder for Microsoft Word, the template should be in the first folder that opens; if not, you will need to navigate to the folder where you have saved the template. When you have found the template, tick the box “Automatically update document styles”, then click “Attach”. The template styles will now be added to the document you are working on.

So now your document contains the template styles and, unfortunately, all the styles that the author may have used: you will need to replace these styles if they are not also part of the Monash University Publishing template. To confirm whether they are part of the Monash University Publishing template or not, you may need to refer to the document “Using the Monash University Publishing Template”, until you are familiar with the template.

# Applying the paragraph styles

Select the whole paragraph that you wish to apply a style to, or place the cursor somewhere within that paragraph without actually selecting any text at all. From Microsoft’s “Styles” menu (this may be a drop-down list or a window that opens in a separate pane), click on the appropriate style chosen from Monash University Publishing’s list of templated styles. The style will now be applied. Make sure, when applying the style that no formatting (italics, bold etc) has dropped out: you may need to re-apply such formatting.

You can select a bunch of paragraphs at once, if they are all the same style, and apply the formatting in one go, but again make sure again that no formatting (italics, bold etc) drops out.

# Applying character styles

Character styles apply to an individual word or phrase, rather than to a whole paragraph.

If applying *italics* to a word or phrase, do *not* use the character style “emphasis”: the style should be “italics”. Avoid using underline: unless reproducing material from historical sources, underlining text should be avoided as it indicates hyperlinks.

# Tables

Tables should use the same captioning styles for figures. For an example of figure captioning, please see the captioning for Figure 1. The text style used within the tables should be “Table Text”.

|  |  |  |
| --- | --- | --- |
| Popular household pets | Advantages | Disadvantages |
| Cats | Very easy to look after.Make lovely companions.Can comfortable live in indoor environments such as flats.Clean. | Need to place cats in a cattery whilst on vacation – can’t take the cat with your. |
| Dogs | Can be lovely companions.Often attract interest from passers-by when out walking (a “social” asset).Can take dog with you on vacation, depending on the destination. | Barking can cause problems with neighbours.Requires a fair bit of time and energy to meet the dog’s social and exercise needsRequire space in which to run around.Should never be left alone with children. |
| Rabbits | Great for smaller homes… | … |

Table 1. A general indication of the advantages and disadvantages of common household pets

When considering purchasing a pet, you will need to consider the actual breed of the pet type: different breeds can have quite different needs, behaviours and temperaments. For example, generally a pure-bred Siamese cat will have a far greater need for social interaction with its owner than a typical “moggy”, and may not respond well to other people. Some breeds of dog have very long “puppy” stages; for the person who likes order and tidiness, these breeds should probably be avoided, or purchasing the dog at a later age from an animal shelter might be an option.

Source: Joanne Mullins

# Quotations

Any quoted material more than a few lines long should be inset as follows:

Dances in rural districts provided entertainment and a form of sociability that strengthened community ties. The isolation and difficulties of transport in outlying rural districts encouraged farming people to rely on family and neighbours for leisure and sociability. Opportunities for leisure influenced romance in rural communities.[[3]](#footnote-3)

And if the paragraph immediately after the quotation is a continuation of the paragraph immediately before the quotation, be sure to use the paragraph style “Body Text No Indent”; if you do not, the result will be an indented paragraph rather than a fullout paragraph.

# Lists

Lists can have numbers, bullets or neither. Our default output style from InDesign for numbered lists is arabic numerals followed by a full stop. (If the numbering specifically needs to be another style, such as when an arabic list contains an alpha list, or when the list is quoted material and the style of ‘numbering’ needs to match the original, then we will make a note of this and will adjust it manually.)

To create a list style:

* Make sure the paragraph style is either “Normal” or “Body Text No Indent”.
* Select the paragraphs that are part of the list.
* From Microsoft Word’s List functions – usually displayed as icons on the top menu bar – click on the list type that you want: this may be a numbered or bulleted list.
* If you want a list style that is neither numbered nor bulleted, see below.

Numbered lists should be used where the sequence of the items is of significance; bullet should be applied where the order doesn’t matter.

And if the paragraph immediately after the list is to be fullout rather than indented, be sure to use the “Body Text No Indent” style, as has been done in the paragraph above.

Below is a list where there’s no real need to have either numbering or bullets. The paragraph style used for such lists is “List Plain”. It can also be used for things like addresses, lines of poetry, a shopping list, etc. The list below is a list of middle class Melbourne suburbs and their shires (or councils), as identified by Baum et al., 2005.[[4]](#footnote-4)

Banyule – Heidelberg

Bayside – South

Darebin – Northcote

Glen Eira – Caulfield

Glen Eira – South

Hobson’s Bay – Williamstown

Manningham – East

Manningham ­– West

Maroondah - Ringwood

Monash – Waverley East

Monash – Waverley West

Moonee Valley – Essendon

Mornington Peninsula – West

Nillumbik

Whitehorse – Box Hill

Whitehorse – Nunawading East

Whitehorse – Nunawading West

The list *could* be bulleted, but there’s no real need to bullet such a list. If each entry were longer and ran over more than a single line, then bulleting would be useful in helping to distinguish the entries.

And now for an explanation of the use of the “List Para” style. Basically, this style is to be used when there is a list in which one or more of the list items requires an additional paragraph that is neither numbered nor bulleted. For example:

* Weight the criteria

The AHP weights are calculated using the WEIGHT module in IDRISI GIS software (IDRISI32 2000). A consistency ratio is also calculated to measure consistency of the pair-wise comparison.

* Validate the Suitability Maps

The same panel of experts assesses the result and validates the final suitability map. If necessary, weighting and intensity ratings of the ‘criteria for growth’ can be adjusted.[[5]](#footnote-5)

# General

Avoid the use of **manual line** breaks as these are ignored by our software: it doesn’t replace the manual line break with anything, which means you could have twowords run together as demonstrated where the manual line break had previously been inserted.

Avoid inserting manual **page breaks** (either by repeatedly pressing “enter” or by going “Insert” > “Page Break”. The location of page breaks won’t be known until the material has been typeset. There are some instances where a page break can be used, such as when there is a large table that requires a landscape orientation when the rest of the document is in portrait orientation.

Please do not add (but *do* delete) **blank paragraphs** between paragraphs of text.

Please **do not embed images or graphs** directly into the file. These should be supplied as separate high resolution files. If a table is created in Microsoft Word, it’s okay to leave that there.

**Table captioning** should use the same styles as for figure captioning. See Figure 1 for an example of figure captioning.

For information pertaining to spelling, grammar, capitalisation, referencing, and so on, please consult our **Style Guide**. (The reference list entries below are provided as an example of the paragraph style “References” in use, rather than being an example of our current style for citing references, which is under review.)

# Index

Adorno, Theodore 11, 13 (this style is “Index level 1”)

*Aepinus’s Essay on the Theory of Electricity and Magnetism* (Home) 287

aesthetics 6, 7, 9, 11

*see also* analytic aesthetics; Continental aesthetics (this style is “Index level 2”)

applied ethics

Australasian pioneers 26–7

environmental ethics 28

Peter Singer 26–7

animal liberation 18, 24

vegetarianism 7 (this style is “Index level 3”)

views on human conduct and social life 25

*see also* bioethics; environmental ethics

# References

Dewson, Emma. 2004. ‘“Off to the Dance”: Romance in Rural New Zealand Communities, 1880s–1920s’, *History Australia* 2 (1): 05-1–05-9.

Baum, Scott; O’Connor, Kevin; Stimson, Robert. 2005. *Fault Lines Exposed: Advantage and Disadvantage Across Australia’s Settlement System*. Monash Universtity ePress: Melbourne.

Hossain, Hemayet; Sposito, Victor; Evans, Carys. 2006. ‘Sustainable land resource assessment in regional and urban systems’. *Applied GIS* 2 (3): 24.1–24.21.

1. Note: the image of the Microsoft Word icon is inserted for demonstration purposes only. Images should not be embedded into the text. The style for the superscript footnote No “1” at left, and in the document is “Footnote Reference” and the style for this actual paragraph is “Footnote Text”. Both of these styles have occurred automatically and are in the Monash University Publishing template. [↑](#footnote-ref-1)
2. Note: the image of the Microsoft Word icon is inserted for demonstration purposes only. Images should not be embedded into the text. The style for the superscript footnote No “1” at left, and in the document is “Footnote Reference” and the style for this actual paragraph is “Footnote Text”. Both of these styles have occurred automatically and are in the Monash University Publishing template. [↑](#footnote-ref-2)
3. The journal *History Australia* uses footnotes rather than a reference list to cite third party material. This quote comes from Emma Dewson’s ‘“Off to the Dance”: Romance in Rural New Zealand Communities, 1880s–1920s’, *History Australia* 2004, 2 (1): p. 05-1. Note that the method of citing the reference here is NOT correct (please refer to our style guide) although the information is accurate. [↑](#footnote-ref-3)
4. This list is from Table 3.5b on page 3.15 of Scott Baum, Kevin O’Connor and Robert Stimson’s *Fault Lines Exposed: Advantage and Disadvantage Across Australia’s Settlement System* (Monash Universtity ePress, Melbourne, 2005). [↑](#footnote-ref-4)
5. Text for demonstrating the “List Para” style is abbreviated from Hossain, Hemayet; Sposito, Victor; Evans, Carys. 2006. ‘Sustainable land resource assessment in regional and urban systems’. *Applied GIS* 2 (3). pp. 24.5–24.6. [↑](#footnote-ref-5)