



# Best Practices for Authors

## *Preparing Word documents for processing with eXtyle Arc Full Text*

With Microsoft Word's enormous power comes the ability to create Word documents that are difficult or impossible to convert automatically to high-quality JATS XML.

Although eXtyle Arc does not require that input files conform to any specific manuscript preparation style, Word files that follow these best practices will yield higher-quality Word-to-XML results.

### Word-to-XML-friendly author submissions: Top 10 tips

1. Don't try to format your Word file for publication! Avoid complex visual formatting such as multi-column layouts, Word text boxes, and Word drawing tools.
2. While eXtyle Arc is flexible, it works best when you set up your front matter in this order:
  - a. Title: subtitle (if subtitle included)
  - b. Short title (if included)
  - c. Authors
  - d. Affiliations
  - e. Corresponding author information
  - f. Other author footnotes (if included), such as present address, equal contribution
  - g. Abstract
  - h. Keywords (if included)
3. Use separate paragraphs for author names and affiliations.  
For example, instead of this:

John Smith, Professor, State University, Anytown, MA, USA

Use this:

John Smith<sup>1</sup>

<sup>1</sup>Professor, State University, Anytown, MA, USA

4. Clearly link each author with their affiliation(s). This is best done by following PubMed's recommended style: use superscript numbers after each author name and begin each affiliation with a superscript number. (See the example above.)

5. Use complete affiliations for all authors; don't use partial affiliations to save space. For example, instead of this:

Departments of <sup>1</sup>Psychiatry, <sup>2</sup>Psychology, and <sup>3</sup>Neurology, State University, Anytown, MA, USA.

Use this:

<sup>1</sup>Department of Psychiatry, State University, Anytown, MA, USA, <sup>2</sup>Department of Psychology, State University, Anytown, MA, USA, and <sup>3</sup>Department of Neurology, State University, Anytown, MA, USA.

6. Include the heading "Abstract" above your abstract paragraph(s).
7. Use the Enter (Return) key only to start a new paragraph, never to start a new line within a paragraph.
8. Don't put any front-matter information in Word tables.
9. Don't include in your Word file any information that you would not expect to find in the published article (e.g., word count, table count, page count, table of contents).
10. Don't include in your Word file any information about the publication you're submitting to (e.g., journal title, journal editors).

## Word-to-XML-friendly author submissions: Formatting dos and don'ts

Following these general guidelines in Word will help you get more accurate XML from eXtles Arc.

### Do

- Use Word's Table tools *only* for tabular data. (Never use tables to format or lay out other types of content.)
- Insert mathematical expressions using MathType or Word's built-in Equation Builder (OMML).
- Use visually distinct and consistent formatting for each heading level (e.g., all level 1 headings bold and all level 2 headings italic).
- Include all Word components of the manuscript (front matter, text, back matter, figure captions, tables, references, notes) in a single Word file.
- Submit your images as separate graphics files. If you must include images in a Word file, insert each image as a single graphics file (e.g., TIFF, JPEG, or PNG). Note: Adding images to Word files can reduce the final resolution, and therefore is not recommended.

## Don't

- Use nested tables in Word. (Nested tables are not supported by JATS.)
- Use tabbed text for tables.
- Use embedded Excel objects for tables (instead, copy and paste the data from Excel into Word to create a Word table!)
- Use Word tables to “format” your document for publication (e.g., by putting figures or equations inside table cells for alignment purposes).
- Use tables or tabs to lay out complex multi-panel images.
- Use a multi-column “format for print” layout.
- Use anchored objects in Word. (Instead, let all objects “float” with the text.)
- Insert equations as graphics or Word Equation Fields.
- Use spaces, tabs, returns, or table cells to make plain text look like a complex display equation.
- Use Word’s Drawing tools to create images.
- Include any substantive text in text boxes created with Word’s Drawing tools.
- Include any substantive text in page headers or footers.