

# Applying Style Sheets in Word

Article Submission preparation for the *Journal of Financial Crises*

## Introduction

Using a *style* — a named set of formatting specifications — makes it easy to apply consistent formatting throughout a Word document.

The JFC Article Template contains preset JFC Styles for every text element (i.e. title, author names, abstract, etc.) in your article submission. Further, the template contains sample text elements formatted to be consistent with our Style Guide. To format your submission for publication, you will use the JFC Article template and its preset JFC styles using one of the two methods described in this document.

Below is the list of all the JFC styles and the specific text element for which it applies in our template. Use this as a guide your formatting process.

<b>Text Element</b>	<b>JFC Style Name</b>
Abstract Body Text	JFC Abstract Body Text
Abstract Heading	JFC Abstract Heading
Article Body Text	JFC Article Body Text
Author Names	JFC Author Name
Block Quotations	JFC Block Quote
Equations/Formulas	JFC Formula
Figure Notes - Multiple Lettered Notes	JFC Multiple Lettered Figure Notes
Figure Notes – Single Entry/Non-list	JFC Figure Notes – non-list
Figure Source Line	JFC Figures Source Line
Figure Title	JFC Figures Title
Footnotes	JFC Footnotes
Footnotes with Bulleted List	JFC Footnotes Bulleted List
In-Figure Text	JFC In Figure Text
In-section Subheadings Level 1	JFC Subhead Level 1
In-section Subheadings Level 2	JFC Subhead Level 2
In-text Bulleted List	JFC Bulleted List – excludes last item in list
In-text Bulleted List (last line of list)**	JFC Bulleted List – last item in list
In-text Lettered List	JFC Lettered List - excludes last item in list
In-text Lettered List (last line of list)**	JFC Lettered List - Last Line
In-text Numbered List	JFC Numbered List - excludes last item in list
In-text Numbered List (last line of list)**	JFC Numbered List - last line
JEL Classification	JFC JEL Classification
Keywords	JFC Keywords
References	JFC Article Body Text
Section Headings	JFC Section Heading
Title	JFC Article Title

\*\*Note: The last line in all ordered list has special paragraph spacing that follows, which is why the last line has its own style sheet for each list type.

## How to Apply Styles in General

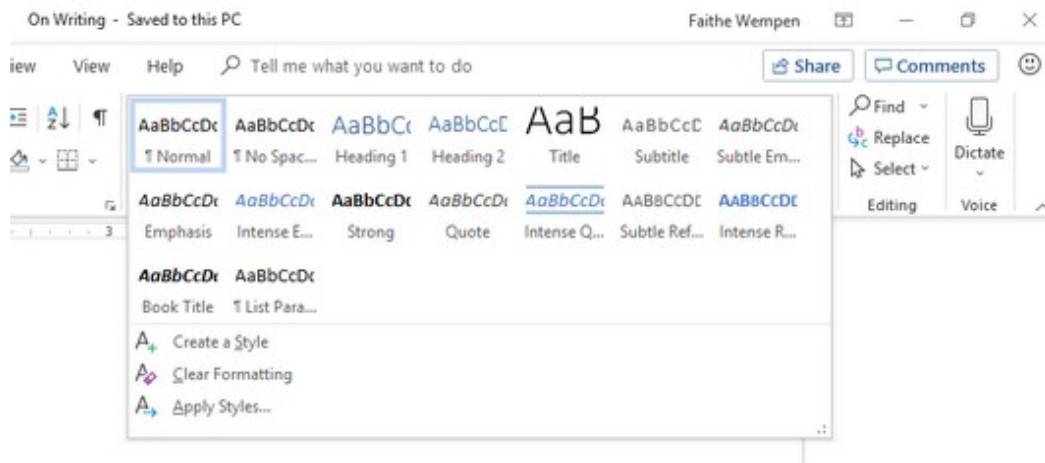
### For PC Users

In the Styles group on the Home tab, you will find **all of the JFC styles**. This is the Styles gallery.



To assign styles to a text element in Word, follow these steps:

1. Use your mouse to highlight the text you want to change/apply a style to.
2. Ensure you are on the Home tab, and click the More arrow (the down arrow with the horizontal line above it) to the right of the Styles gallery, opening the full list of the Styles gallery styles.

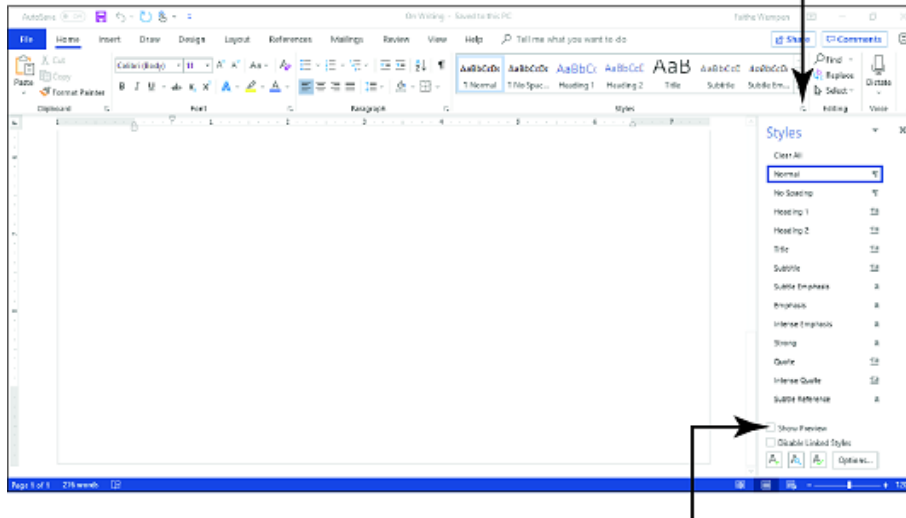


3. Click the style you want to apply.

### Other Notes:

- The view of the style gallery shown above may not show the full style name and make it difficult to know exactly which style you are applying. To see the full name styles in the gallery, click the dialog box launcher in the bottom right corner of the Styles group to open a Styles pane that contains a larger list.
- You can identify the style applied to a given paragraph, by highlighting that paragraph, and then expanding the Style Gallery. The style that is applied will be marked by a gray box.

Click the dialog box launcher to display the Styles pane



Mark this checkbox to preview the styles in the Styles pane

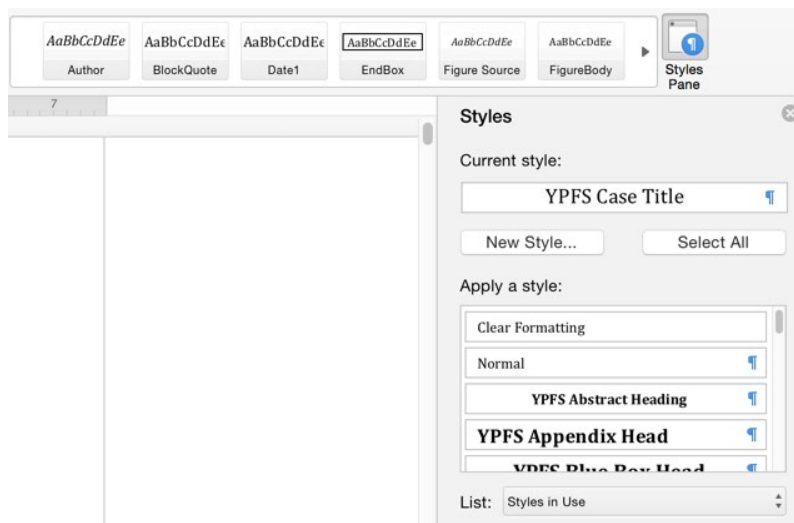
For Mac Users

On the Home tab, you will find **all of the JFC** styles in the Style Group.



To apply styles to text elements in Word, follow these steps:

1. Use your mouse to select the text you want to format. Note: If you place your cursor in a paragraph, the style is applied to the whole paragraph. If you select specific text, only the selected text is formatted.
2. Click the Styles Pane button, and then choose a style in the Apply a style list. Note: You can hover over a style to preview it. Also, if you don't see the style that you need, change the List: setting from "Styles in Use" to "All Styles," scroll until you find the style sheet, then click on that style to apply it.



3. Click the style you want to apply.

## Other Notes:



- If you are applying a style to a list, make sure to select one of the list styles. If you don't, the bullets or numbering in the list might be removed.

## Approaches to Applying JFC Styles to your Original Article Submission

We recommend that you use one of the following approaches when formatting your submission for the JFC:

- You can cut and paste each text element from your original article submission file in the template, and then apply the appropriate JFC style. (Note: This approach works for any document file type) OR,
- You can import the JFC Styles from the Article template into your original article submission. (Note: This assumes your original manuscript is drafted in word).

### Step By Step Instructions for Each Approach

#### Approach 1

1. To begin, open the JFC Article template and your original article file.
2. Next, in the JFC Article template execute a Save As and rename your file.
3. Using the title text as an example, copy and paste the title from your original article submission file using the special paste option Paste-A, or Keep Text Only. Make sure you paste the text next to the Article Title sample text in the template.
4. Next, apply the *JFC Article Title* style to the newly pasted title text and delete the Article Title sample text from the template.
5. Proceed to the next text element (in order from the top of the document, this would be the Author name in our example), and complete steps 3-5.
6. Continue in this fashion, until all the text elements from your original submission file is in the template and formatted.

#### Approach 2

*For Mac users*

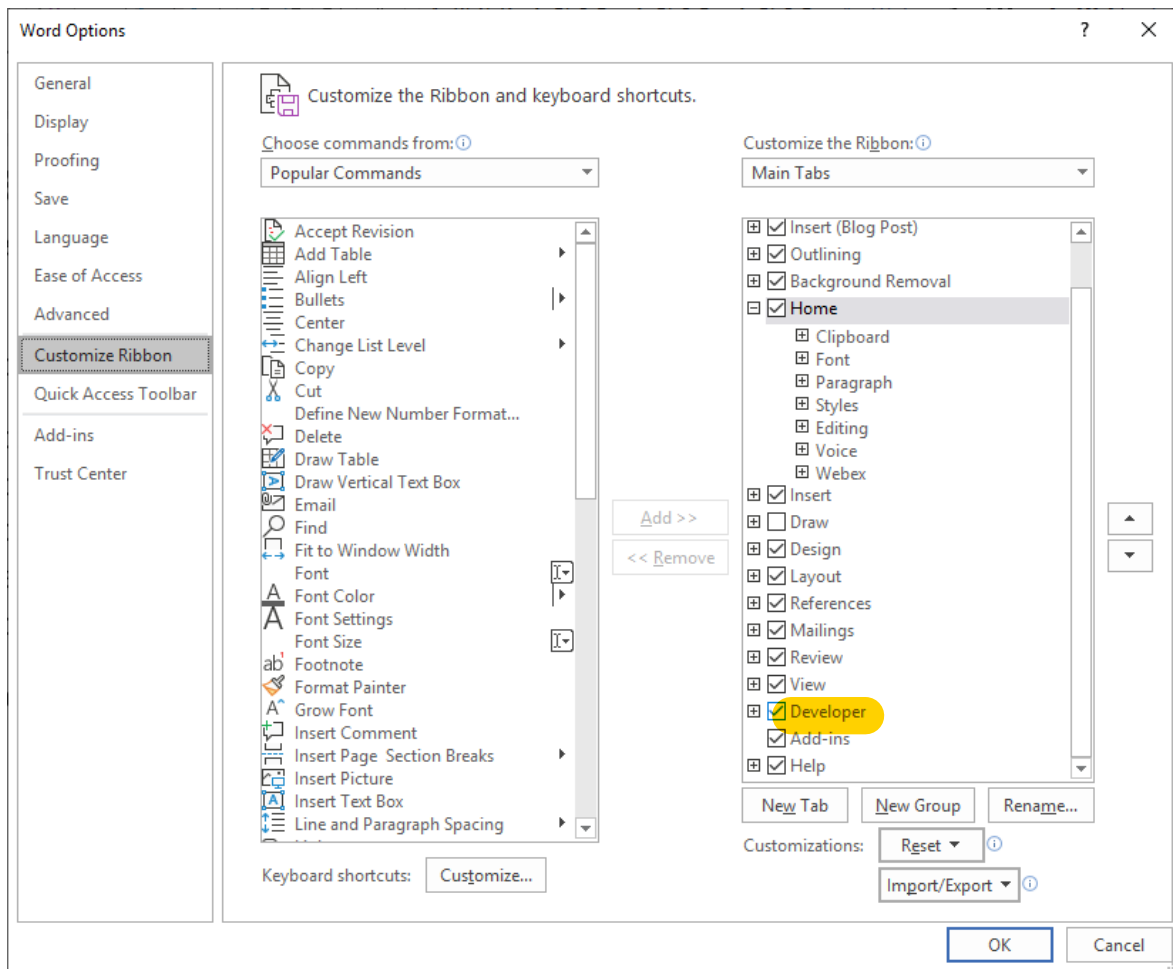
Source: <https://www.avantixlearning.ca/courses/how-to-import-styles-from-another-microsoft-word-document/>

### Part 1: Displaying the Developer tab

To display the Developer tab:

1. Click the File tab in the Ribbon.
2. Click Options at the bottom.
3. Click Customize Ribbon in the categories on the left.
4. Check Developer under Main tabs on the right.
5. Click OK.

Below is the Options dialog box with Customize Ribbon selected in the categories on the left:



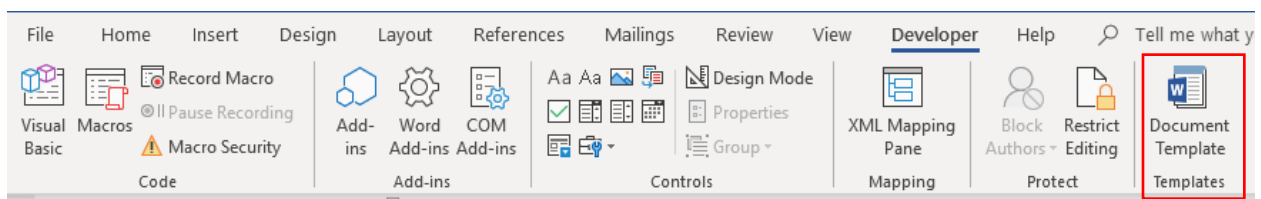
## Part 2: Accessing the Organizer

After you display the Developer tab, the next step is to open the Document Templates to access the Organizer.

To display the Organizer:

1. Click the Developer tab in the Ribbon.
2. Click Document Templates in the Templates group. A dialog box appears.
3. In the resulting dialog box, click Organizer. The Organizer dialog box appears. You will use the Organizer to import styles from other documents.

Below is the Developer tab:



## Part 3: Importing styles using the Organizer

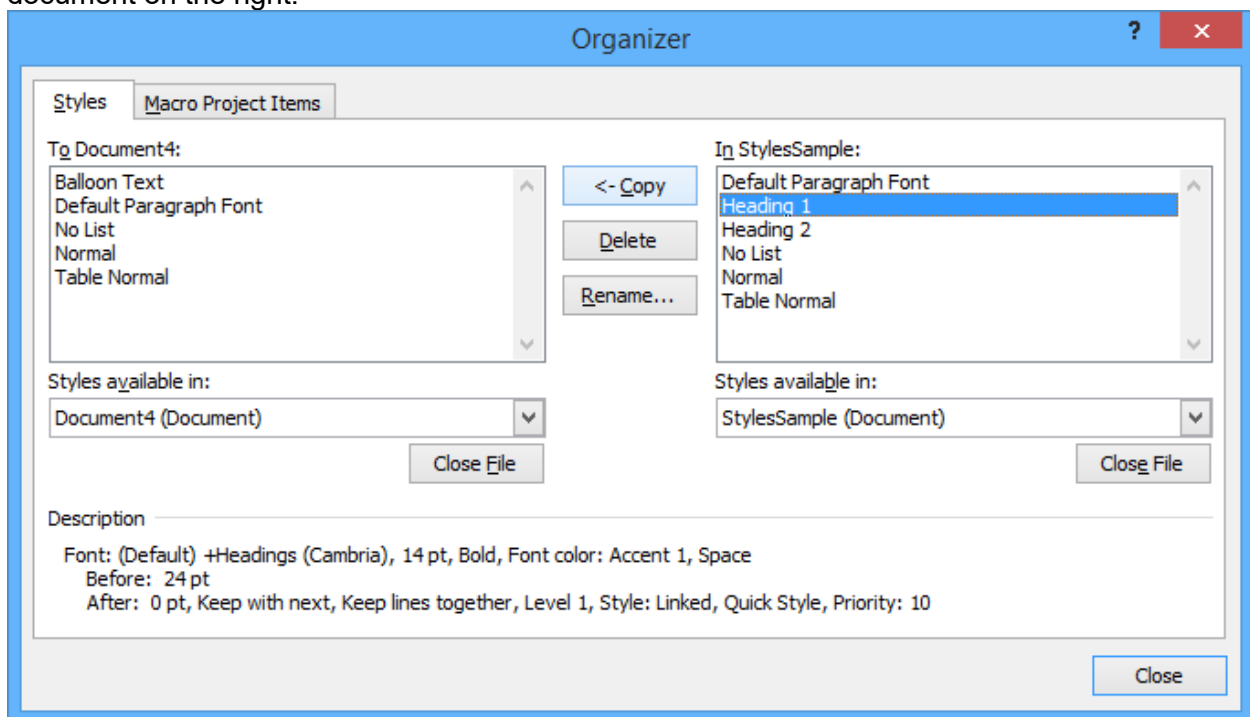
To import styles from another Microsoft Word document into the active document:

1. Open the document to which you want to import styles.

2. Click the Developer tab in the Ribbon.
3. Click Document Templates in the Templates group. A dialog box appears.
4. Click Organizer. The Organizer dialog box appears. You can use the Organizer to import styles from other documents and to copy styles to the Normal template.
5. On the right (which displays the Normal template by default), click Close File.
6. On the right, click Open File.
7. Navigate to the file you want to open (which has the styles you wish to import).
8. From the File Type drop-down menu, choose All Files.
9. Double-click the file with the styles you want to import. Word displays the Organizer again. The styles that appear are the styles that have been used in each document.
10. In the Organizer dialog box, click the style on the right you want to copy.
11. Click Copy.
12. If a dialog box appears asking if you want to replace the style, click Yes.
13. Repeat the process for other styles.
14. Click Close.

You can also press Cmd+click multiple styles on the right and then click Copy. If a dialog box appears asking you to replace styles with the same name, click Yes or Yes to All.

Below is the Organizer with styles displayed in the active document on the left and in another document on the right:



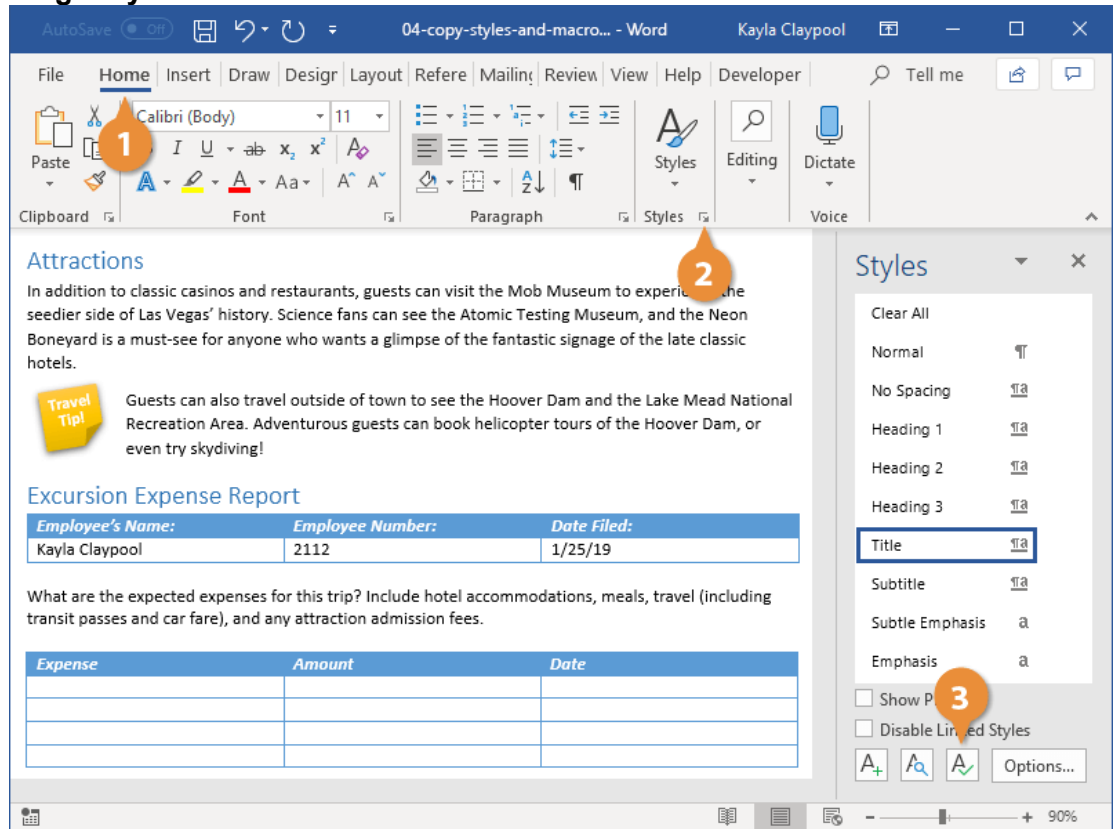
All JFC Styles will now be in the Style Gallery for your original document.

For Windows users

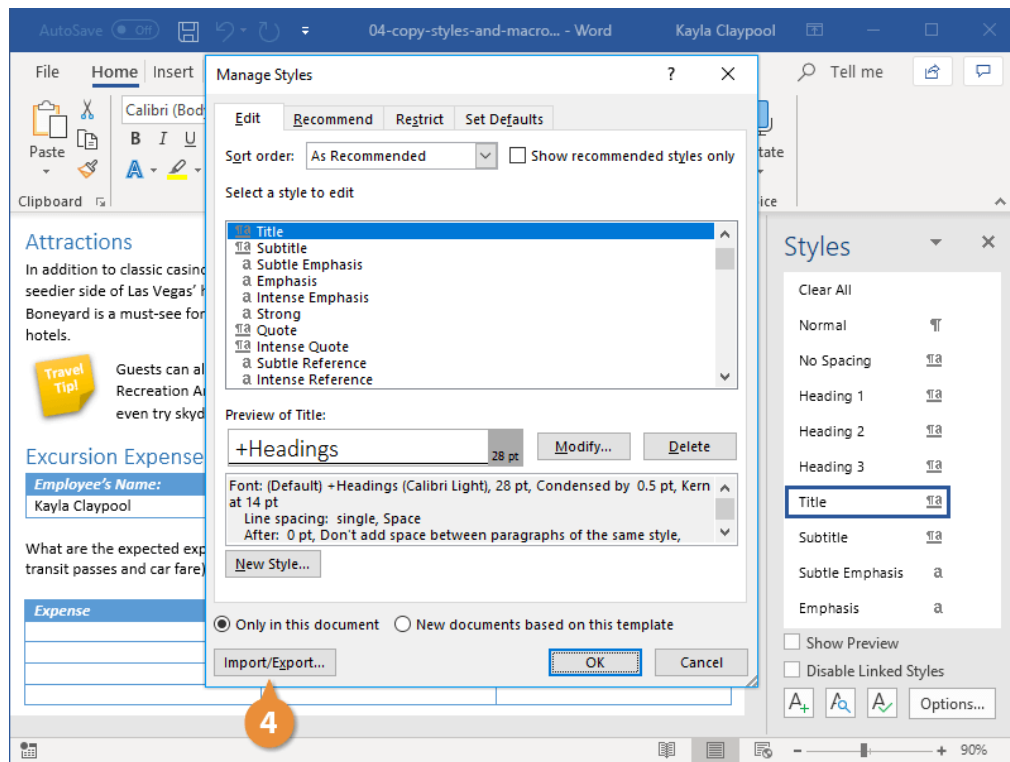
(Source: <https://www.customguide.com/word/how-to-import-styles-in-word>)

## Copy Styles Between Templates

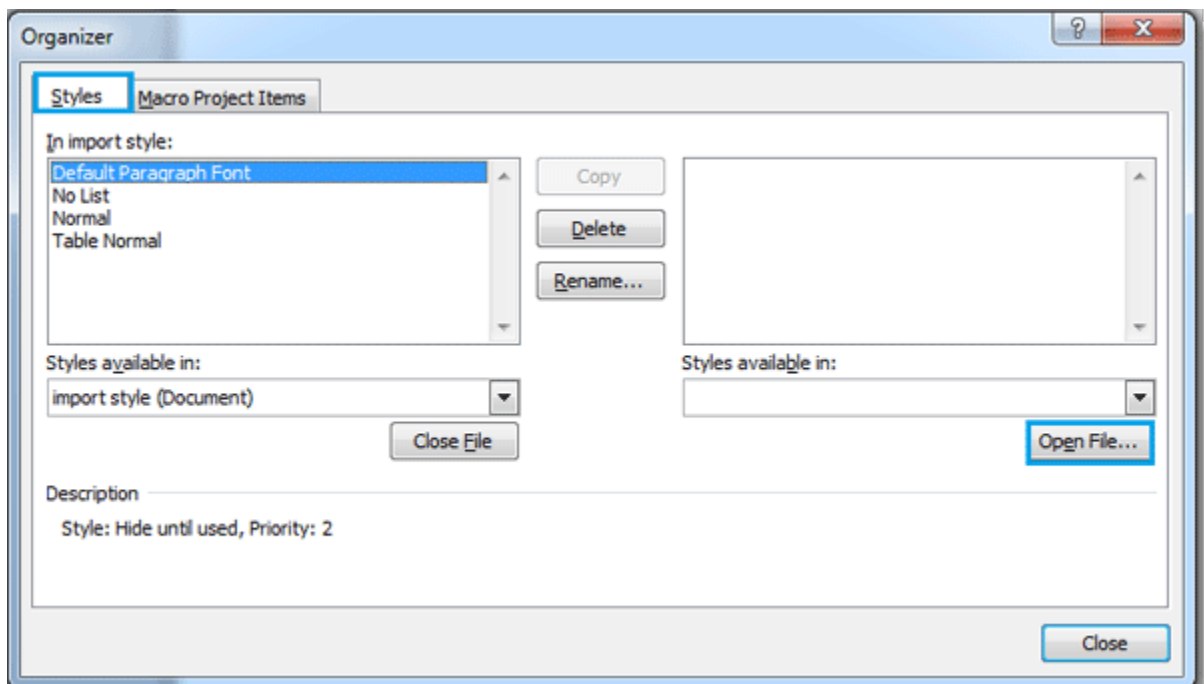
1. Click the **Home** tab.
2. Open the **Styles** pane.
3. Click the **Manage Styles** button.



4. Click **Import/Export**. The same Organizer window that we used to copy macro modules opens, this time to the Styles tab.

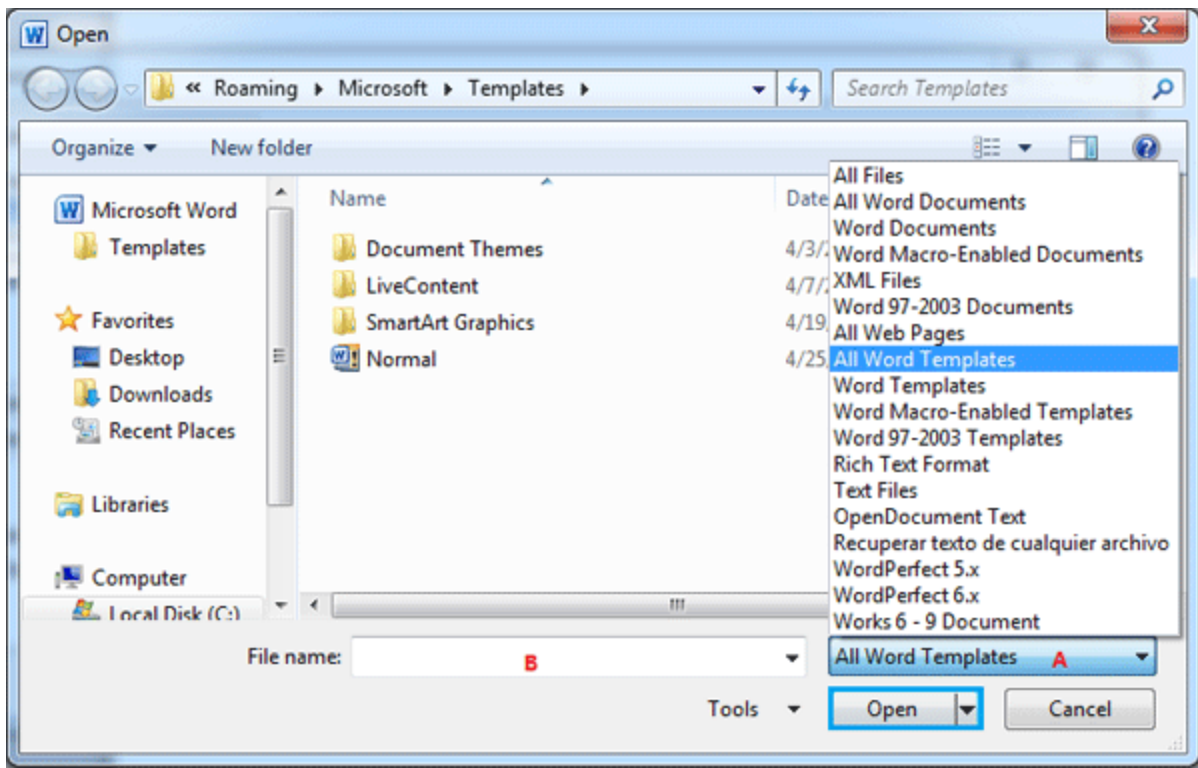


5. There will be another popup dialog, click **Close File** in the right, and the check box will be replaced with **Open File**. See screenshot:



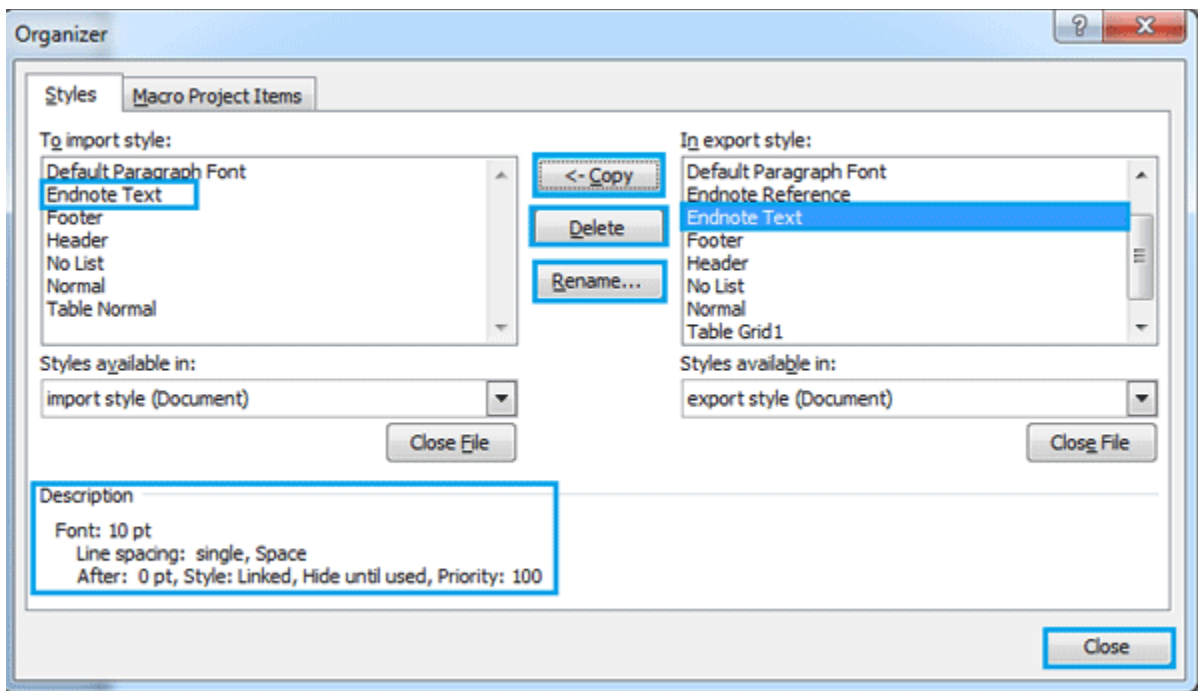
6. Click **Open File**, and select the file you want to import style from, then click **Open**.





You can search the file you want according to the format by clicking **A**, and also can enter the name of the file in **File name** box to quickly search it.

Step 5. After opening the file you want to import style from, you can select the style of the file in the right box and click **Copy**, it will copy the style to the left box. See screenshot:

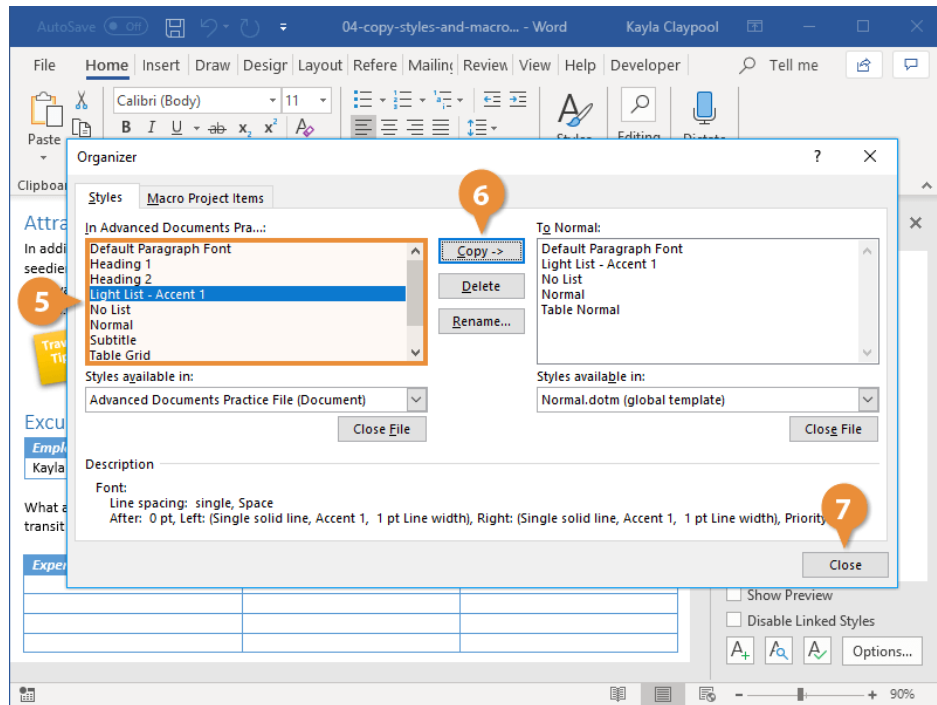


**Note:**



- You also can delete or rename the style.
- There will be a description under the left box when you select a style in the box.

7. After the copy, click **Close**, the style importing is finished.



All JFC Styles will now be in the Style Gallery for your original document.