

FAQ Manuscript Formatting

Please feel free to contact us at riha-journal@zikg.eu if there are any further FAQ which you would like to have added to this document.

1. How do I change curled (“”, „“) or French («») quotation marks into straight ("" ones?
2. How do I automatically generate a Table of Contents?
3. What are the bookmarks (Textmarken / *Signets* / *Segnalibri*) and hyperlinks within RIHA Journal articles for?
4. How do I insert bookmarks (Textmarken / *Signets* / *Segnalibri*) in my document?
5. How do I insert hyperlinks?
6. How do I open header and footer?
7. How do I insert the "pipe" (|) in the header?
8. How do I convert endnotes to footnotes?
9. After applying the template to my document, some of the formats (e.g., footnote text and footnote references) do not automatically appear in the format menu. – What can I do?
10. After applying the template to my document, footnote references have the correct font, but the wrong size; in the menu, the format is listed, not as "footnote reference," but, e.g., as "footnote reference + 12." – What can I do?

1. How do I change curled (“”, „“) or French («») quotation marks into straight ("" ones?

a) When you start a *new* document:

By default, MS Word automatically replaces straight quotation marks by curled ones. You can switch off this feature in the following way (e.g., in Word 2003):

- **English User Interface:**

In the menu bar, open the **"Tools"** menu → select **"AutoCorrect Options"** → select the **"AutoFormat"** tab → uncheck **"'Straight quotes' with 'smart quotes'"** → select the **"Autoformat As You Type"** tab → uncheck **"'Straight quotes' with 'smart quotes'"** → Press **"OK"** to close the dialog box.

- **German User Interface:**

In the menu bar, open the **"Extras"** menu → select **"AutoKorrektur Optionen"** → select the **"AutoFormat"** tab → uncheck **"'Gerade Anführungszeichen' durch 'typographische'"** → select the **"Autoformat während der Eingabe"** tab → uncheck **"'Gerade' Anführungszeichen' durch 'typographische'"** → Press **"OK"** to close the dialog box.

- **French User Interface:**

In the menu bar, open the **"Outils"** menu → select **"Options de correction automatique"** → select the **"Mise en forme automatique"** tab → uncheck **"'Guillemets' par des guillemets «»"** → select the **"Lors de la frappe"** tab → uncheck **"'Guillemets' par des guillemets «»"** → Press **"OK"** to close the dialog box.

- **Italian User Interface:**

In the menu bar, open the **"Strumenti"** menu → select **"Opzioni correzione automatica"** → select the **"Formattazione automatica"** tab → uncheck **"Virgolette semplici con virgolette inglesi"** → select the **"Formattaz. autom. durante la digitazione"** tab → uncheck **"Virgolette semplici con virgolette inglesi"** → Press **"OK"** to close the dialog box.

b) When you need to *replace* quotation marks in an *existing* text:

In the menu bar, select **Edit** → **Replace**. Insert a curled or French quotation mark in the "Find what" field, and a straight one in the "Replace with" field. Press "Replace All."

Make sure you apply this process both to *opening* and to *closing* quotation marks as well as to *simple* quotation marks.

2. How do I automatically generate a Table of Contents?

In the menu bar, select **Insert** → **Reference** → **Index and Tables...** → **Table of Contents**

Make sure to uncheck the "Show page numbers" box.

Please note that the subheadings have to be formatted as subheadings *before* you can generate an automatic table of contents.

3. What are the bookmarks (*Textmarken / Signets / Segnalibri*) and hyperlinks within RIHA Journal articles for?

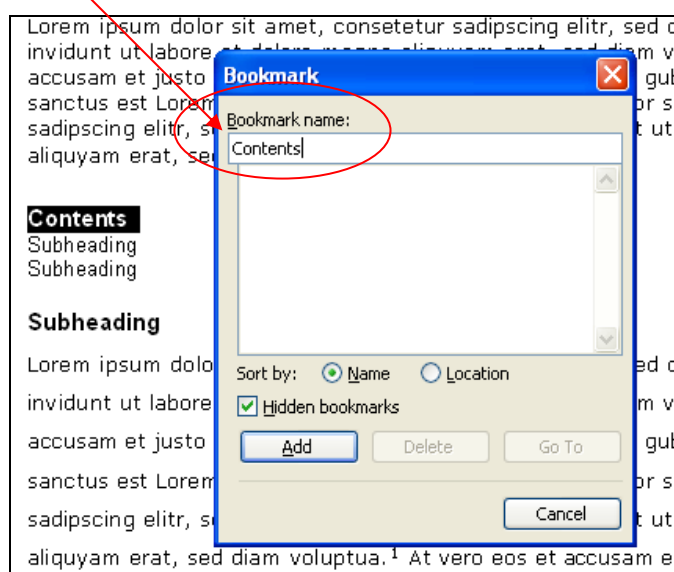
Bookmarks and (internal) hyperlinks simplify navigation within RIHA Journal articles.

Besides the hyperlinked Table of Contents (TOC), the <top> reference at the end of each section can be linked to the TOC such you can jump back to the TOC without scrolling. To that end, the TOC heading "Contents" needs to be defined as a bookmark first; next, the <top> reference can be hyperlinked to that bookmark.

See **FAQ 4. and 5.** below for **how to insert bookmarks and hyperlinks.**

4. How do I insert bookmarks (*Textmarken / Signets / Segnalibri*) in my document?

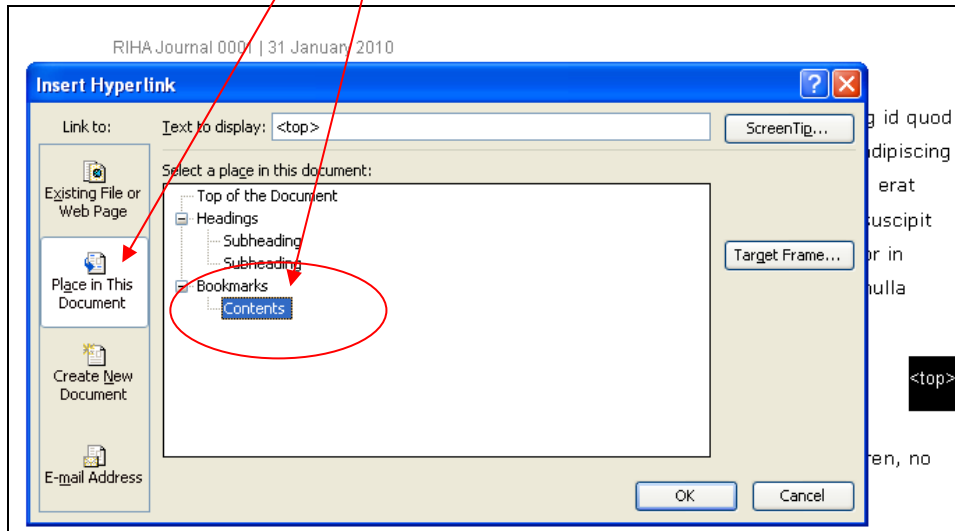
1. Mark the word you wish to define as bookmark, e.g., the word "Contents" above the TOC.
2. In the menu bar, select **Insert** → **Bookmark**.
3. Enter a name for the bookmark, e.g., "Contents" for the heading of the Table of Contents. (Note: Do not include spaces, special characters or symbols in the bookmark name).



4. Press "Add" and close the dialogue box. In your document, you can now insert hyperlinks referring to this previously defined bookmark.

5. How do I insert hyperlinks?

1. Mark the word you wish to link to a bookmark, e.g., the "<top>" reference at the end of a section.
2. In the menu bar, select **insert** → **hyperlink**.
3. In the dialogue box, select "**Place in This Document**" if you wish to set an link to elements within the same document such as bookmarks.
4. Select the intended place in the document, e.g., the previously defined bookmark "Contents".
5. Press "OK."



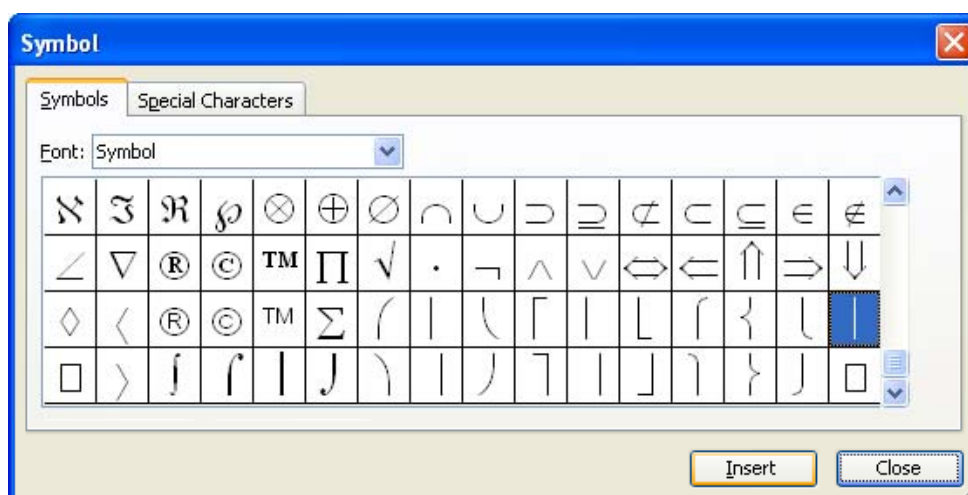
Note: If you wish to insert an external link, e.g., to internet sources, select "**Existing File or Web Page**" in the dialogue box and enter the URL in the indicated address field.

6. How do I open header and footer?

In the menu bar, select **View** → **Header and Footer**.

7. How do I insert the "pipe" (|) in the header?

In the menu bar, select **Insert** → **Symbol** → select | → **Insert**. (Make sure to select the *centered* one, not the left- or right-aligned one.)

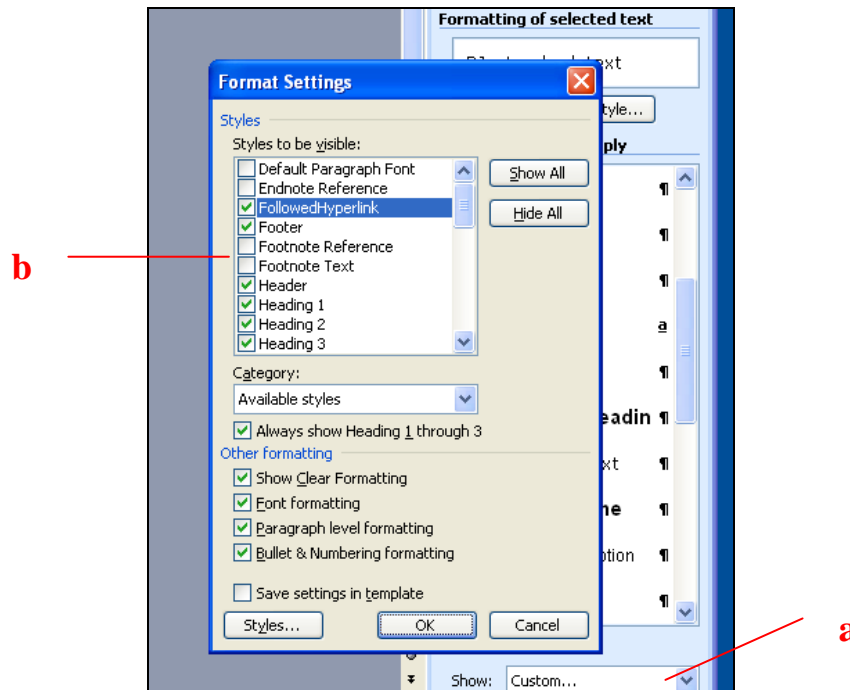


8. How do I convert endnotes to footnotes?

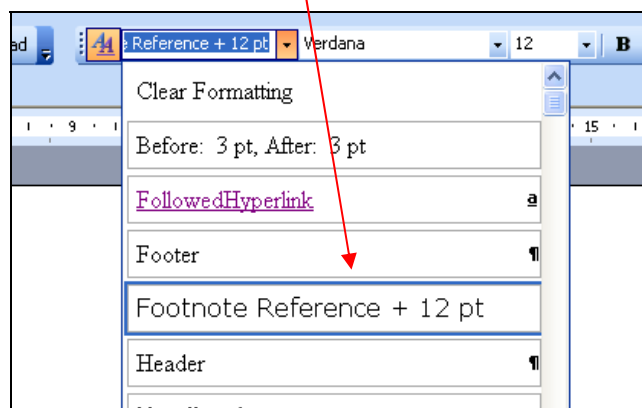
In the menu bar, select **Insert** → **Reference** → **Footnote** → **Convert** → **Convert all endnotes to footnotes** → **OK** → **Close**.

9. After applying the template to my document, some of the formats (e.g., footnote text and footnote references) do not automatically appear in the format menu. – What can I do?

In the menu bar, select "**Format**" → select "**Styles and Formatting**" → in the field "**Show**" at the bottom of the column that opens (a), select "**Custom...**" → in the new dialogue box, check the unchecked formats you need (b) → click "**OK**."



10. After applying the template to my document, footnote references have the correct font, but the wrong size; in the menu, the format is listed, not as "footnote reference," but, e.g., as "footnote reference + 12." – What can I do?



6. Mark one of the footnote references in the text.

7. In the menu bar, select "**Format**" → select "**Styles and Formatting**."

8. Kick the drop down menu in the field titled "Formatting of selected text" (a) → select "**Select All nn Instance(s)**" → in the list of formats, click the appropriate footnote reference format (b)

