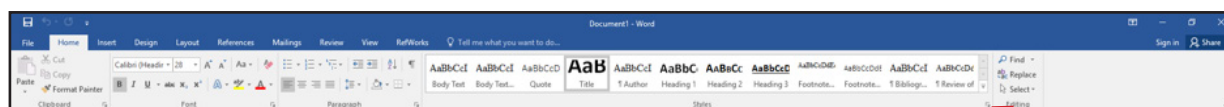


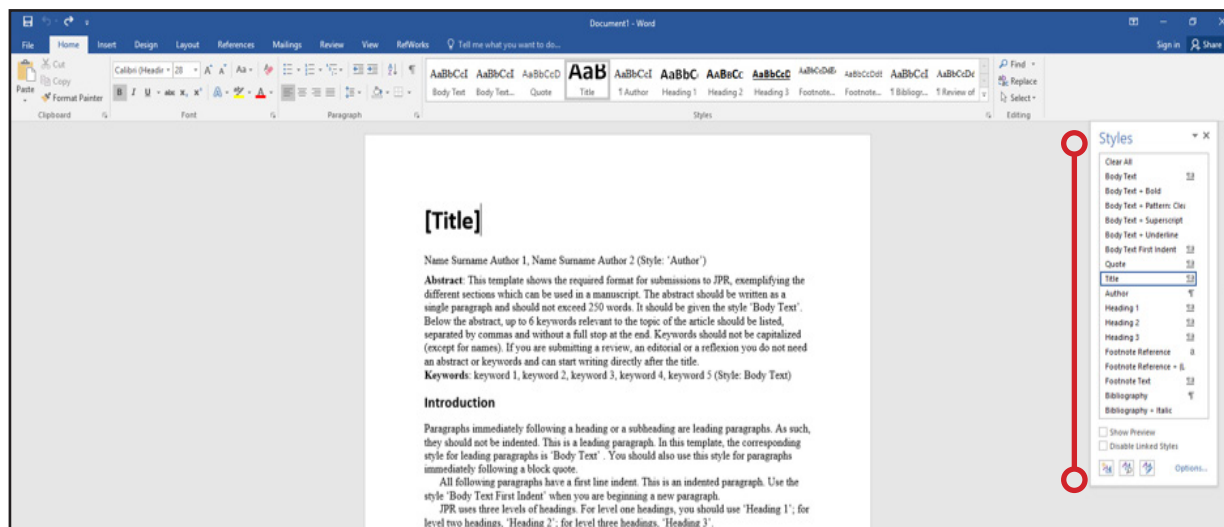
## JPR Word Template: Instructions

The JPR Word template is meant to help prospective authors save time when formatting their manuscript and, at the same time, to facilitate the reviewers' and editors' work. The final layout of the paper will not match the layout of the template. This is a short guide to using the template for **Windows users**.

1. [Download the template](#) and save it to your computer.
2. Open the template to create a new Word document based on it. As you can see, each text element (paragraphs, headings, subheadings, footnotes, etc.) has a corresponding style. All the styles you will need to format your article are contained in this template.
3. Go to 'Home'. You will see that the styles contained in the document are displayed in the styles gallery in the top of the screen. To open the styles pane, click on the small arrow in the bottom right of the styles gallery.



4. The styles in the template will then appear in a list to the right of the document:



5. To start writing, remove the text in the template and start typing. Alternatively, you can write *over* the existing text. As you proceed with your writing all you have to do is select the different parts of your text and click on the corresponding style to give them the desired format.
6. If you wish to format an already existing document, copy the text from the original document into the JPR template and then format it by using the styles in the template as described above.