**USING THE *MRS ADVANCES* MANUSCRIPT FORMATTING TEMPLATE**

First, save the attached template where you will be able to find it. The following steps should be used to attach the template to your manuscript:

1. Open the document that needs a new template attached (your manuscript).

2.       From the File tab menu, choose the **Options** command.



3.       Choose **Add-Ins** in the Word Options dialog box.



4.       Select **Templates** from the Manage drop-down list.



5.       Click the **Go** button.

6.       Click the **Attach** button.



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Please use Figure Caption for table captions, as well. Take care with headings and apply first and second level headings appropriately.

For example, in the list below the Roman numeral headings are H1 and the lettered items are H2 headings.

1. **INTRODUCTION**
2. **Materials and Methods**
	1. **Sample preparation**
	2. **Characterization**

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