

BLG Authoring Template – User Manual

Table of Contents

Introduction to BLG Authoring Template.....	4
Features of BLG Authoring Template	4
System Requirements.....	4
About BLGAuthoringTemplate	5
Organization of this manual	5
Attach Template	6
To import ribbon menu	6
To attach word template:.....	7
FrontMatter	8
Headings	10
Paragraph Text	11
Acknowledgment.....	11
Appendices	12
References	12
Biography	12
Other Components.....	12
Theorem	13
Proof.....	13
Lemma	13
Corollary	13
Cases	14
Hypothesis.....	14
Example	14
Algorithm Title and Text	14
Floats.....	14
Insert Figure	14
Insert Table	15
Insert Table Footnote	15
Insert Table Caption.....	16
Insert Figure Caption.....	16
Table Footnote	16
Validate Document.....	16
About.....	17

Introduction to BLG Authoring Template

The aim of this manual is to describe about the “**BLGTemplate**” and usage of it. This manual is made available for any user can create manuscript. It assumes that you are familiar with Microsoft Word. It does not explain things such as how to use dialog boxes, wizards, or the Windows Explorer. It shows you how to get started with BLG Template utility. Full details about tasks and the dialog boxes are available in this manual.

Features of BLG Authoring Template

- User friendly.
- Utilize less time to create styled manuscript document successfully.

System Requirements

- Windows OS.
- MS Office 2007/2010/2013/2016.
- MathType latest version.

About BLGAuthoringTemplate

The main function of **BLGTemplate** is used to create styled manuscript using MS Word.

Organization of this manual

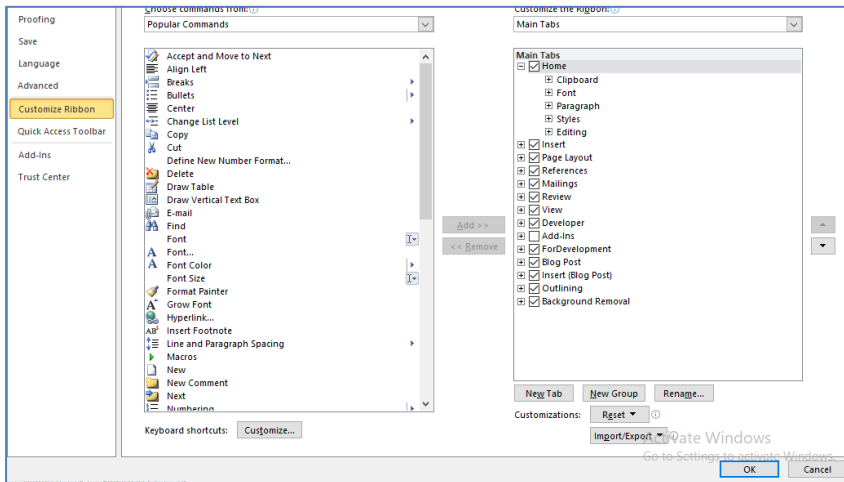
This manual helps you in attaching and working with other relevant components in the **BLGTemplate**.

- **Attach Template** – helps you in attach template to view various component.
- **FrontMatter** – helps you to capture front matter and its related components.
- **Components** – helps you to capture heading level, text paragraphs, Acknowledgment, Appendices, References and capture various components.
- **Floats** – helps you to capture figure/table items.
- **Validate Document** – helps you to validate the document.
- **About** – helps you in knowing about the product version.

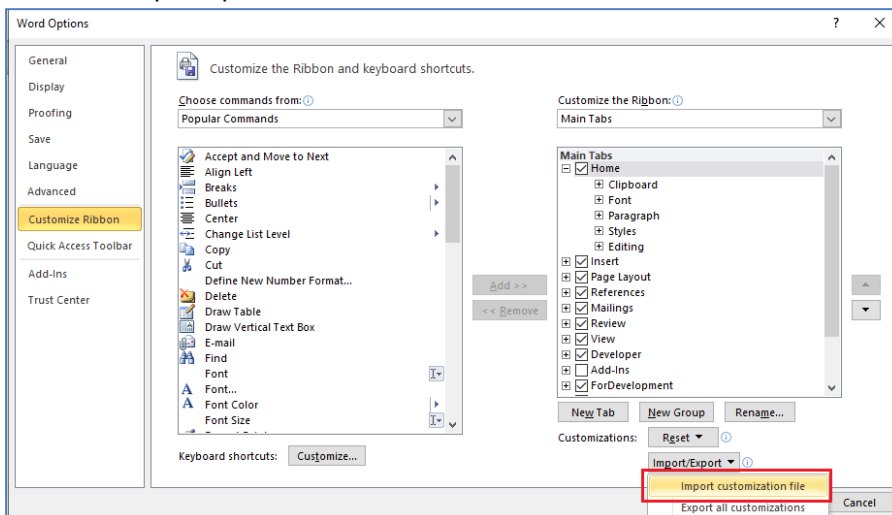
Attach Template

To import ribbon menu

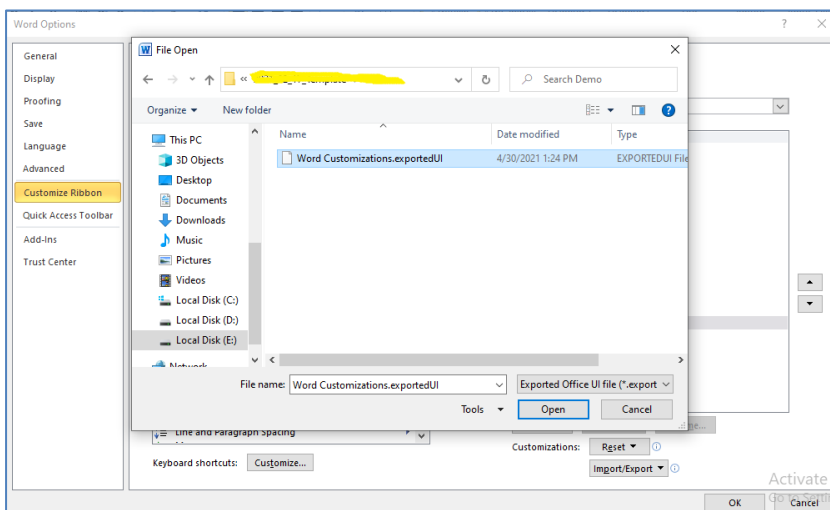
1. Open Empty document using MS Word and Go to "File --> Options --> Customize Ribbon".



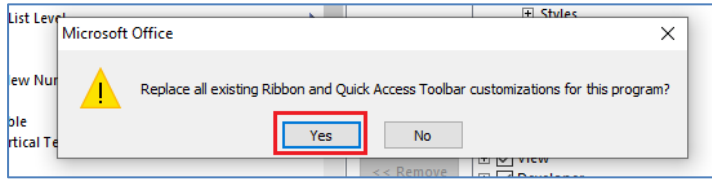
2. Under the "Customize the Ribbons" section, use the "Import/Export" drop-down menu and select the Import option.



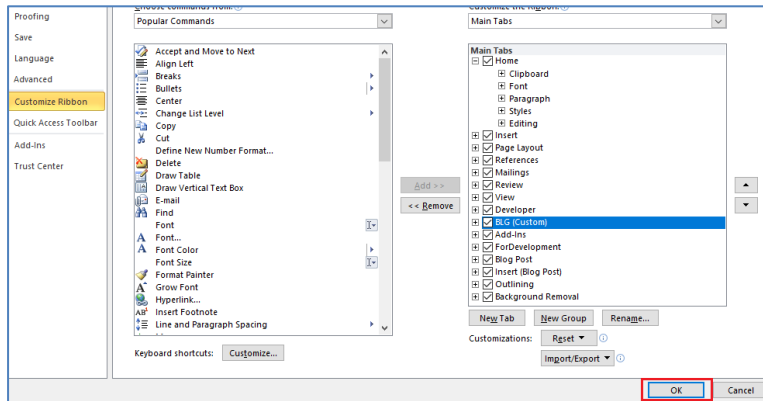
3. Browse the path, locate "Word Customizations.exportedUI" file and proceed with "Open" button.



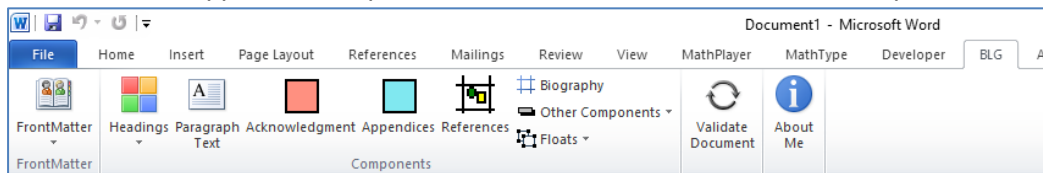
- Click the Yes button.



- Click the OK button.

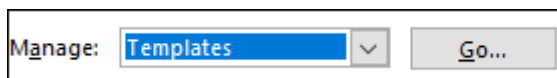


- Then Menu will appear. After update the menu, then need to attach the template.

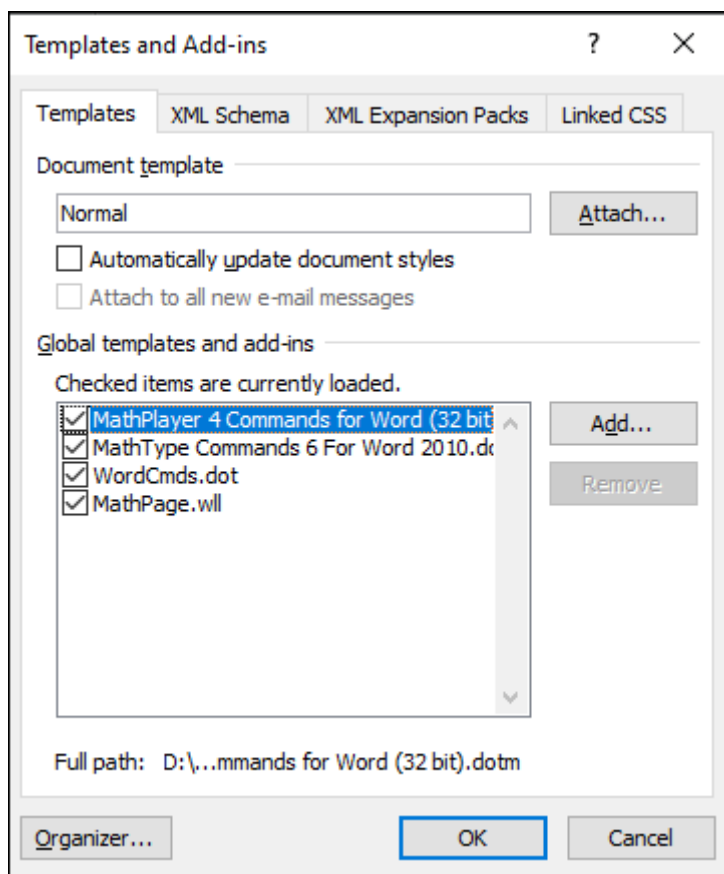


To attach word template:

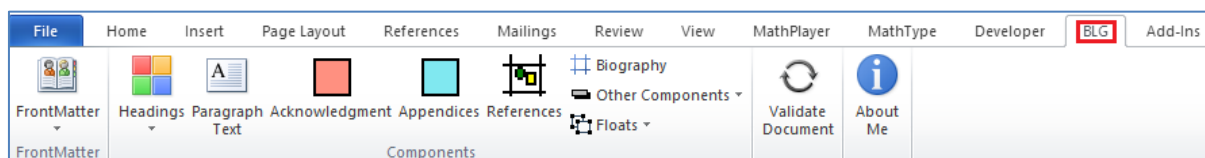
- Open Empty document using MS Word and Go to "File -- > Options -- > Add-Ins".
- Select "Template" Under "Manage" combo box and click over "Go" button.



- Use "Add" Button, browse the path, locate "**BLG.dotm**" file and proceed with "OK".

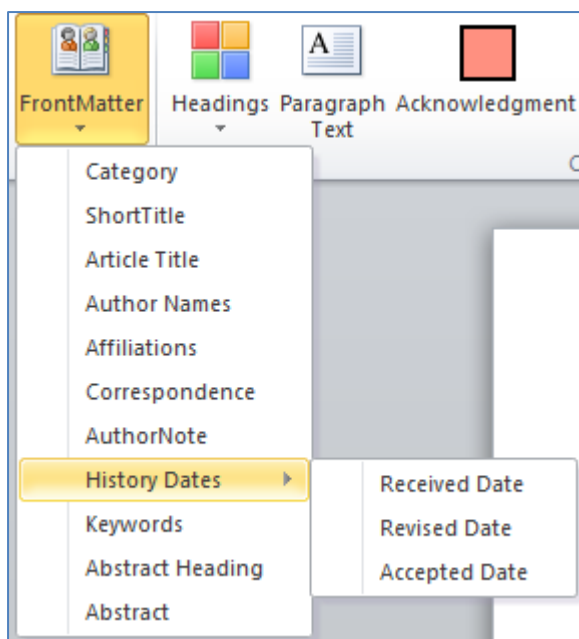


4. Once attach template, Menu will appear.

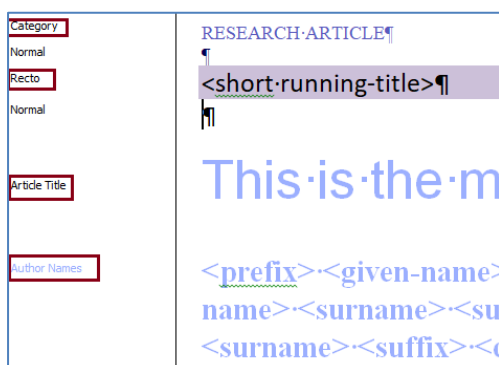


FrontMatter

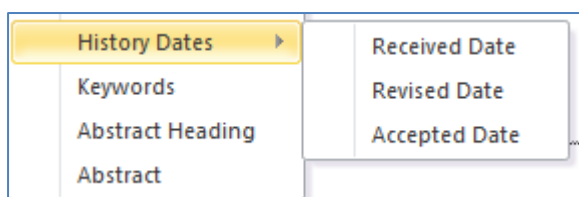
This option used to create Frontmatter of Category, Short Title, Article Title, Author Names, Affiliations, Correspondence, AuthorNote, History Dates, Keywords and Abstract



On invoking these menus individually, style will apply and can view in draft layout in Word as below.



History Dates can be applies to received, revised and accepted date. Below the respective menus for the same.

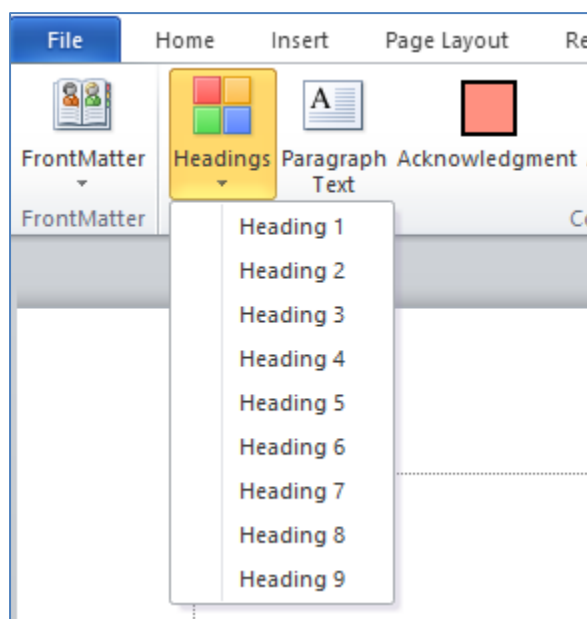


Sample Style for all Frontmatter option

Category	Category¶
Recto	ShortTitle¶
Article Title	Article·Title¶
Author Names	Author·Names¶
Affiliation	Affiliations¶
Correspondence	Correspondence¶
AuthorNote	AuthorNote¶
Received	Received:Click·here·to·enter·a·date.¶
Revised	Revised:Click·here·to·enter·a·date.¶
Accepted	Accepted:Click·here·to·enter·a·date.¶
Keywords	Keywords¶
AbstractHead	Abstract·Heading¶
Abstract	Abstract¶

Headings

This option used to create various heading levels of 1 to 9.

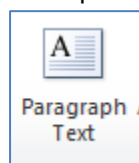


On invoking these menus individually, style will apply and can view in draft layout in Word as below examples.

H1	1.→Heading-1¶
H2	1.1.→Heading-2¶
H3	1.1.1.→Heading-3¶
H4	1.1.1.1.→Heading-4¶
H5	1.1.1.1.1.→Heading-5¶
H6	1.1.1.1.1.1.→Heading-6¶
H7	1.1.1.1.1.1.1.→Heading-7¶
H8	1.1.1.1.1.1.1.1.→Heading-8¶
H9	1.1.1.1.1.1.1.1.1.→Heading-9¶

Paragraph Text

This option helps to capture paragraph text.



On invoking this menu, style will apply and can view in draft layout in Word as below example.

Paragraph Text	Paragraph-Text¶
----------------	-----------------

Acknowledgment

This option helps to capture acknowledgement text.

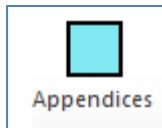


On invoking this menu, style will apply and can view in draft layout in Word as below example.

Acknowledgement	Acknowledgment¶
-----------------	-----------------

Appendices

This option helps to capture appendix text.

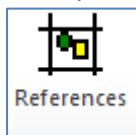


On invoking this menu, style will apply and can view in draft layout in Word as below example.

Appendices	Appendices¶
------------	-------------

References

This option helps to capture references text.

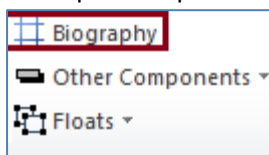


On invoking this menu, style will apply and can view in draft layout in Word as below example.

References	References¶
------------	-------------

Biography

This option helps to capture biography text.

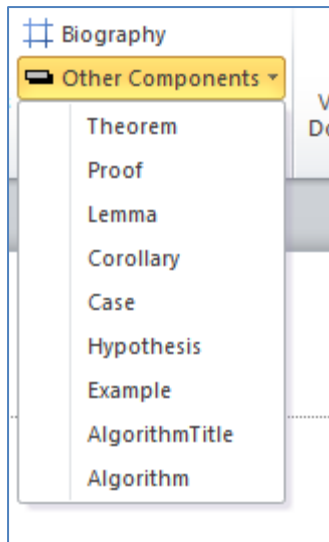


On invoking this menu, style will apply and can view in draft layout in Word as below example.

Bio	Biography¶
-----	------------

Other Components

This option helps to capture various types of component as below.



Theorem

This option helps to capture theorem, theorem number will be increment automatically

Caption	Theorem.1.1
---------	-------------

Proof

This option helps to capture proof.

Caption	Theorem.1.1
Proof	Proof1
Caption	Theorem.2.1
Proof	Proof1

Lemma

This option helps to capture lemma caption

Caption	Lemma.1.1
---------	-----------

Corollary

This option helps to capture corollary caption

Caption	Corollary.1.1
---------	---------------

Cases

This option helps to capture case types

Caption	Cases.1.1
---------	-----------

Hypothesis

This option helps to capture theorem

Caption	Hypothesis.1.1
---------	----------------

Example

This option helps to capture multiple examples

Caption	Example.1.1
---------	-------------

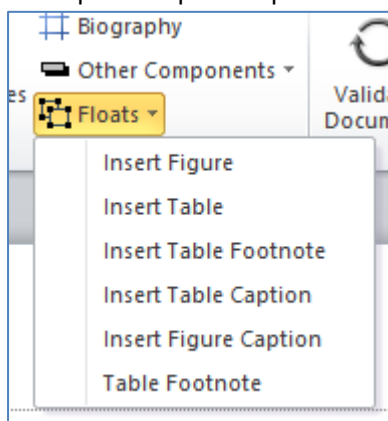
Algorithm Title and Text

This option helps to capture Algorithm heading and text part.

AlgorithmTitle	Algorithm·Title¶
Algorithm	Algorithm·Text¶

Floats

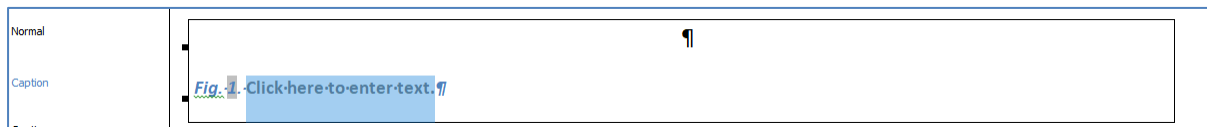
This option helps to capture various types of floats as below.



Insert Figure

This option helps to insert the figure along with the caption.

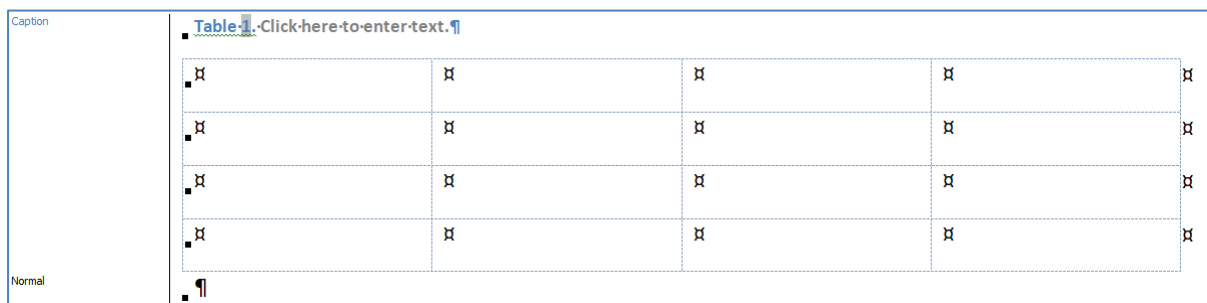
Below screenshot for using this option tool will be place the picture along with caption label user just enter the caption.



Insert Table

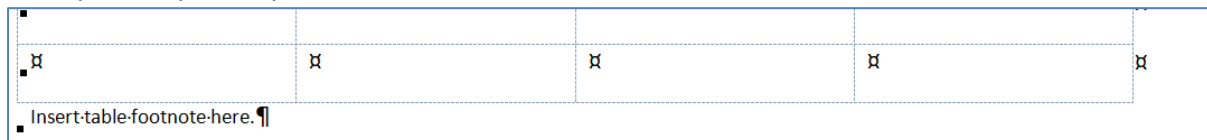
This option helps to insert the table along with the table caption.

Below screenshot, for using this option insert the four rows and four columns table along with caption label user just enter the caption.

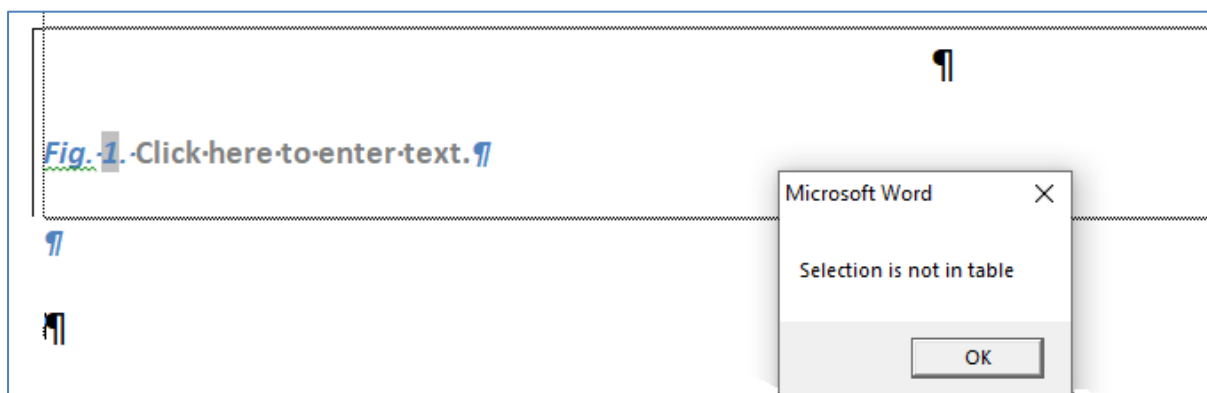


Insert Table Footnote

This option helps to capture table footnote text.

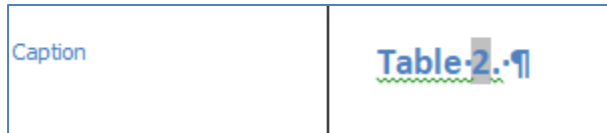


Users place the cursor in table and using this option, if the cursor is place without table than it will promote "selection is not table."



Insert Table Caption

This option helps to insert the table caption without table. Which place you want the caption just place the cursor and using this option caption label will be place automatically. User need to enter the caption text.



Insert Figure Caption

This option helps to insert the figure caption without figure. Which place you want the caption just place the cursor and using this option caption label will be place automatically. User need to enter the caption text.

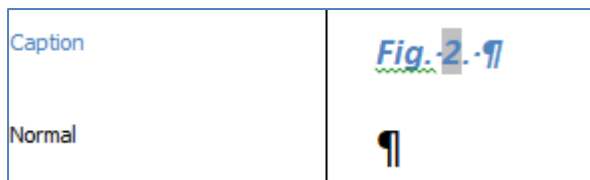
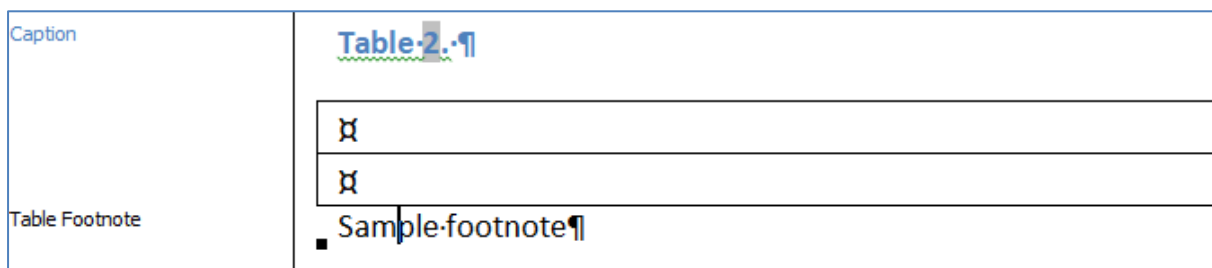


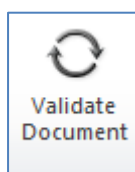
Table Footnote

This option helps to style the table footnote.



Validate Document

This option helps to validate the document. Below two points have validate.

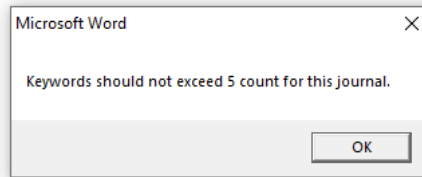


If keywords have provided more than five keywords then it shows the alert.

Keywords: ·Keyword1; ·keyword2; ·Keyword3; ·keyword4; ·Keyword5; ·keyword6; ·Keyword7; ·keyword8¶


Abstract·Heading¶

Abstract¶

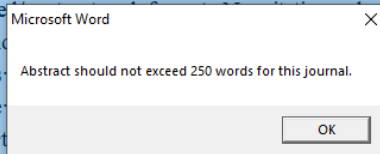


If Abstract has provided more than 250 words in length then it shows the alert.

The abstract can be given in the structured/unstructured format. No citations should be given in the Abstract. This must summarise the purpose of the paper and be no more than 250 words in length. The abstract should be given in the structured/unstructured format. No citations should be given in the Abstract. This must summarise the purpose of the paper and be no more than 250 words in length.

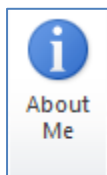


A screenshot of a Microsoft Word dialog box. The title bar reads "Microsoft Word". The main text area contains the message "Abstract should not exceed 250 words for this journal.". At the bottom right of the dialog box is an "OK" button.



About

This option helps to know about the product version, organization name and basic information about template.



When invoke the above option details will be pop-up like below.

