

Publishing House of Wrocław University of Economics

Article template – instructions  
for authors

2013



Wrocław

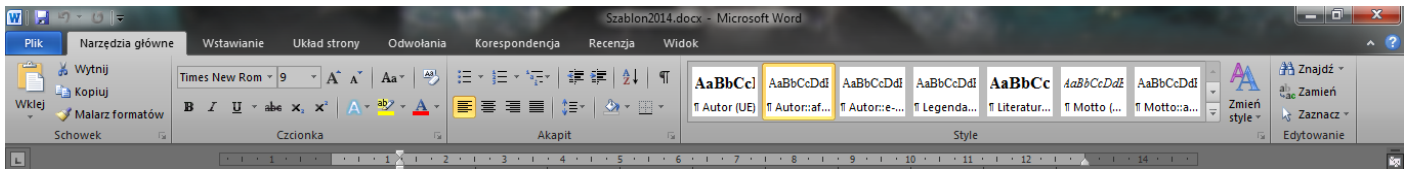
## Contents

1. Introduction.....	2
2. Change of publication title.....	3
2.1. Advanced properties of a document.....	4
2.3. Textboxes updating to view changes .....	5
3. Editing author's data, affiliation and e-mail address .....	6
3.1. Removing unnecessary textboxes: author, affiliation, e-mail address .....	7
3.2. Adding extra textboxes: author, affiliation, e-mail address .....	8
4. Summary and motto.....	9
5. Basic for text formatting .....	10
6. Equation insertion.....	11

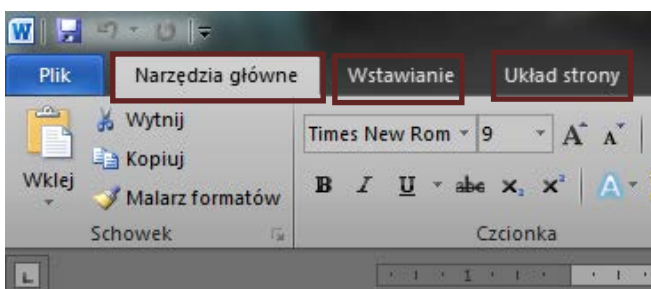
# 1. Introduction

Instruction refers to editing a document in MS Word 2007 and MS Word 2010 programs.

Below a program ribbon with bookmarks

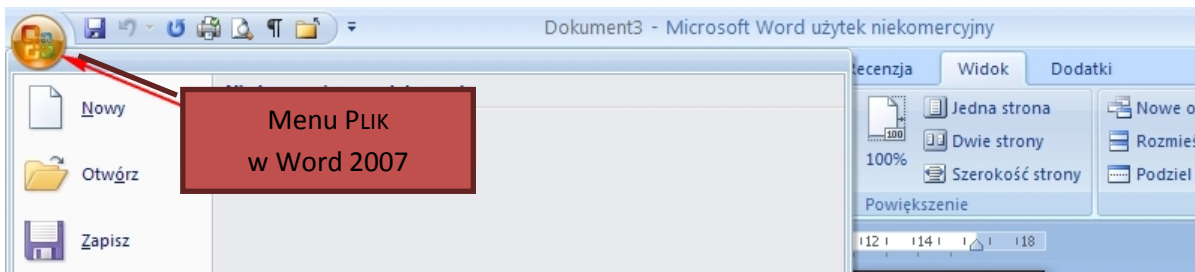


If there is an instruction in a text to choose Home bookmark, click Home on the ribbon. Respectively it is applied for Insert, Page layout etc. bookmarks.

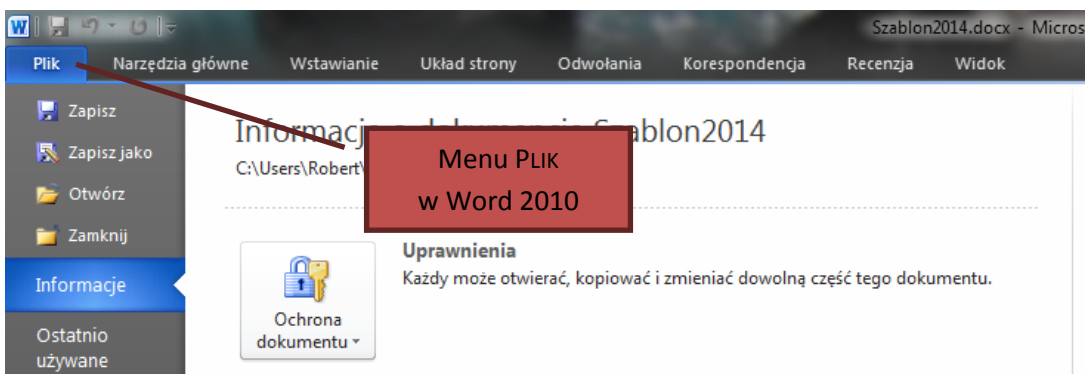


Menu file is different in Word 2007 and Word 2010.

Appearance of file menu in Word 2007:



Appearance of file menu in Word 2010:



## 2. Change of publication title

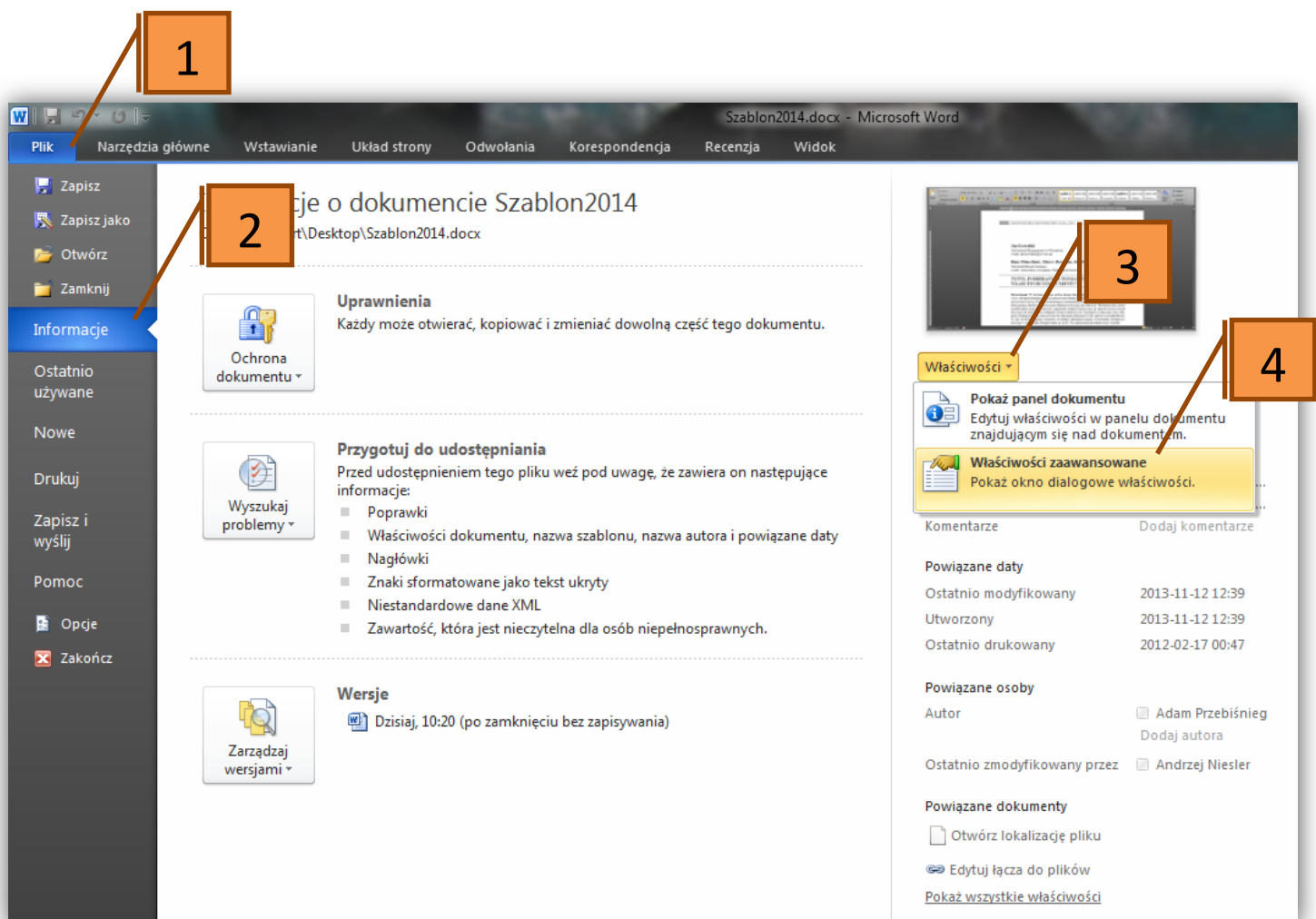
Title of publication is automatically downloaded from document properties. In order to change these attributes you should:

Word 2010 (below screenshot):

1. Click FILE menu
2. Choose INFORMATION
3. Click: PROPERTIES
4. Choose: ADVANCED PROPERTIES

Word 2007:

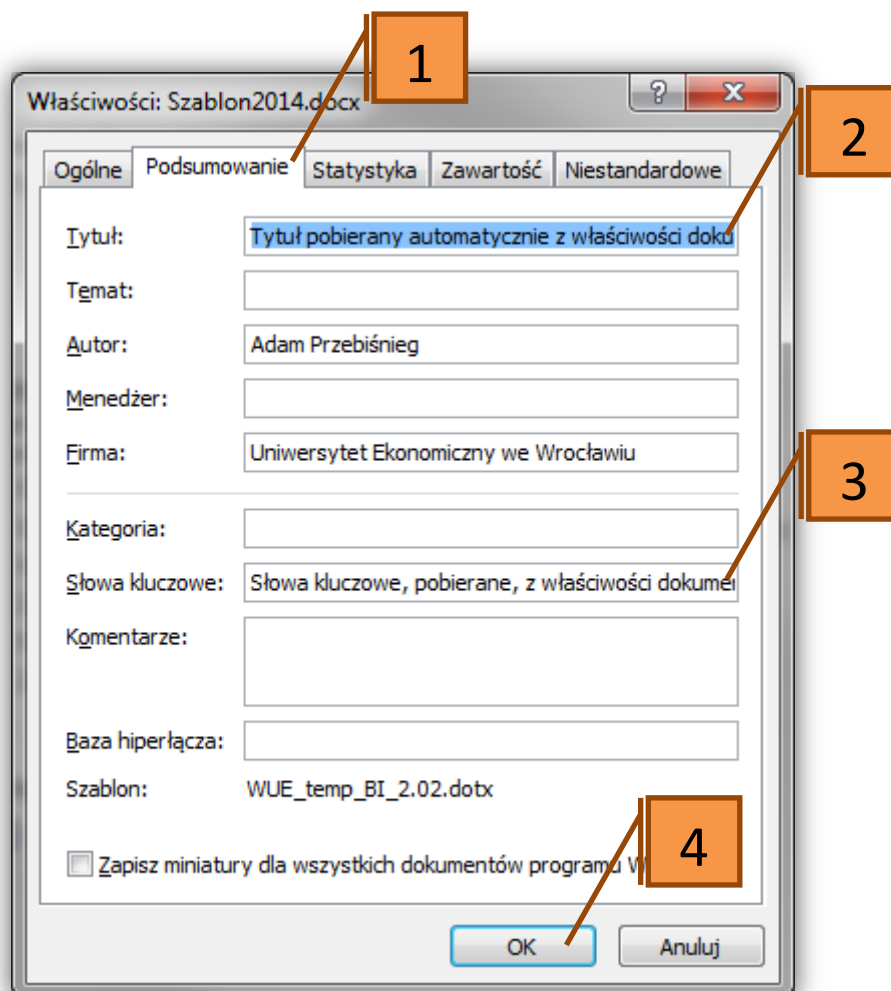
1. Click FILE menu
2. Choose PREPARE
3. Click: PROPERTIES
4. Enter: title and keyword



## 2.1. Advanced properties of a document

In PROPERTIES window you should in turn:

1. Choose SUMMARY
2. Choose TITLE textbox, and then enter publication title
3. Choose KEYWORDS textbox, and then enter new keywords separated by a comma
4. Approve changes clicking OK



## 2.3. Textboxes updating to view changes

To update one textbox, for example TITLE, click the textbox and then press F9.

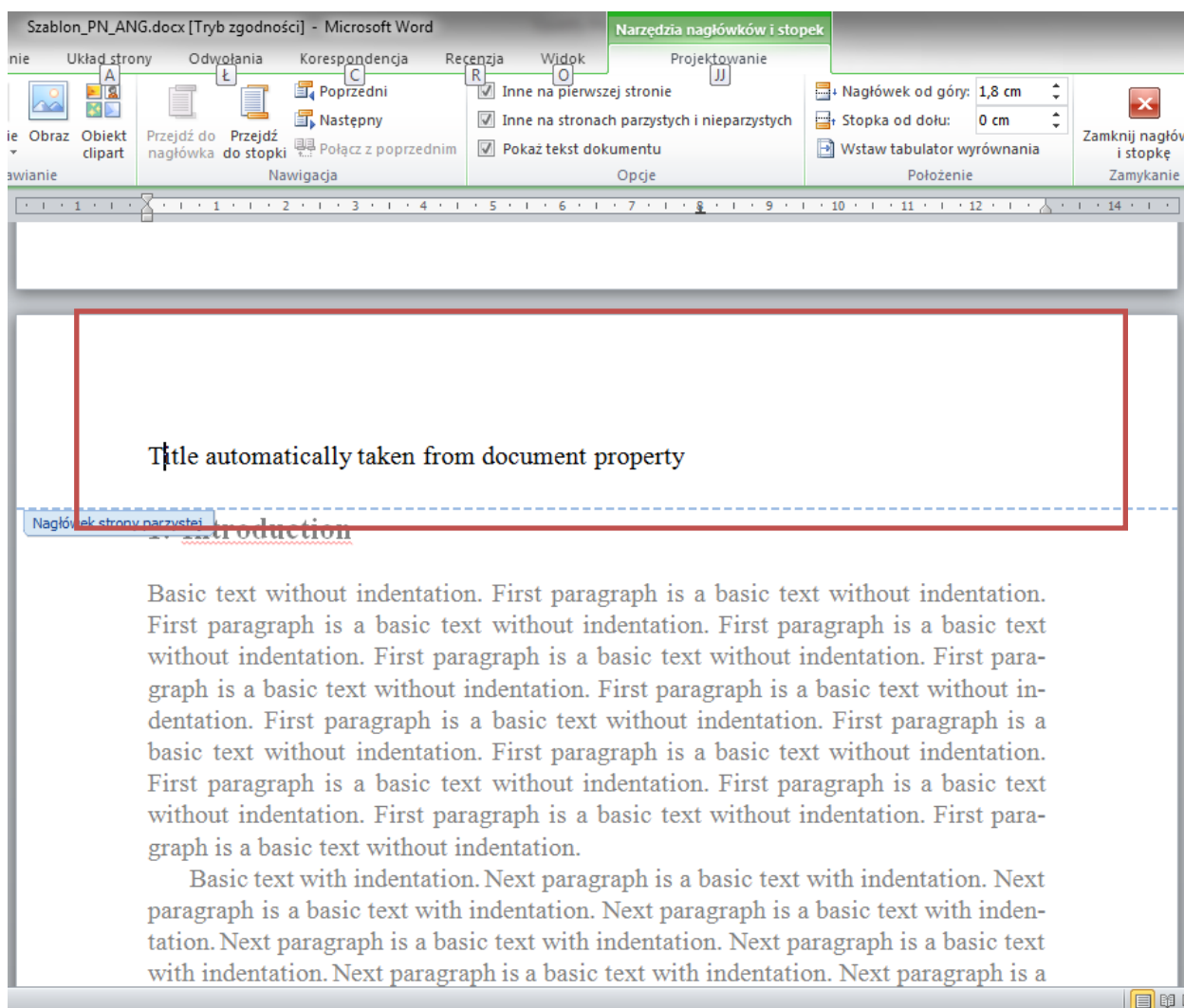
In order to update all textboxes in a document, press ALT + A keys (to highlight the whole document) and then press F9.

### CAUTION!

*Textboxes in headings and footers have to be updated separately. The above mentioned can be used only with the reference to the main contents.*

To update textboxes in a heading, click two times the left button of a mouse inside the heading. The heading should be highlighted as shown in the picture below, and the contents should be overshadowed. Then press ALT + A keys (to highlight) and next F9 (to update). The update should be present the earlier changes.

To finish heading editing, click the document contents twice outside the heading.





### 3.1. Removing unnecessary textboxes: author, affiliation, e-mail address

To remove unnecessary textboxes from a document, highlight them, and next press DEL key.

The pictures below show how to use this method.

---

PRACE NAUKOWE UNIwersYTETU EKONOMICZNEGO WE WROCLAWIU  
RESEARCH PAPERS OF WROCLAW UNIVERSITY OF ECONOMICS nr XXX · 2014 |  
ISSN 1899-3192

**BEFORE**

**Jan Kowalski**  
Uniwersytet Ekonomiczny we Wrocławiu  
e-mail: jan.kowalski@ue.wroc.pl

**Hans Menschner, Jan Franke**  
Universität Kassel, Germany  
e-mail: {menschner, franke}@uni-kassel.de

---

**TITLE AUTOMATICALLY TAKEN FROM DOCUMENT  
PROPERTY<sup>1</sup>**

---

**Summary:** A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of re-

---

PRACE NAUKOWE UNIwersYTETU EKONOMICZNEGO WE WROCLAWIU  
RESEARCH PAPERS OF WROCLAW UNIVERSITY OF ECONOMICS nr XXX · 2014 |  
ISSN 1899-3192

**AFTER**

**Jan Kowalski |**  
Uniwersytet Ekonomiczny we Wrocławiu  
e-mail: jan.kowalski@ue.wroc.pl

---

**TITLE AUTOMATICALLY TAKEN FROM DOCUMENT  
PROPERTY<sup>1</sup>**

---

**Summary:** A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of re-



### 3.2. Adding extra textboxes: author, affiliation, e-mail address

To add more authors move mouse arrow at the end of the line (just after e-mail address), and then click enter. Mouse arrow should be in the right place and formatting should be retained. Write down the first name and a family name, affiliation and an e-mail address.

---

PRACE NAUKOWE UNIwersYTETU EKONOMICZNEGO WE WROCLAWIU  
RESEARCH PAPERS OF WROCLAW UNIVERSITY OF ECONOMICS nr XXX · 2014

ISSN 1899-3192

BEFORE

**Jan Kowalski** |

Uniwersytet Ekonomiczny we Wrocławiu  
e-mail: jan.kowalski@ue.wroc.pl

---

**TITLE AUTOMATICALLY TAKEN FROM DOCUMENT  
PROPERTY<sup>1</sup>**

---

**Summary:** A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of re-

---

PRACE NAUKOWE UNIwersYTETU EKONOMICZNEGO WE WROCLAWIU  
RESEARCH PAPERS OF WROCLAW UNIVERSITY OF ECONOMICS nr XXX · 2014

ISSN 1899-3192

AFTER

**Jan Kowalski**

Uniwersytet Ekonomiczny we Wrocławiu  
e-mail: jan.kowalski@ue.wroc.pl

**Hans Menschner, Jan Franke**

Universitat Kassel, Germany  
e-mail: {menschner, franke}@uni-kassel.de

---

**TITLE AUTOMATICALLY TAKEN FROM DOCUMENT  
PROPERTY<sup>1</sup>**

---

**Summary:** A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of re-

## 4. Summary and motto

To write down a summary of the work, highlight the whole summary as shown below, and then start writing.

If an author wants to place a motto, it should be written in a place of a sample text. Otherwise a sample text has to be deleted.

klad\_strony Odwołania Korespondencja Recenzja Widok

A A Aa AaBbCc] AaBbCcDdI AaBbCcDdI AaBbCcDdI AaBbCcC AaBbCcI

¶ Autor (UE) ¶ Autor::af... ¶ Autor::e-... ¶ Legenda... ¶ Literatur... ¶ Motto

nka Akapit Style

---

# TITLE AUTOMATICALLY TAKEN FROM DOCUMENT PROPERTY<sup>1</sup>

---

**Summary:** A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions. A separate text which purpose when it is read in isolation from the rest of the work is to inform about its content. It should include such elements as formulation of research objective, identification of study object, essence of used method, the most important results and conclusions.

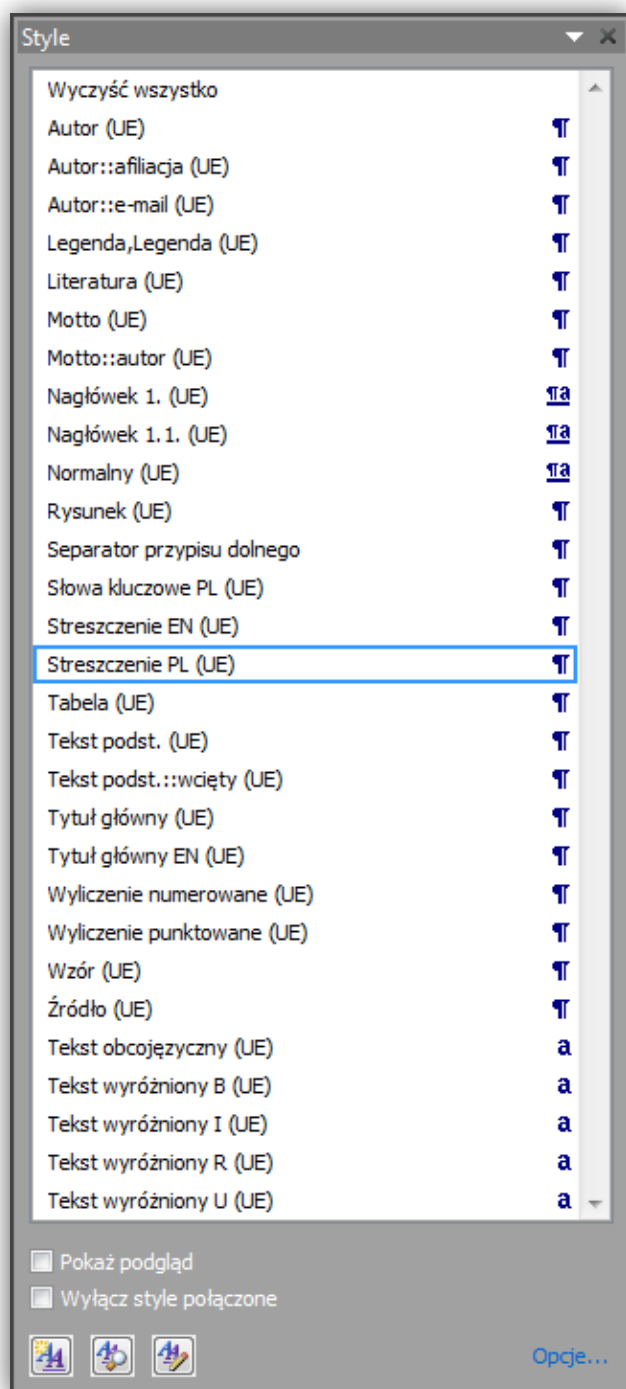
**Keywords:** keyword, keyword, keyword automatically taken from document property.

*Motto, motto, motto limited by a number of characters on a line of text*

Motto of an author

## 5. Basic for text formatting

Given styles of formatting are used in the template. To see them, call up STYLE box. In order to do it, use the combination of CTRL+ALT+S keys. It is the easiest method. You will have a box with set formatting styles then.



All the styles which can be used to format an article can be seen in the box on the left.

All of them have been already prepared in such a way to make writing an article easier.

An example of using them can be writing a summary of work. A text should be saved, then highlighted and a style from the list ought to be chosen. In this case the style is called SUMMARY.

Styles have been named in a way to facilitate their unequivocal selection.

It is worth becoming acquainted with available styles before starting work and thanks to it the next stages of creating an article will be much easier.

