HOW TO USE THE TEMPLATE FOR *L'ATELIER*

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The template

The template is in an OpenOffice.org format to streamline exporting the orignal text in HTML and PDF format to the site. If you use first another word-processor, such as MS-Word, take care to convert it using the OpenOffice template before uploading your file. (Use **Insert a file** in the **Insert** menu. **Do not paste it**.)

Formatting styles

1. Open the **Styles** window in **Format**, then scroll down to **Customised Styles** — bottom menu.
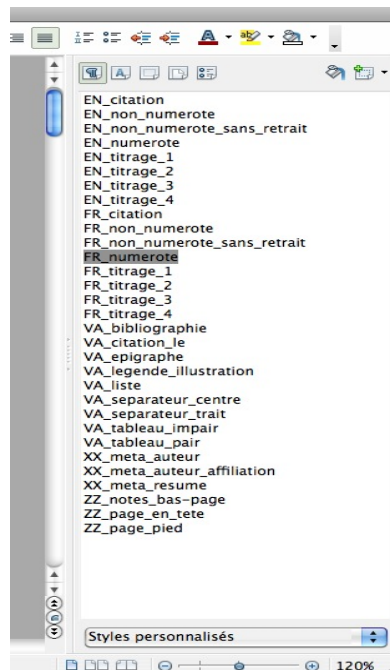
Styles window

Two main categories of style are available, each with a specific function.

2. Paragraph styles (first tab on the left hand corner of the formatting window — **Format** > **Styles**) format the whole paragraph with the style's relevant attributes (indentation, numbering,

character, spacing, …) — whether the chosen paragraph is a heading or subheading, a quotation, a list, …

3. EN_ or FR_ prefixes correspond to the paragraph's main language (English or French).

WARNING: TO BE USED ONLY FOR FORMATTING WHOLE PARAGRAPHS — DO NOT USE ANY OTHER CUSTOMISED STYLES

4. <u>Character styles </u>(second tab on the left hand corner) are used to format some elements within a paragraph (e.g. Author's name or Title in **Works Cited**). Such styles are used for indexing and provide graphical formatting at the same time. It is therefore essential to use them to differentiate elements in a bibliographical entry: *e.g.* for a book's title, selecting it and double-clicking on the biblio_titre_volume style will both italicise the title and index it as a title.

5. See **Formatting** (below) for instructions.

Article's layout

6. Heading comes first (EN/FR_titrage_1), followed by Author's Name Surname (VA_meta_auteur) and then Author's Institution (VA_meta_affiliation).

7. Your article can be divided in subparts (3 at the utmost, preferably 2 — titrage_2, titrage_3 et titrage_4), using as many paragraphs as needed (in the default format: EN/FR_numerote). Avoid using un-numbered paragraphs, except for specific reasons, as numbering is useful to quote from articles in html format.

Of some specific styles

VA_separateur

8. Inserts a one-line paragraph between two section in the absence of a subheading.

NB These formatting styles are required to leave a blank space between sections, as skipping a line does not show in html format.

VA_corps_citation (EN or FR)

9. Used for quotations over 3 lines

e.g.. Chapter 2, section 4 ends with Alix falling asleep: "The remarks trailed away into sleep" (17); but section 5 opens with a complete reversal on the brink of a nightmare:

> Alix lay awake. Her forehead was hot and her feet were cold. She was tense, and on the brink of shivering. Staring into the dark she saw things happening across the seas: dreadful things, ugly, jarring horrifying things. War – war – war. It pressed round her; there was no escape from it. (17)

VA_corps_citation_le

10. As above, but for languages other than English or French. It is recommended to use Tools > Language to select the relevant language for spell-checking and punctuation.

non_numerote_sans_retrait (EN or FR)

11. Follows on a long quotation to stress the continuity between the paragraph and the one preceding the quotation.

VA_bibliographie

1. To format paragraphs in the bibliography (at the end of the article).

2. Three character styles — biblio_auteur et biblio_titre_extrait ou biblio_titre_volume — are also available for the author's name, the title of an excerpt (article, poem, chapter, …) and the title of a monograph, a journal, etc. They are at the same time necessary to index data for internet browsers. **Do not use them outside the <u>Works Cited</u> section**.

1- *Unformated entry*:

Lerner, Paul Frederick. Hysterical Men: War, Psychiatry, and the Politics of Trauma in Germany: 1890-1930. London, Ithaca: Cornell University Press, 2003.

2- *Entry with paragraph style (VA_bibliographie)*

Lerner, Paul Frederick. Hysterical Men: War, Psychiatry, and the Politics of Trauma in Germany: 1890-1930. London, Ithaca: Cornell University Press, 2003.

3- *Entry with character styles (auteur — biblio_auteur ; titre — biblio_titre_volume)*

LERNER, PAUL FREDERICK. *Hysterical Men: War, Psychiatry, and the Politics of Trauma in Germany: 1890-1930.* London, Ithaca: Cornell University Press, 2003.

VA_legende_illustration

12. Images can be inserted in your text (Insert > Picture). The image's default position is centred.
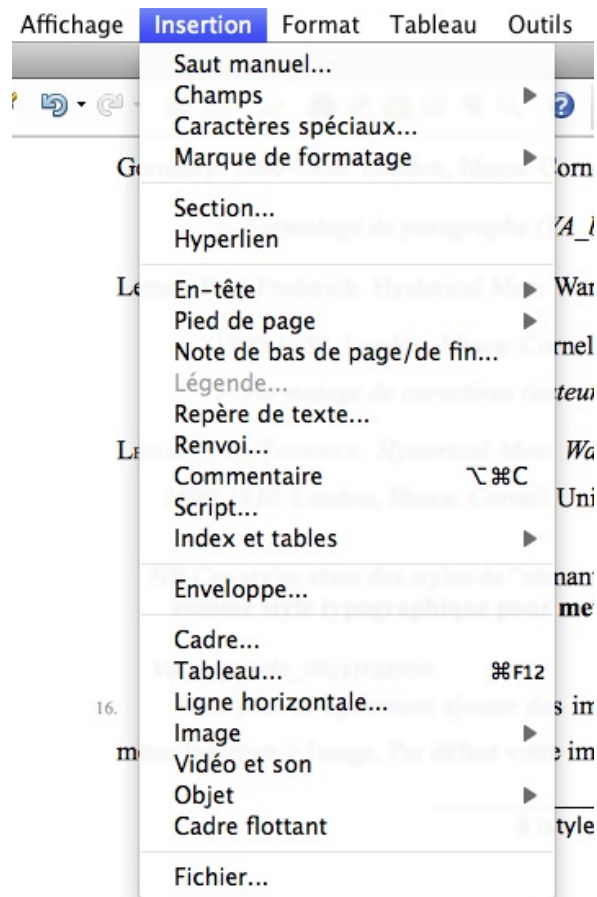
3.   Apply "VA_legende_illustration" paragraph style to the legend below the image, as above.

Text formatting in a few steps

<u>NOTE:</u> Before anything, **check that you have the latest version of all the required files** (template, stylesheet, directions for use) for your submission — especially if you have previously submitted an article to *L'Atelier*. Delete and replace the older files that you may have.

Using the template

Open the file

13.   Double-click on the file.

14.   Or go to **File** > **Open** and select template.

Create your file

15. Select all the text in the opened file and delete it.

16. Open Formatting window (**Format** > **Style**), if it doesn't open directly with the template.

17. Select Customized styles in the pop-up menu (bottom of window).

18. You can now enter your text and format it with paragraph and character styles as required.

19. Alternately, you can create your text with a different word processor, paste it and apply styles to it.

Save

20. Go to **File** > **Save** as and enter your file's name.

A template is a formatting structure. You cannot modify it. Saving your text will leave it intact and available, while your text will be saved as a file.

Using another word-processor

21. It is highly recommended to write you article using OpenOffice directly.

22. But if your text is already written in a different text format (.doc, for instance), you will have to proceed differently to format your text.

   1. Avoid customised styles in your word processor. Use only standard ones.
   2. **WARNING**: do not paste your article into the OpenOffice file.
   3. Open the template and delete the text.
   4. Insert your text file in this way: go to **Insert** > **File** and select your file
   5. Use the Atelier styles to format your text.

NOTE

Pressing Return, by default, leads to a new standard paragraph (in _numerote style), but for some styles which are automatically followed by another paragraph in a new style: e.g. titrage_1 is followed by VA_meta_auteur, the latter being followed by VA_meta_auteur_affiliation. Except for the above instances, in which the order is compulsory, you will have at times to double-click on an appropriate style after a given paragraph — to create a new sub-heading for instance.

_numerote is the default style for paragraphs, as numbered paragraphs are a convenient way to quote texts in html format. Avoid using _non_numerote (un-numbered), except for emphasis.

non_numerote_sans_retrait is used only after a long quotation.

See EN_s**tyles** file for a summary of all the styles and their functions.

ZZ_ styles are for copy editors only. Please do not use them. Do not edit headers or footers either.

If you do not have the OpenOffice.org software

You can download it for free from http://fr.openoffice.org/.

Contact us if you have any trouble with it.