

Reference Guide: How to Insert a Word Document into an SIL Template

Eric Kindberg, Bob Wright, Diane Dix, Newton Frank, Barb Shannon

The first three pages of this “Reference Guide” give step-by-step instructions. The instructions point forward to pages 4–9 which illustrate the template styles and describe how to apply them. Since they are illustrated in these instructions, the separate “SIL Template” has no instructions in it.

1 Prepare Your documents

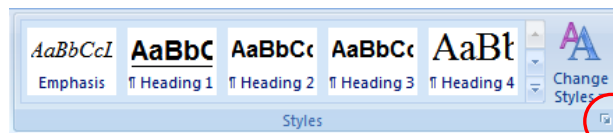
You will start by saving your original manuscript, SIL template, and this Ref Guide in one folder, then make copies of each file and work *only* from the copies. This will safeguard the originals.

If you are beginning to draft a manuscript you can skip steps 1.c–d and 2.c–i. Do all formatting using the styles—that you will learn to apply by following this Ref Guide. This guide assumes you are working with MS Word 2003 or later.

- File** originals together: a) this Reference Guide, b) your manuscript, and c) the SIL Template.
- Print** this Ref document. You can then close this electronic version and refer to the printout.
- Open** and **print** your **manuscript**. Later you will use this printout for reference.

2 Paste your source manuscript into an SIL template

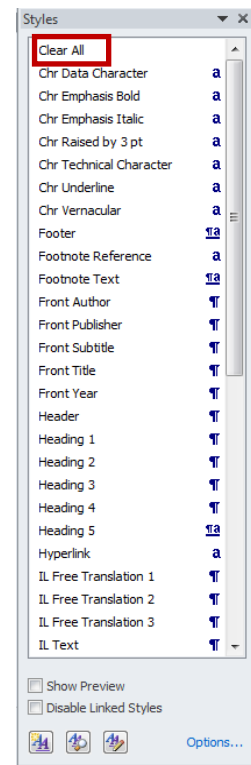
In this step you will copy and “Paste Special” from your manuscript into the copy of the SIL template. After you paste text into the template you will save it as a **document**. This converts it from a .dotx (template) to a .docx (document).

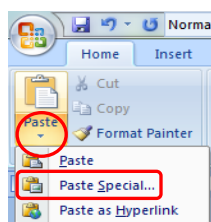


- In your **source text**, at the Home tab, click the **diagonal arrow** at the end of the Styles group label (see illustration, above). A Styles panel opens to the right of your screen (see illustration, at right).
- Please make certain your original manuscript is saved and filed; then **select all** (Ctrl+A) to highlight the entire text of your **source text**.
- In the Styles panel, at the top (see at right), click **Clear All**. This removes the formats from your **source text**, but preserves your graphics and footnote formatting.
- Copy** (Ctrl+C) the entire “cleared” text while it is still selected, then **close** your **source text** (without saving changes).

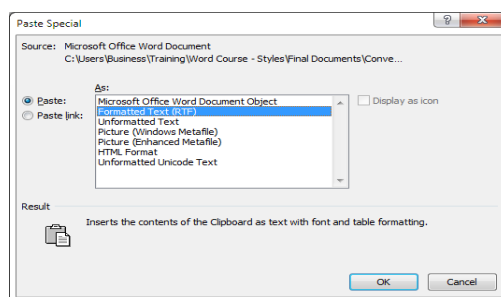
Note: Read step (e) *carefully*.

- Open your copy of the SIL Template by passing your cursor over the template filename; then, with the **Right button on your mouse select Open** from the drop down menu. Do not double-click to open the template. (Double-clicking will convert a template to a document.)





- f. You will see a blank page. At the Home tab (see above), click the **down arrow** under “Paste.”
- g. Click **Paste Special in the drop down menu** (see above). This brings up the Paste Special dialog window (below).

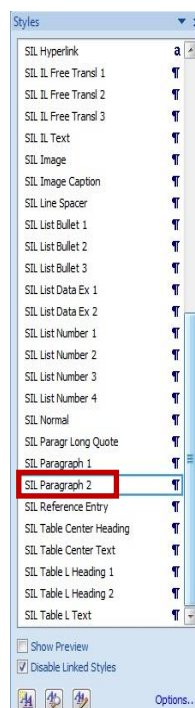


- h. Click **Formatted Text (RTF)**; then click **OK**. This will paste your source text into the template, preserving placement of your graphics and tables in the text. We will refer to this document from now on as your **destination file**.
- i. **Rename** your destination file. Click the Office Button in the upper left corner of the file to open it and select the **Save As** and then **Word Document** options. This converts it from a template (.dotx) to a document (.docx), preserving all the template styles. When you name it, include the date as part of the name (e.g., “Ngäbe Grammar 7May13.docx”). From now on, Save As your file after each major revision, renaming it as a Word Document, with the current date.

3 Apply paragraph styles

You can now begin to format your destination file, applying the SIL template styles. Refer to the printout of your source text for guidance as you apply the styles to the text. You will also want to look two pages ahead in this Ref Guide (**pp. 4–9**) for examples of the styles in use.

- a. Before applying styles, turn on the **non-printing symbols**: On the Home tab, Paragraph group, click the paragraph mark button (¶). The paragraph marks will help you to see where one paragraph ends and another begins.
- b. Now you can begin to **apply** the SIL styles found in the Styles panel at the right of your document. **See 2.a, above**, for how to open the Styles panel. **Experiment** by clicking in a line of text, then tagging different styles.
- c. As a first step, you can **apply the most frequently used paragraph style** to the manuscript, as follows: Select your entire document (Ctrl+A). Then, in the Styles panel, tag **SIL Para 2**. (See at right.)
- d. Next, apply the **heading styles** to titles in your text. All numbering should be entered manually. **Do not auto-number**: (See p. 5, top: **SIL Heading 1** uses 1+tab; **SIL Heading 2** is 1.1+tab; **SIL Heading 3** is 1.1.1+tab; etc.).
- e. Now, using the printout of your original document for reference, **click** in the line that contains a heading; then **tag** the appropriate heading style in the Styles panel.
- f. **To repeat** a tag, click in another same-level heading in the text and tap your keyboard **F4 key**. If you don’t have function keys, repeat step (3.e).
- g. Now **apply other paragraph styles**, as needed. (Paragraph styles are flagged by a paragraph symbol (¶) following the style name.)



- For the **title**, for example, click in the title line, then tag ***SIL Front Title***.
- For the **first paragraph** after a heading, click in the text, then tag ***SIL Para 1*** style.

4 Apply character styles

Once paragraph styles are applied, you can **apply character styles** to the text. Character (Chr) styles are flagged by “a” after the style name in the Styles panel. Again referring to your original manuscript printout, add bolding, italics and underlining, etc.

- A paragraph style tags the entire paragraph where the cursor is located. A character style **only** applies to selected text. Therefore, **highlight** the portion of text that needs a style applied, then **tag** a style from the Styles panel. (See some character style (***SIL Chr***) options, **page 5**, below.)
- As with paragraph styles, **to re-apply the same character style** multiple times without tagging it each time, highlight the next same-type text then tap the F4 key.
- Convert** Greek, Hebrew, and special fonts to other SIL supported Unicode fonts: Doulos SIL, Ezra SIL, or Galatia SIL.

5 Format interlinear text, tables, graphic figures, and other

If your manuscript includes interlinear text, tables, or figures, you will apply the appropriate SIL styles to those features. For example, when pasted into the destination file, a table retains some of the original formatting. Tagging with a style (e.g., ***SIL Table L Text***) will convert the font, spacing, and cell configuration to the right formatting.

- Refer to **sections 4–6** for detailed instructions on styling **interlinear text**, **tables**, and **figures**.
- Style **footnote number referents** in the text that has been “special pasted” in, using the ***SIL Footnote Ref*** style. (For inserting new footnotes, see **section 7**, **page 8**.)
- Remember to **Save As** your destination file. You are almost finished.
- Finally, follow the examples in **sections 7** and **8**, below, and for **appendices** and **references**.

6 Finishing up

GPS compositors will do the final formatting of your manuscript. They will style the Front pages, including page formatting, pagination, Verso and Contents styling. Enter the text, but do not be concerned about making the destination file look exactly as you want it to appear in print. When compositors work on your destination file they will refer to a PDF of your original manuscript as they make final formatting choices, in consultation with you.

- Check** your destination file line-by-line to make certain that only SIL styles remain in the file.
- Also, using the **Find/Replace** command (Ctrl+H), delete one-by-one any non-essential spaces, paragraph marks, and tabs.
- Send** GPS both a PDF file of your original manuscript and your finalized Word destination file. If you use a script that one of the Unicode fonts doesn’t handle, e.g., Devanagari script, send that font file, too.

Title Page Title (*SIL Front Title*):

Subtitle (*SIL Front Subtitle*)

Author (*SIL Front Author*)

SIL International® (*SIL Front Publisher-Year*)
2013

Comments:

- ®, above, uses *SIL Footnote Number* style. Use Shift+Enter between publisher and year lines.
- Insert Section or Page Breaks after **copyright** (below), **abstract**, and optional **abbreviations**.
- GPS will insert the final **pagination**, **contents** and **verso** pages for books.
- The style for **abstract**, **abbreviations**, **appendices** and **references** headings for print books is *SIL Hdg Ch Ctrd* style; use *SIL Hdg Ch Left* for papers and e-Books.

SIL (name of journal or monograph) YYYY-issue number, Month YYYY (*SIL Front Copyright*)
© YYYY Author names (first last), and SIL International® (*you can copy/paste © and® from here*)
All rights reserved

1

Chapter Heading for Print Book (*SIL Hdg Ch Ctrd*)

- For print books, the chapter and part headings (e.g., abstract, contents, references) are centered. For most print books the chapter number is manually entered immediately above the title, follow the number with a no-break line space (Shift+Enter).
- When each chapter of a volume is written by a different author the chapters are not numbered; instead, the author's name appears beneath the chapter title using *SIL Hdg Ch Author* style. An abstract for that chapter follows the author's name, styled with *SIL Para 1*.

1.1 First level heading for print books (*SIL Hdg1 Ctrd*)Chapter 1 – Heading for Papers and e-Books (*SIL Hdg Ch Left*)1 First level heading for papers and e-Books (*SIL Heading 1*)

- All headings for electronic papers and e-Books are flush left.
- Manually number all levels of headings (see section 4, p. 6, for more detail); following the number a tab insertion (without punctuation) provides spacing prior to the heading text.

1.1 Second level heading (*SIL Heading 2*)1.1.1 Third level heading (*SIL Heading 3*)1.1.1.1 Fourth level heading (*SIL Heading 4*)

2 Body Text: Paragraph Styles (and the Line Spacer)

SIL Para 1 style is used for the first paragraph to follow a heading. It is not indented.

SIL Para 2 style is for second and succeeding paragraphs. The first line is indented 0.3”.

SIL Para Long Quote style is for quotations longer than four lines; it is in 9 pt. type and is set off from both margins. The first line is not indented from the left margin of the paragraph.

For second and succeeding paragraphs within the long quotation, use *SIL Para Long Quote 2*, which indents the first line of this paragraph. For more, see 4.2, page 8.

The 5 pt. *SIL Line Spacer* style adds spacing between paragraphs. A sample, here, separates this line... from this line.

3 Character Styles

- *SIL Chr Data* (used for IPA and non-italic vernacular; it is not spelling or grammar checked)
- *SIL Chr Italic* (used for emphasis, book, and journal titles, etc.)
- **SIL Chr Bold** (used sparingly, for emphasis, and for table headers)
- *SIL CHR TECHNICAL* (used for special vocabulary—select lower case text, then tag this style.)
- *SIL Chr Underline* (used sparingly, to strongly emphasize non italicized text)
- *SIL Chr Vernacular* (used for vernacular data in the text stream)
- ***SIL Chr Vernac Emphatic*** (used to emphasize italicized vernacular data)
- *SIL Chr Vernac Underline* (used to strongly emphasize italicized vernacular data)

- SIL Footnote Ref (superscripts footnote and table note referents; use after apply template)
- SIL Chr Raise 3 pt (used to raise digits or orthographic characters ³ pts.—see ex. 4 and table 2)

4 Lists: Bullets, Items, and Examples; and Interlinear Text

SIL List Item 1 and *SIL List Examples* are auto numbered. *SIL List Item 2* and *3* are manually numbered. Both *SIL Bullet* and *SIL List Examples* styles allow for language data since the spelling feature is off.

- This is *SIL List Bullet 1* style.
 - This is *SIL List Bullet 2* style.
 - This is *SIL List Bullet 3* style.
- 1. The *SIL List Item 1* is auto numbered and is used for numbered or itemized lists, as shown here.
 - The *SIL List Item 2* style is manually numbered, followed by a period and a tab.
 - The *SIL List Item 3* is also manually numbered, followed by a period and a tab.
- (1) Language examples use the *SIL List Examples* style. A hanging indent keeps the example text aligned, as shown here.
- (2) One way to indent items hierarchically with *SIL List Examples* style is to insert a manual line break (**Shift+ Enter**) instead of a carriage return at the end of the paragraph (as for 2.a). *SIL List Item 2* also gives a 0.3" indent (see 2.b). *SIL List Item 3* style gives a 0.5" indent (see 2.b.i and 2.b.ii).
 - ḡḡḡ
 - daakḡḡḡ
 - This data item is styled with *SIL List Item 3* giving it a 0.5" indent.
 - This is a second data subpoint under example 2.b.
- (3) **Interlinear text** is styled with *SIL Table L Text*. First, see 5.1 to prepare the text and insert into a table.
 - To align an example number with a table, e.g., (4), set up the table; select the left column, right click the selection; Insert a column to the left, click in the top, left cell, and tag *SIL List Examples*. Select that column and right click; select Table Properties, Column tab, and set Preferred width to .31".
 - To remove the table border, select the table; at the Design tab, use the Border menu and set No Border. (Here the border is marked for illustration only.)
 - The free translation below the table can be styled apart from the table, as here, with *SIL List Item 2* or *SIL Para 2*, or in a cell (see 5.2).
 - Note also a cross reference (t.3) that is marked at the end of the free translation.

(4)	phonetic	ḡḡ	mí	!ń	tígíru		wó	!bínńmá		
	morpheme	N	mí	N	tig	-ri	wo	bin	-rI	-mA
	gloss	1SG	build	1SG	house	DEF	TRANS	year	DEF	LOC

'Free translation gloss goes here.' (t.3)

5 Tables

5.1 Table left heading, table left text, and table headers

The title for tables, charts, and maps, is called a **table heading**, and appears above the object. Note that a period does *not* follow a table heading.

- To set up a table, align the text in columns, using tabs. With the entire text selected, at the Insert tab, select Table, then Convert Text to Table, and AutoFit to contents. With text selected, style with *SIL Table L Text* (to left-align text in cells) or *SIL Table Ctr Text* (to center text in cells).
- Often the first-row of a table gives a column title. These titles are called **table headers**. Once set up using *SIL Table Text*, this row can be highlighted with *SIL Chr Bold*. (See tables 1 and 3.)

- Adjust table cells for height and width by selecting entire table, click the Layout tab and, in the Cell Size group, adjust Height and Width. To set distance from margin, click the Cell Size diagonal down arrow. Select Table tab and Indent from left at .0" (*for Table L Heading 1*) or .3" (*Table L Heading 2*).

Table 1. This is *SIL Table L Heading 1* style

Table header	Table header	Table header	Table header	Table header
Table Text	Table Text	Table Text	Table Text	Table Text

- For the *SIL Table L Heading 2* style, with the table already set up (see previous paragraph), set the heading. An alternative method for setting up the table is to select the entire table text and drag the table border to line it up correctly.

Table 2. This is *SIL Table L Heading 2* style

1.	jóróŋ	'ladder'	jóróŋ wón ^l ná	jóróŋ ^l káání
	H-H		ŋ wó jóróŋ	ù jóróŋ
2.	hògú	'woman'	hògú wón ^l ná	hògú ^l káání
	Ø		ŋ wó ^l hógú	ù hógú

5.2 Table center heading, table center text, and notes in a table

- The *SIL Table Ctr Text* style centers text in table cells. Alternatively, with the full text or table selected, **Ctrl+E** centers both the heading and table on the page, and the text within the cells.
- For **table notes**, create an empty cell below the table text and insert the notes into the cell, as follows: Click in the last table cell; select the Layout tab, Insert Below; then Merge Cells. To remove cell border, at the Design tab, Border menu, set No Border; then set Top Border. Use letters or symbols for the table note referent, and style with *SIL Footnote Ref*. Style the 9 pt. table note text with *SIL Footnote Text* style.

Table 3. This *SIL Table Ctr Heading* style is also for charts and maps

Table header ^a	Table header	Table header ^b	Table header	Table header
Table text	Table text	Table text	Table text	Table text
^a This table note referent is styled with the <i>SIL Footnote Ref</i> style.				
^b This table note text is styled with the <i>SIL Footnote Text</i> style.				

5.3 Small and tiny text options for tables

Two paragraph style options allow for a smaller text size for tables, permitting more cells in a table.

Table 4. This is *SIL Table Text 9.5 pt*

Small text	Small text	Small text	Small text
------------	------------	------------	------------

Table 5. This is *SIL Table Text 9 pt*

Tiny text	Tiny text	Tiny text	Tiny text
-----------	-----------	-----------	-----------

6 Figures and Graphics

The *SIL Figure Graphic* style centers the figure or graphic image. The title for figures and graphic images is called a **caption**. *SIL Figure Caption* centers the figure caption below the object. The figure caption is followed by a period.

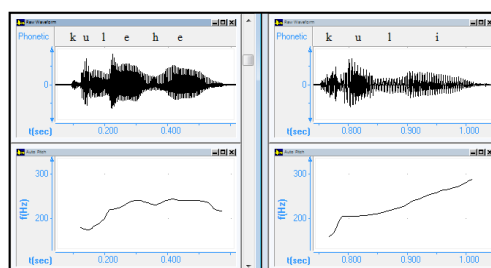


Figure 1. The *SIL Figure Caption* style centers the caption text.

7 Citations and Footnotes

Use footnotes rather than endnotes. In the text, footnote referent numbers and table note referents are superscript and placed after punctuation marks, as here.¹

- To insert a footnote use the Ribbon: References tab; Insert Footnote. For table notes, see 5.2.
- Footnote text and footnote numbers may become altered when attaching a template. Use the *SIL Footnote* styles in the styles panel to convert the note text and referent to the correct form.
- Avoid long footnotes, and interlinear examples, in footnotes.
- To remove a footnote, delete the number referent from the text—not at the foot of the page.
- Textual citations are given within parenthesis and include the author's last name, year, and if relevant, page number. For example, "Flamingos are the greatest bird ever" (Looney 1987:34). If you refer to an author in the text, only the date and page are enclosed in parentheses. For example, "Looney (1987:34) claimed that flamingos are the greatest bird ever."

8 Hyphen, Em Dash, and En Dash

Insert em dash and en dash symbols from the Ribbon: Insert tab; Symbol; More Symbols; Special Characters. Alternatively, copy them from the examples, below, and paste them into your text.

- A **hyphen** is used for morpheme breaks, phone numbers or ISBN numbers.
- An **em dash** connects text—like this. No spacing occurs between the em-dash and the words.
- An **en dash** connects continuing or inclusive numbers, e.g., August 1–4, and pages 15–18.

Appendices

- In your manuscript, set apart the appendices section with a page break preceding it.
- The appendices are Back (End) Matter and are not numbered; instead, for appendices, use capital letters (Appendix A, B, C, etc.). For the heading use *SIL Hdg Ch Left* style.
- The optional appendices precede the references section.

¹ This is a sample footnote.

References

- In your manuscript, set apart the references section with a page break preceding it.
- The reference section is not numbered. For the heading use ***SIL Hdg Ch Left*** style.
- Use the ***SIL Reference Entry*** style for bibliographic entries. See selected examples, below.

Book:

Carlson, Robert. 1994. *A grammar of Supyire*. New York: Mouton de Gruyter.

Article in a journal:

Abaglo, P. and Diana Archangeli. 1989. Language particular underspecification: Gengbe /e/ and Yoruba /i/. *Linguistic Inquiry* 20:457–480.

Article within a book, when the book is listed separately:

Clements, G. N., and Elizabeth Hume. 1995. The internal organization of speech sounds. In Goldsmith, 245–306.

Book of selected articles:

Goldsmith, John, ed. 1995. *The handbook of phonological theory*. Cambridge, Mass.: Basil Blackwell.

Article within a book, when the book is not listed separately:

Hyman, Larry M. 1993. Structure preservation and postlexical tonology in Dagbani. In Sharon Hargus and Ellen Kaisse (eds.). *Studies in lexical phonology*, 235–254. San Diego: Academic Press, Inc.

Book that is a member of a series:

Hunt, Geoffrey R., and Rosemary H. Hunt. 1981. *A phonology of the Hanga language*. Collected Field Notes Series No. 18. The Institute of African Studies, University of Ghana, Legon.

Article on the internet:

Inkelas, Sharon. 1994. The consequences of optimization for underspecification. ROA-40-1294. <http://roa.rutgers.edu/files/40-1294/40-1294-INKELAS-0-0.PDF>, accessed March 15, 2011.

Dissertation or thesis:

Myers, Scott. 1987. Tone and the structure of words in Shona. Ph.D. dissertation. University of Massachusetts, Amherst.

Paper given at conference:

Hyman, Larry. 1999. The limits of phonetic determinism in phonology: *NC revisited. Paper given at Linguistic Society of America, Los Angeles, January 1999.