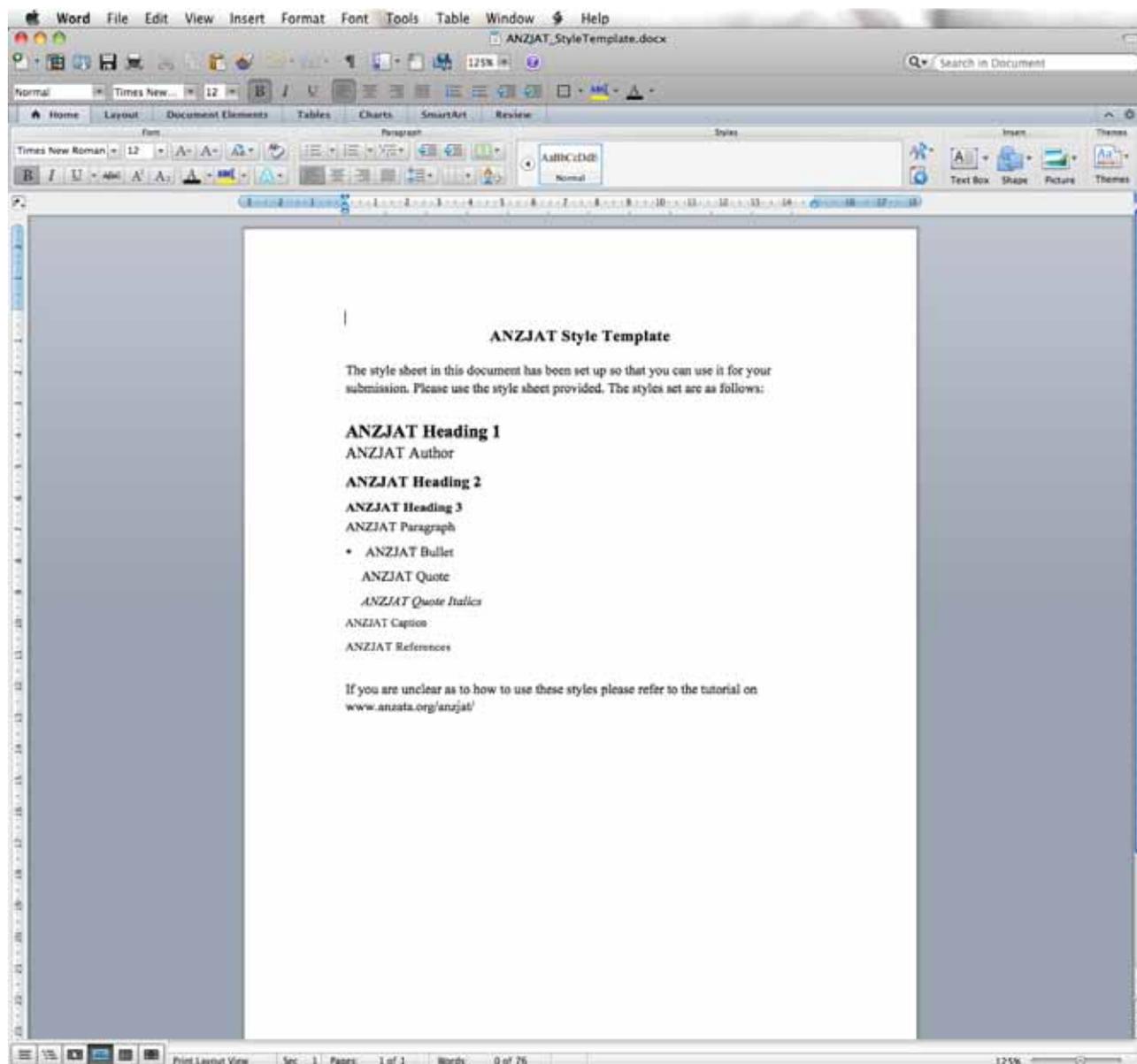# Using the ANZJAT Style Template

The ANZJAT Style Template has been designed so that authors can easily format their articles. The style sheet has been especially designed for ease of use for the ANZJAT editors, peer reviewers, copy editor and designer. We require that all authors use the ANZJAT Style Template.

The following tutorial provides simple steps to show you how to use the Style Sheet that is provided in the template.

**Step 1:** Open the Word Document called ANZJAT_StyleTemplate.docx
You will notice that all the styles in the template are listed in the body of the document. Familiarise yourself with these as they will be what we encourage you use in your ANZJAT submission.

The following pages show you how to use the style sheet provided in the template.
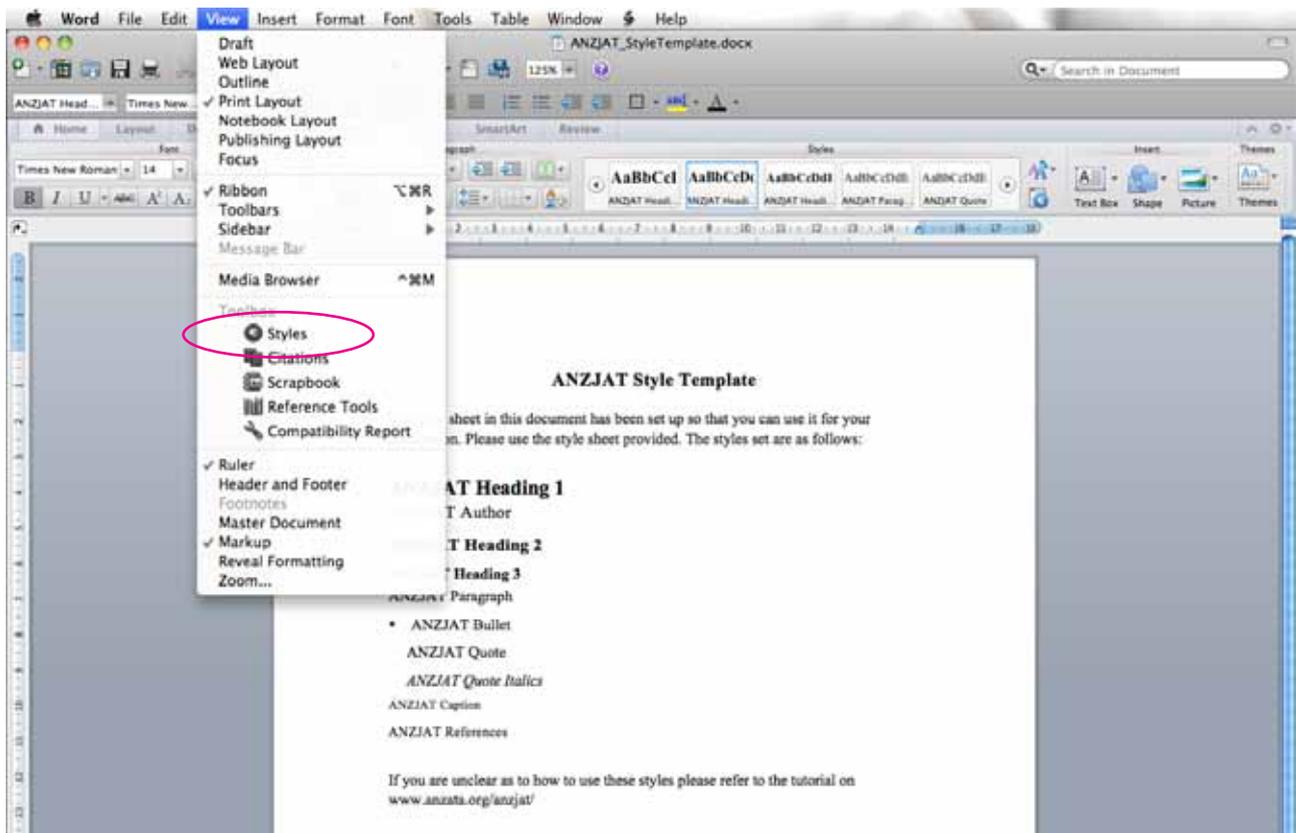
To see the style template you can either use the 'Styles' in the horizontal toolbar or you can open the style sheet window. The following tutorial shows you how to use the style sheet window.

Step 2: Go to the 'View' menu and click on 'Styles' under 'Toolbox' (as in image above). This will bring up the Style Sheet window that you can see below:
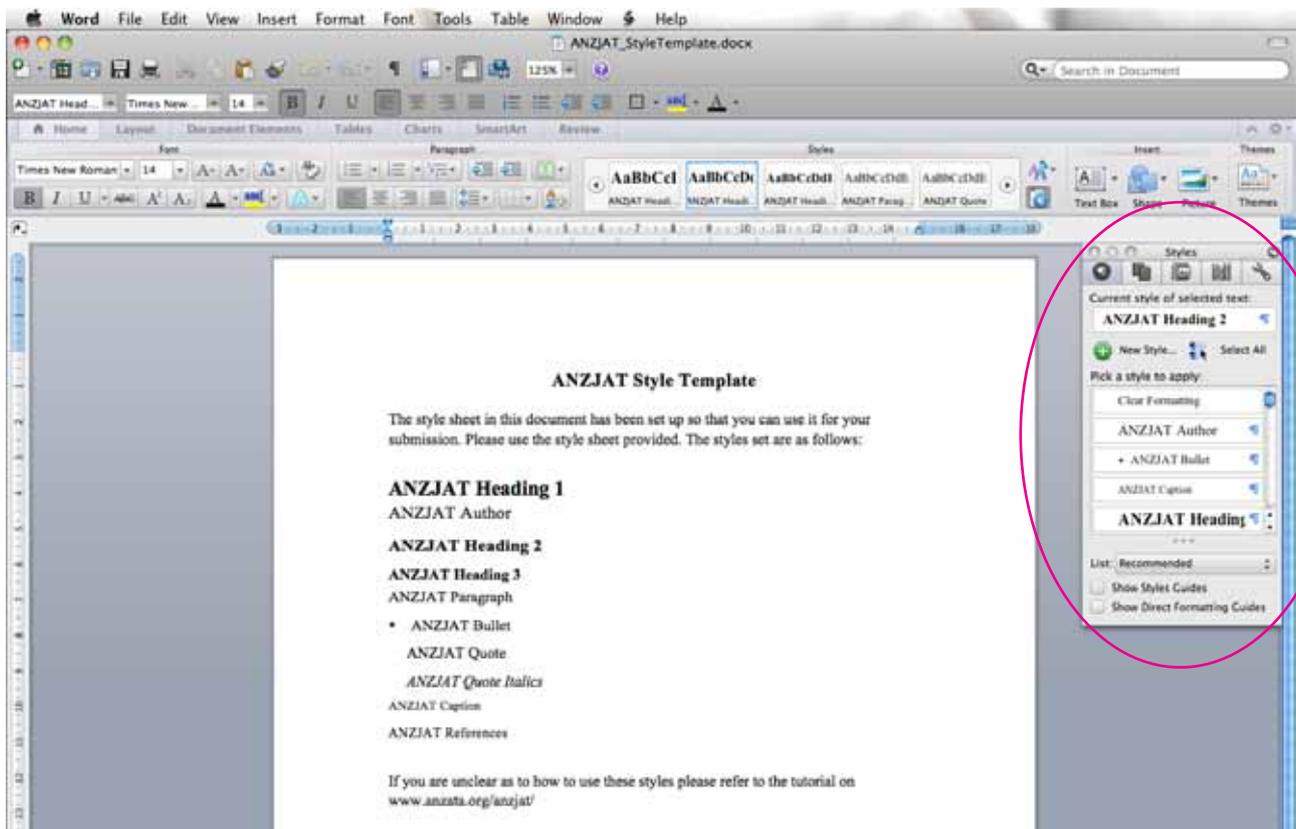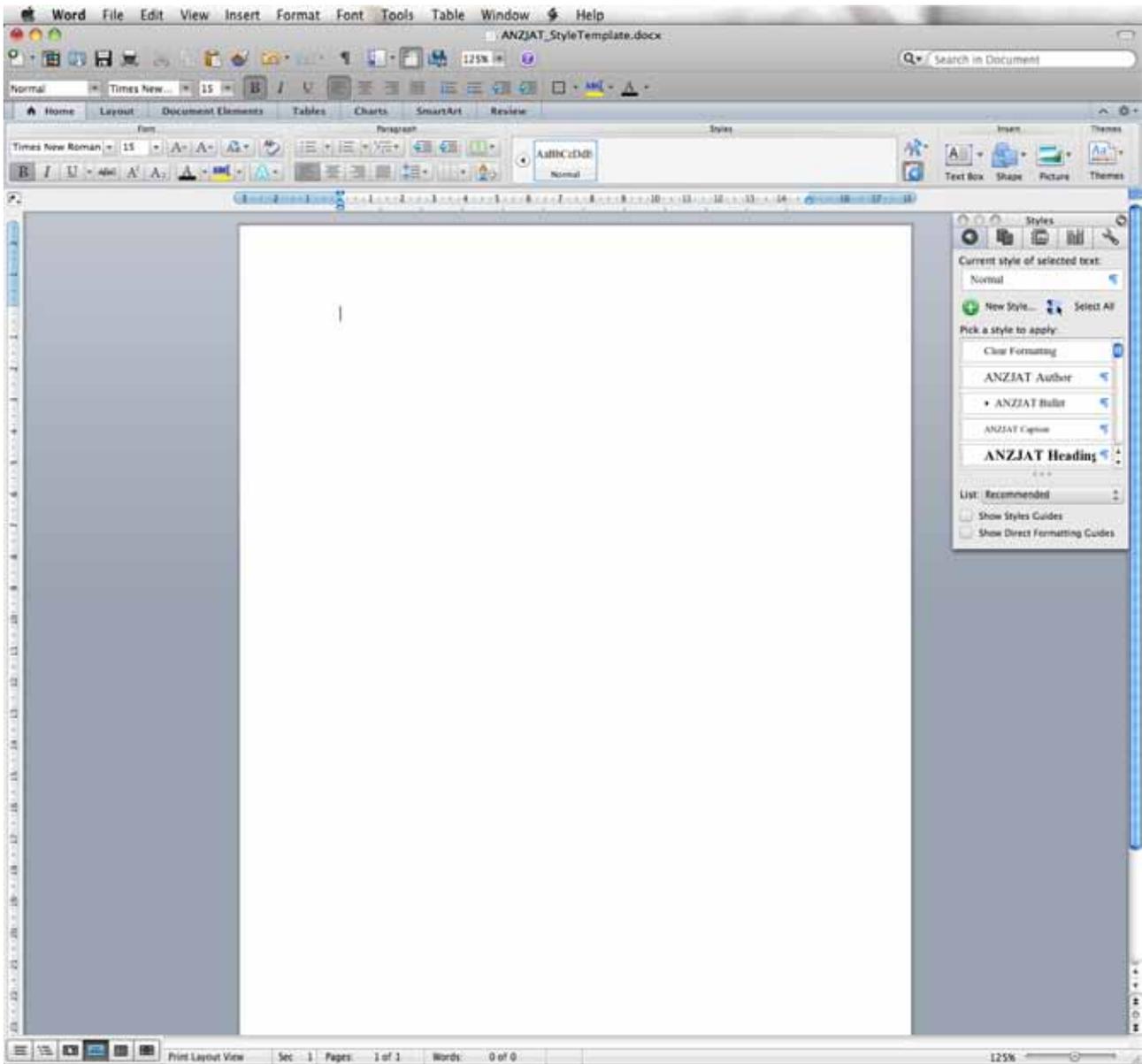
Step 3: Now delete everything that is in the document so that you can use it to format your ANZJAT submission. You will need a clean document like the one above.
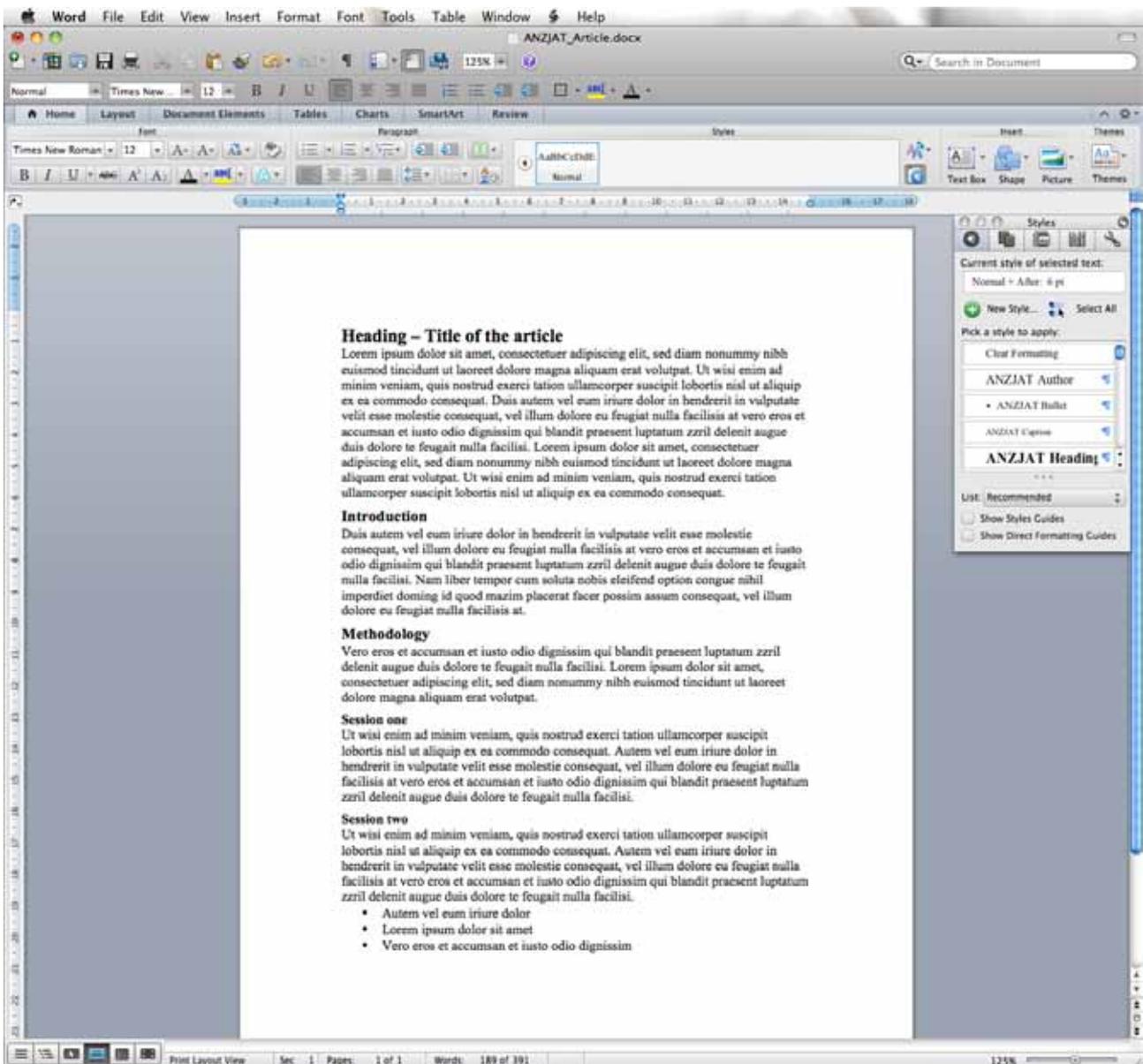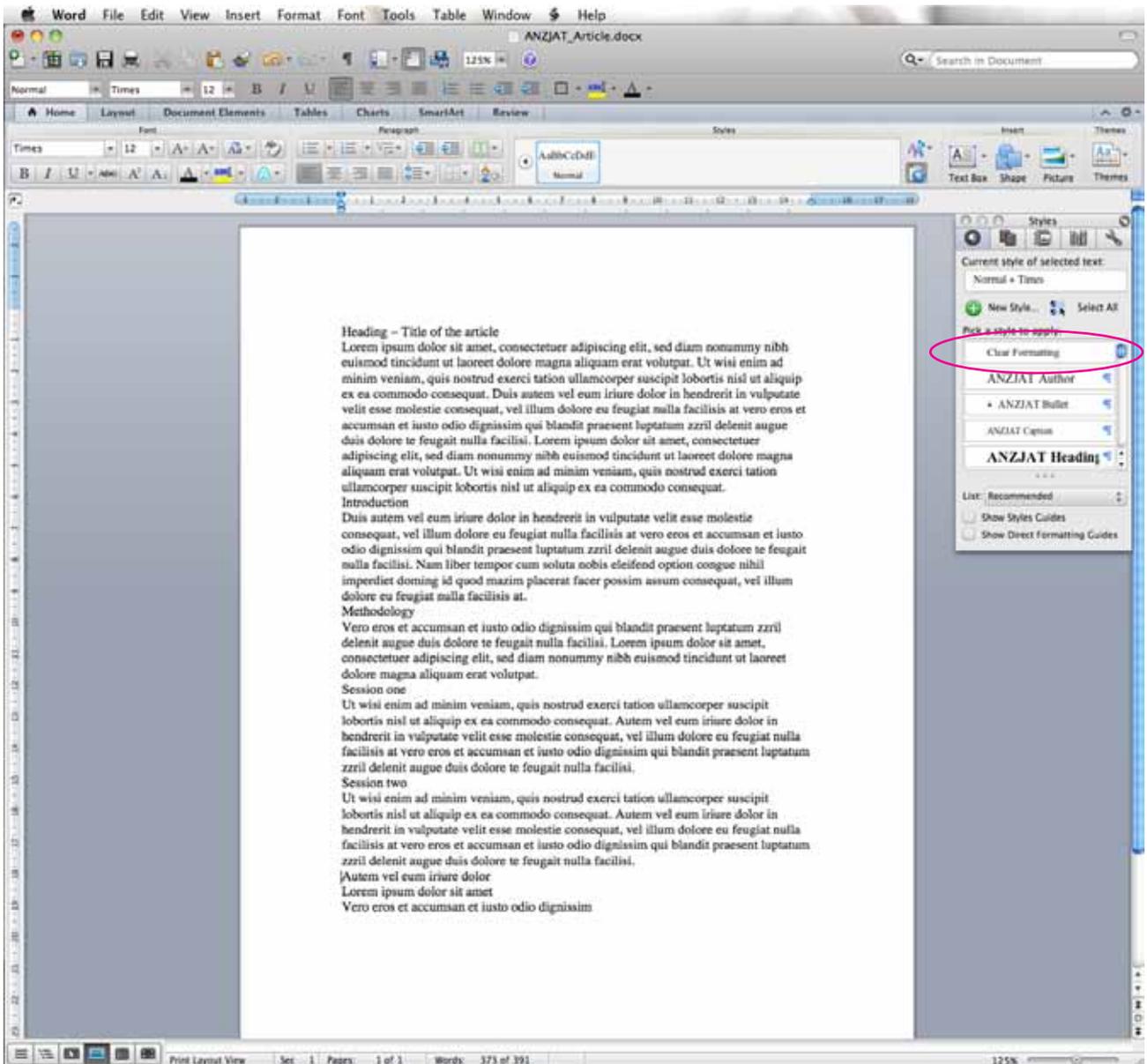
Step 4: If you have already written you paper you can copy and paste the whole thing into this document.
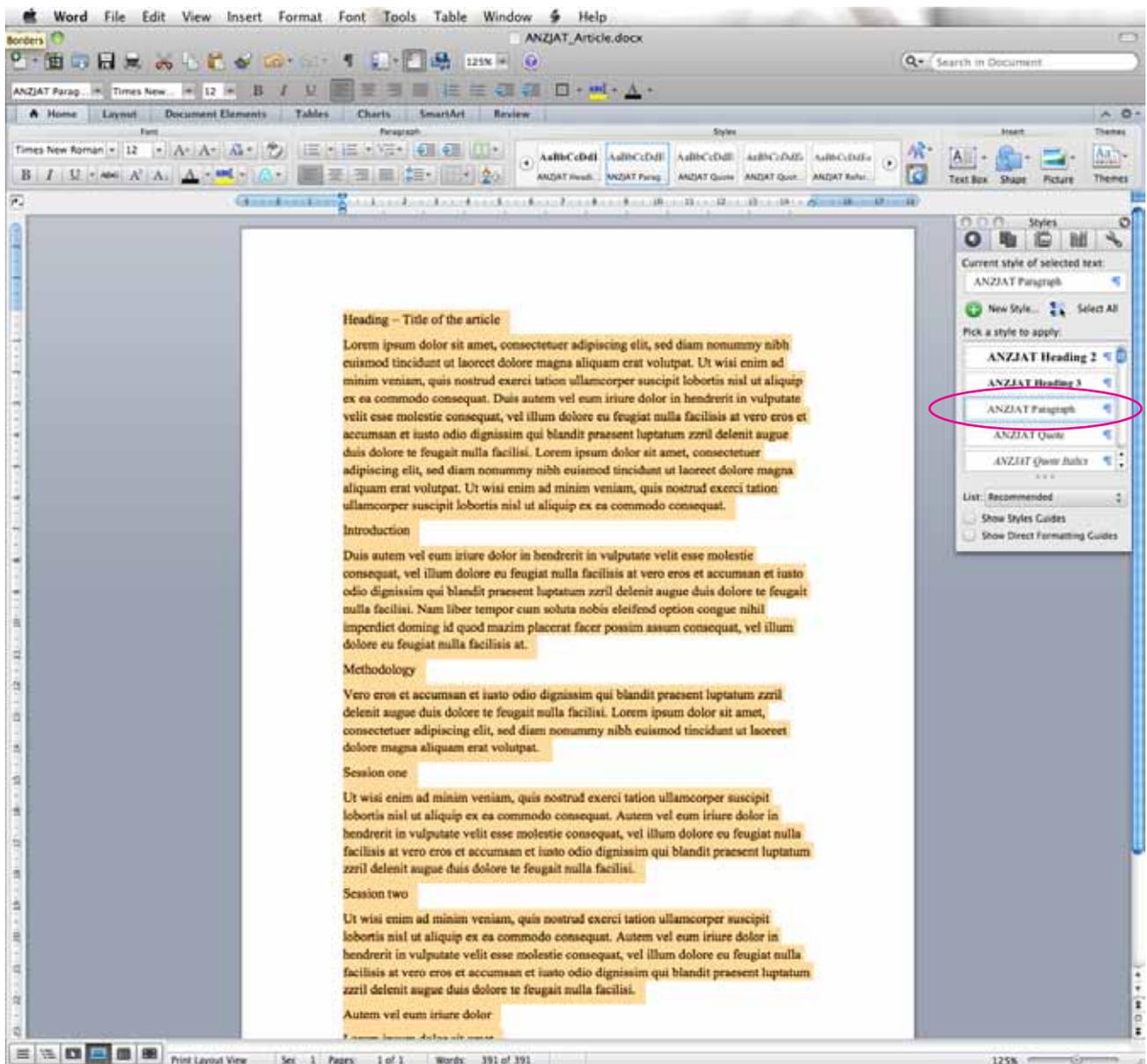
If you are just starting to write your paper please start by following this tutorial so that you know how to use the Style Sheet.
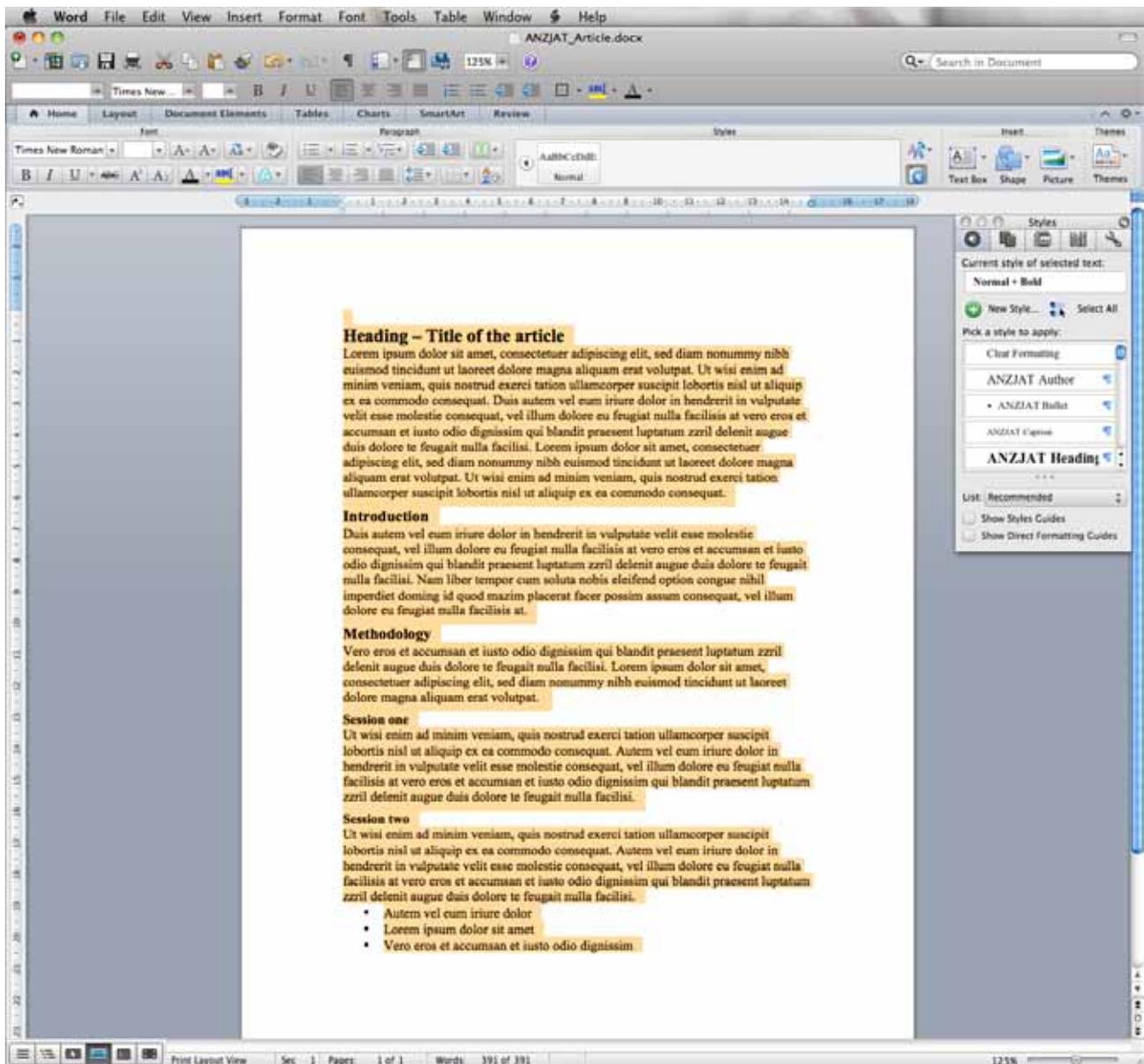
Step 5: Select everything in your document

Step 6: Click on 'Clear Formatting' in the style sheet window. You will find 'Clear Formatting' at the top of the list of styles.

Step 7: Select everything again and now click on the Style named 'ANZJAT Paragraph'. This is done because most of the article will be in this Style. And now it will be easy to put your headings into the correct style heirarchy.
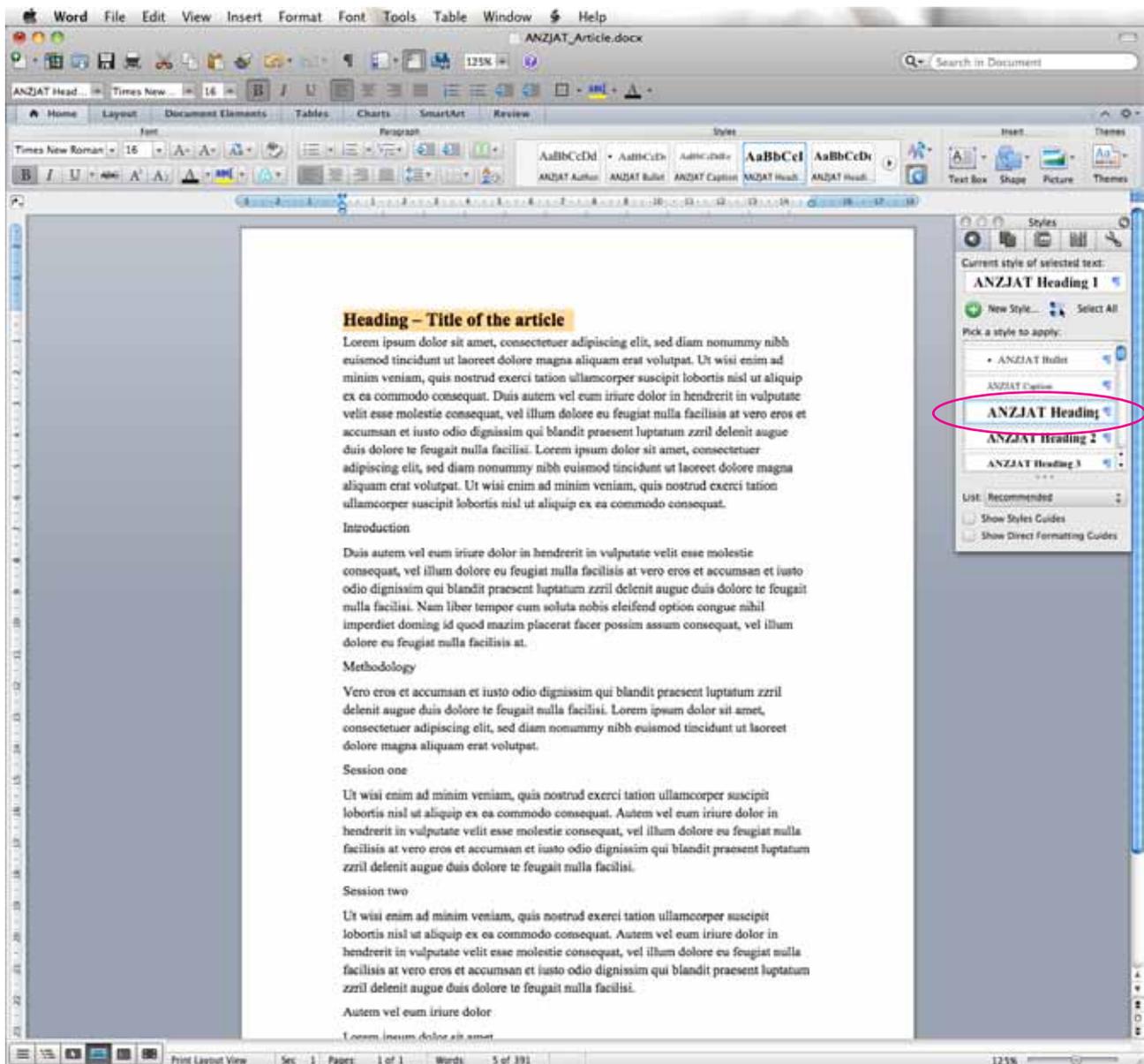
Step 8: Select the heading of your article and click on the Style named 'ANZJAT Heading 1'.
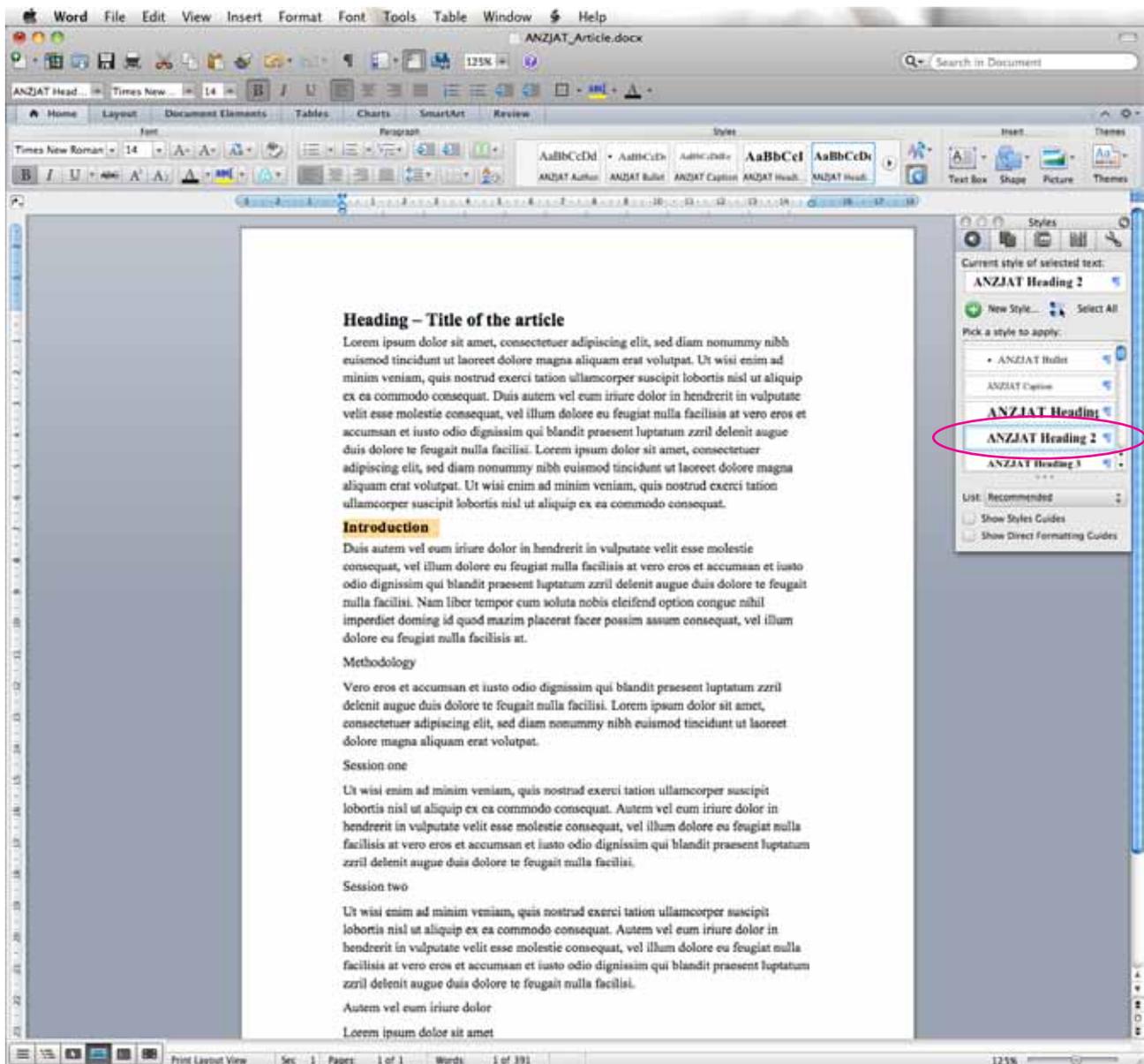
Step 9: Select the next level of headings in your article and click on the Style named 'ANZJAT Heading 2'.

You can follow this step for any other heading that should be in 'Heading 2', and in turn for the next level down and anything else such as bullets, quotes etc.