

# How to use the MS Word's *Styles* feature?

The screenshot shows the Microsoft Word 2010 interface. The title bar reads "Document1 - Microsoft Word". The ribbon is set to "Home", with the "Styles" group expanded. The ribbon includes tabs for Home, Insert, Page Layout, References, Mailings, Review, and View. The Font group shows options for font face, size, bold, italic, underline, and text color. The Paragraph group shows options for bullet points, numbering, indentation, and alignment. The Styles group shows a list of styles: AaBbCcDd, AaBbCcDd, AaBbCcDd, AaBbCcDdE, AaBbCcDd, AaBbCcDdE, AaBbCcDd, AaBbCcDd, AaBbCcDd, and AaBbCcDd. The document content is as follows:

**Title of the contribution**

**Author's Name and Surname**  
Author's affiliation including the name of the institution, city, country and e-mail

Abstracts should be 500 words in length (**not more than one page**) and should state the objectives, methodology, and outcomes of the contribution clearly. This template should be used for contributions such as papers, pecha-kuchas, best practices, posters, workshops and panels. Contributions must be prepared by using the MS Word and not exceed one page. They must be submitted electronically via the conference web page.

Abstracts should be formatted for A4 paper, and using Times New Roman font type. Abstracts must contain the title of the paper (15 point font) and the authors' names, affiliations and email addresses (10 point font) which should all be left justified.

*Sections*

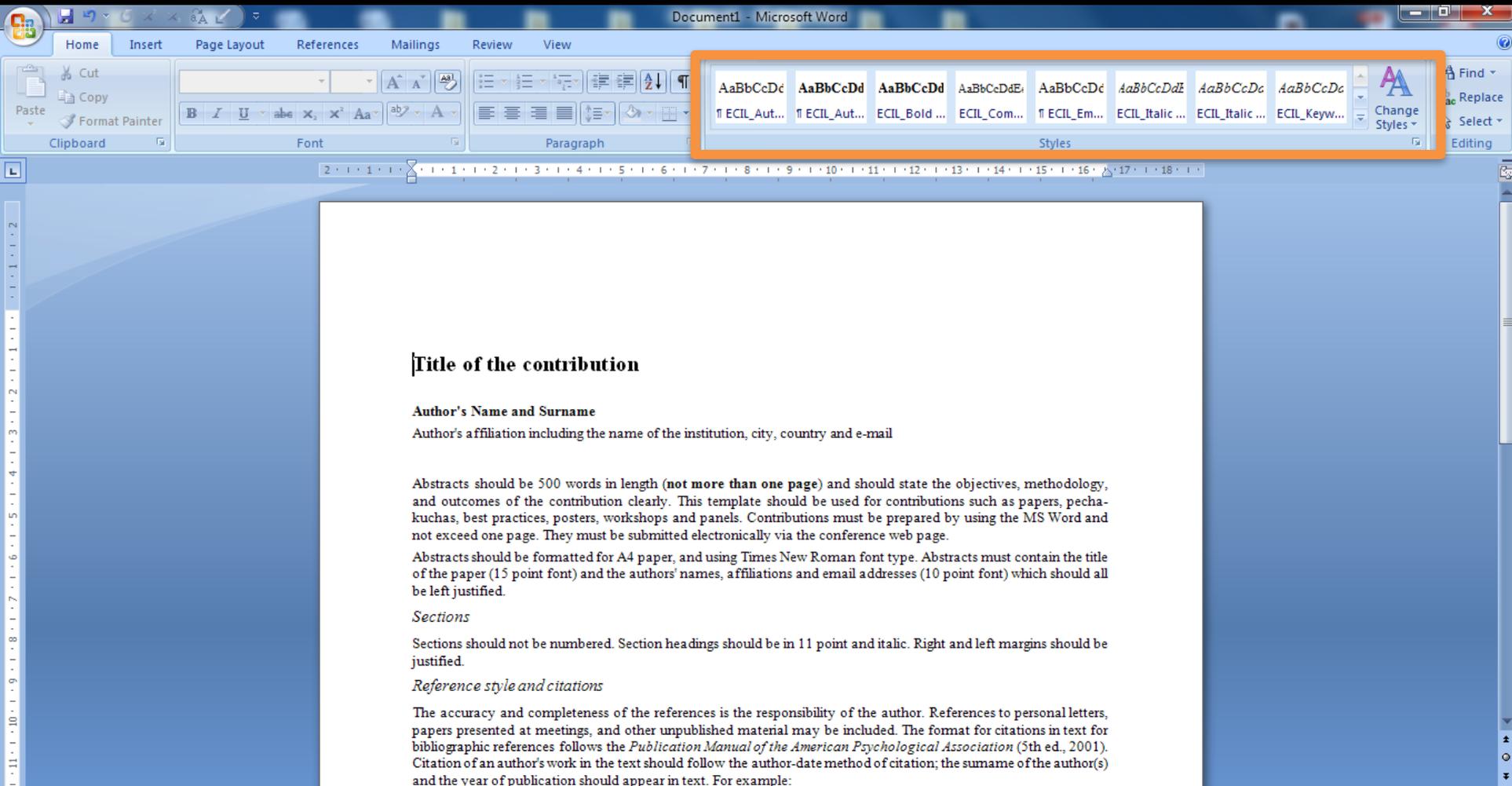
Sections should not be numbered. Section headings should be in 11 point and italic. Right and left margins should be justified.

*Reference style and citations*

The accuracy and completeness of the references is the responsibility of the author. References to personal letters, papers presented at meetings, and other unpublished material may be included. The format for citations in text for bibliographic references follows the *Publication Manual of the American Psychological Association* (5th ed., 2001). Citation of an author's work in the text should follow the author-date method of citation; the surname of the author(s) and the year of publication should appear in text. For example:



You can see the ECIL formatting styles in the Styles menu.



The screenshot shows the Microsoft Word interface with the Styles menu open. The menu is highlighted with an orange box and contains the following styles:

- AaBbCcDd
- AaBbCcDd
- AaBbCcDd
- AaBbCcDdE
- AaBbCcDd
- AaBbCcDdE
- AaBbCcDd
- AaBbCcDd
- ECIL\_Aut...
- ECIL\_Aut...
- ECIL\_Bold ...
- ECIL\_Com...
- ECIL\_Em...
- ECIL\_Italic ...
- ECIL\_Italic ...
- ECIL\_Keyw...

The main document area contains the following text:

**Title of the contribution**

**Author's Name and Surname**  
Author's affiliation including the name of the institution, city, country and e-mail

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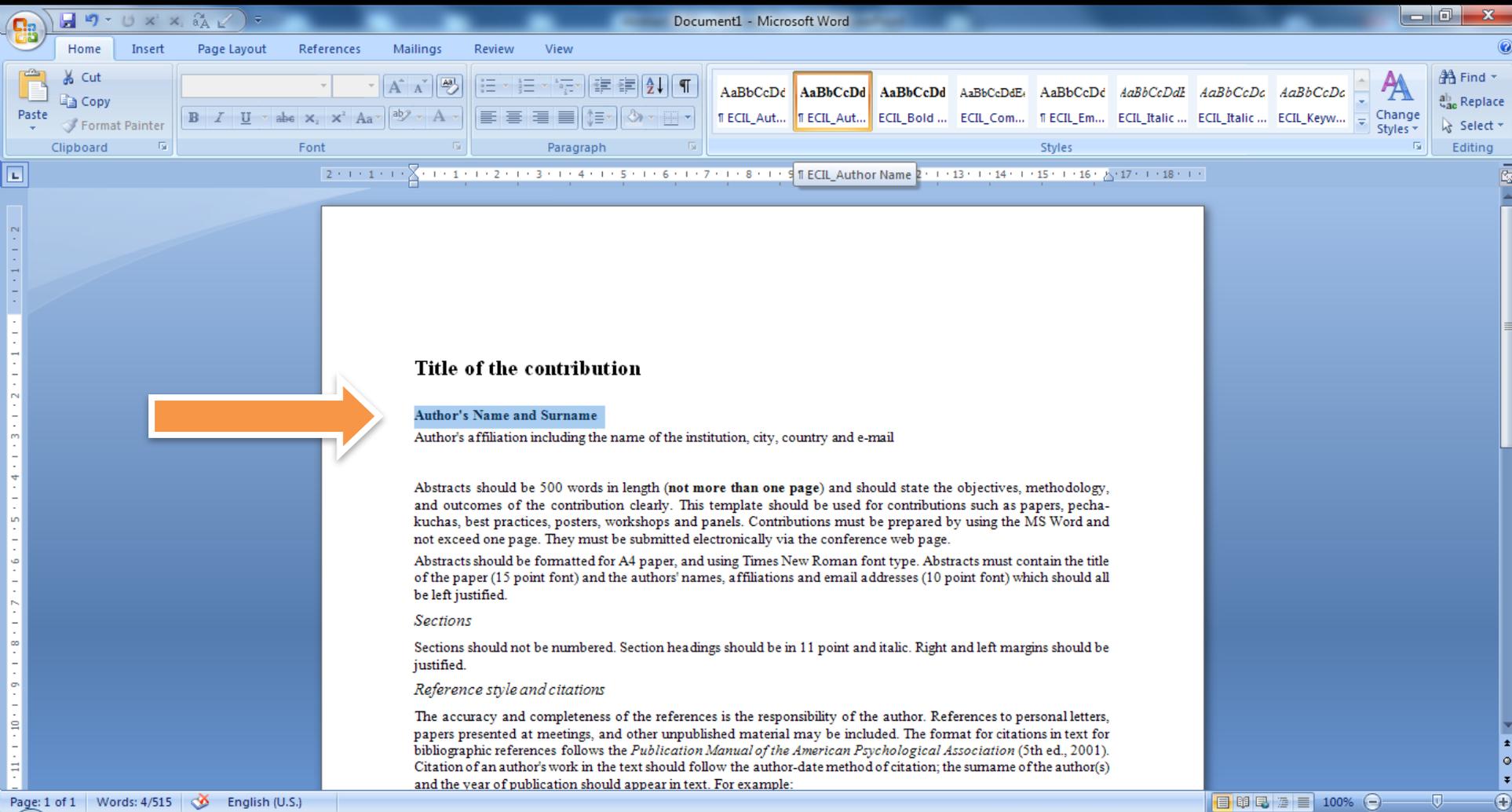
*Sections*

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# To apply a particular Style simply select the appropriate section...



The screenshot shows the Microsoft Word interface with a document titled "Document1 - Microsoft Word". The ribbon is set to "Home", and the "Styles" task pane is visible on the right. The document content includes:

- Title of the contribution**
- Author's Name and Surname** (highlighted with a blue selection bar)
- Author's affiliation including the name of the institution, city, country and e-mail
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- Sections*
- Sections should not be numbered. Section headings should be in 11 point and italic. Right and left margins should be justified.
- Reference style and citations*
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The "Styles" task pane shows several styles, with "ECIL\_Aut..." selected. An orange arrow points from the left margin towards the "Author's Name and Surname" section.

Page: 1 of 1    Words: 4/515    English (U.S.)    100%

...and click on the Style you wish to apply.

The screenshot shows the Microsoft Word interface with a document titled "Document1". The ribbon is set to "Home", and the "Styles" task pane is visible. An orange arrow points to the "ECIL\_Aut..." style in the gallery. The document content includes a title, author information, and several paragraphs of text.

**Title of the contribution**

**Author's Name and Surname**  
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For a more clear view of available styles press: ALT+CTRL+SHIFT+S...

The image shows a screenshot of the Microsoft Word 2010 interface. The ribbon is set to the 'Home' tab, showing the Font, Paragraph, and Styles groups. The document content includes:

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Author's affiliation including the name of the institution, city, country and e-mail
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The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 515', and 'English (U.S.)'. The zoom level is set to 100%.

...to open the full *Styles* menu.

The image shows a Microsoft Word 2010 window with a document titled "Document1 - Microsoft Word". The ribbon is set to "Home", and the "Styles" task pane is open on the right side. The document content includes a title, author information, and several paragraphs of text. The "ECIL\_Title" style is highlighted in the task pane.

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Author's affiliation including the name of the institution, city, country and e-mail

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