Properly Formatting AFJ Manuscripts Using Microsoft Word

To Insert a Running Header:

1. Go to the “View” menu in Word (along the top of the screen).

2. Click and hold on the word “View.”

3. Scroll down and select “Header and Footer.”

4. A segment/box at the top of your document should appear, and the cursor should be located in this segment/box. In the formatting ribbon above your document a purple title should appear called “Header and Footer.” Click once on this purple area.

5. Type in the running header of your manuscript in capital letters, then click once on the Page Number icon.

6. Click on ‘Home” to the left of the purple “header and Footer” box. Click on the Right Justify icon.

6. Click “Close” at the bottom of the segment/box to implement the running header and page numbers at the top of each page.

7. To edit the contents of the running head, double click on the existing running header in your document. This will open the segment/box. Type in the changes and click on “Close” below the segment/box.

To Format in Small Caps (=Small Capital Letters):

1. Type in the word you want to format in standard letters, using capital and lower case letters (e.g., “Table”).

2. Select the word you want to format with small caps by double-clicking on the word/s or highlighting them with the cursor.

3. On a Mac computer, press down the Command key (and keep it down) while pressing down the key for the letter ‘d.’ A window should pop up that is titled “Font”. In the center of the window will be a section titled “Effects” that contains empty boxes next to descriptors of text (☐ superscript, ☐ subscript, ☐ small caps, ☐ all caps, etc.).
On a PC computer, in the lower, right-hand corner of the Font area, click to open the Font Dialogue Box. A window should pop up that is titled “Font”. In the center of the window will be a section titled “Effects” that contains empty boxes next to descriptors of text (superscript, subscript, small caps, all caps, etc.).

4. Click once on the box next to the descriptor “small caps”.

5. Click “OK”.

6. The word you selected should change from “Table” to “TABLE”, implementing correctly the small caps option.

7. If you type in a word in all capital letters (e.g., TABLE), the small caps option will have no effect. Small caps will only change lower case letters into small capital letters of the same size font.

8. **DO NOT** achieve the appearance of small caps through using capital letters of two different font sizes. If you do this instead of the method described above, your manuscript will be returned to you for proper formatting.