

Quick Start

Microsoft Word Templates for Springer's Management Proceedings

1 Package Contents

The template package for Springer's Management proceedings contains the following files:

- ✓ **splnproc2310.docm**: sample Microsoft Word document with formatting macros.
- ✓ **splnproc2310_mac.docm**: A special version of the sample document for users of Microsoft Word for Mac 2016 and newer. Please note that the macros are NOT compatible with Microsoft Word for Mac 2011! However, a compatible template can be requested from our editorial.
- ✓ **Quick Start.pdf**: The file you are reading.
- ✓ **SPLNPROC Technical Instructions.pdf**: Detailed instructions on how to use the template and its macros.

2 Style Your Paper

If you have not yet started to write your paper, simply open the document **splnproc2310.docm** and overwrite its sample contents with your data. Use the buttons of the template's custom ribbon to format additional elements.

If you use copy & paste to transfer content from another document to the template, please note that the original formatting of the pasted text will usually be retained. It will not be automatically adjusted to the template's predefined styles. In this case you should select the pasted paragraphs and use the built-in macros to format them according to the Springer standard.

Finally name the document with your name and a short form of the title (e.g., Smith_TitleOfMyPaper.doc).

3 Activate the Macros

The activation of the template's custom ribbon and macros depends on the security settings on your individual system. If you encounter problems in activating the macros, please check <https://support.microsoft.com/en-us/office/enable-or-disable-macros-in-microsoft-365-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6> or the documentation of the Microsoft Word version you are using.