

Using MSWord

General

MSWord offers lots of options for the user: autonumbering, text boxes, tables, etc. However, AIAA works with compositors (typesetters) that are expert in taking your simple MSWord file and flowing it into a book design (or pagination) program in the appropriate AIAA book series design. You do *not* have to spend a lot of time formatting your document to make it look professional—that’s what your publisher does for your book.

In addition, MSWord can become unstable and files can become corrupted and unrecoverable if you use all the options MSWord offers. AIAA recommends that you keep your files simple. Keep in mind that MSWord is a word-processing program, not a design program.

Naming Files

Keep the file name short—very long names can lead to a file becoming unrecoverable—the computer can’t find the file, so to speak, if the file name is very long. A file name only needs the author’s last name and the chapter number, such as “1_Jones,” “2_Smith and Mendez,” “3_Adabesi,” and so on.

Art

The more art in a file, the longer the file takes to open, save, and close. AIAA recommends that you do not embed art in your chapter text file, but save each piece of art as a separate file. The art files for a chapter can be contained in a folder. The chapter text file should contain an in-text citation and a figure caption. The compositor will know where to place the art by looking for the in-text citation (a figure number mentioned in the text). Use the figure number as the file name; for example, “Fig 1.1” or “Fig 13.27”.

Tables

The more tables in a file, the longer the file takes to open, save, and close. If you have many tables in a chapter file, consider saving the tables in a table-only document. In this case, the chapter text file should contain an in-text citation and a table title. The compositor will know where to place the table by looking for the in-text citation (a table number mentioned in the text).

Text Boxes

Text boxes are a leading cause of files becoming corrupted. Avoid using text boxes in your files. If you would like to create a sidebar, simply use a one-cell table.

Autonumbering Schemes

Although convenient, autonumbering schemes (for heads, references, etc.) use a lot of memory and make a file more susceptible to corruption. MSWord also often acts illogically, switching numbering order and introducing errors. Avoid autonumbering schemes. The copyeditor often breaks the scheme and the compositor will strip out the formatting when paginating the chapter.

Section Breaks

MSWord has a function for section breaks. Do not use it under any circumstances.