This is the title

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# Abstract

Use this template for any academic writing, including papers, reports, and proposals. The template makes formatting much quicker than doing everything manually. You only need to select the appropriate style for each paragraph. Then you can make changes, if required, to everything at once.

The formatting in this template is not made for any particular journal. Check if the journal (or conference) you are submitting requires using a specific template. Most journals, however, allow any formatting style and you can submit the paper by editing this template.

I purposely did not include a lot of editing styles in the template. Putting too much effort into atomizing formatting can also be time-consuming. It's more efficient to go over the entire document once it is ready and do any small adjustments manually.

# Introduction

This template holds the most-useful styles for academic writing. To activate the menu, go to Home > Styles and click the little arrow in the corner:

 

From here, you can change the formatting of the existing styles or add new styles, if needed. The easiest way to change formatting is to select text, write click on the corresponding style and select "Update XX style to match selection".

In this document, all the styles are used in examples to show how they can be applied.

# Methods

Go to References > Insert Caption to add an automatic captions for images and tables. Then you can use the automated cross-referencing by clicking References > Cross-reference. This will automatically update when, say a new figure is added like in this example to Figure 1. To update the cross-references hit Ctrl+A to select all and then press F9.

## Add line numbers

For journal submissions, include line numbers. If you don't need them, go to *Layout > Page Setup > Line Numbers.*



Figure 1. Format figures as "Image" to keep them from jumping to a different page than the caption

## Materials

### Material A

Table 1. Caption tables (Go to Table tools > Design> Plain table 2 for a quick table formatting)

|  |  |  |  |
| --- | --- | --- | --- |
| Header Row | Property 1 | Property 2 | Property 3 |
| Table text | 5.3 | N/A | 9.5 |
| Table text | 558.0 | N/A | 5.5 |
| Table text | 17.0 | 7.2 | 3.6 |

### Material B

Text

# Results and discussion

Bulleted list:

* + Item 1
	+ Item 2
	+ Item 3

Numbered list (to start a new list from 1, left-click on the number and select "Restart at 1")

1. Item 1
2. Item 2

# Summary and Conclusions

# References

[Mendeley](https://www.mendeley.com/guides/desktop/) is a great tool for citation management, [Zotero](https://www.zotero.org/download/) is another one. Pick one and install a MS Word plug-in to format references automatically by selecting a journal where you will submit.

Reference 1

Reference 2