

MS Word for researchers

After applying
all the above
headings the
article format
could be like
this:

The screenshot displays the MS Word interface with a research paper template. The ribbon shows Font, Paragraph, and Styles tabs. The Styles pane on the right lists various styles including Normal, No Spacing, Heading 1, Heading 2, Heading 3, and Title. The document content is as follows:

Title style
The title of the paper

Subtitle style
Author A.*, B. Author**, C. Author* and D. Author
*Affiliation1
**Affiliation 2

1 Abstract
The abstract part summarizing the whole paper work which including the methods and results. This should not be more than 250 word.

2 Introduction
This part of paper reviewing the previous literature related to your work, also it pointing the main and sub targets of your work.

3 Materials and methods

3.1 Experiment1

3.2 Experiment 2

4 Results

4.1 Experiment 1
You have to show the results of your first experiment clearly.

4.2 Experiment 2
You have to show the results of your first experiment clearly

5 Discussion
This part of paper is the most important part as it is reflects your vision and interpretation of the results that you got.

6 Conclusions
This part of paper explore what you concluded from the results that you got.

7 Acknowledgement
Here you can acknowledges each one helped you to complete your work.

8 References
You lists all the references that you used in your study.

Callouts in the image identify the following styles:

- Title style
- Subtitle style
- Paragraph style
- Heading level 1 style
- Heading level 2 style

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Important Note:

The article sections arrangement that done according to headings, depends on Heading levels (Heading 1, Heading 2,...*etc.*) **NOT** on numbering system (**1** Heading 1, **2.1** Heading 2, **2.1.1** Heading 3, ...*etc.*). That means: we can arrange sections just according to headings with out need to prefix numbering style.

MS Word for researchers

Table of contents

The fastest way to creates tables of contents

If you have used styles for your headings, you can build a table of contents with just a few clicks of the mouse:

- Click where you want to insert table of contents.
- Go to References Tab >> Table of contents (**Word creates the table of contents using the text formatted with the Heading styles..**).
- From drop list of “Table of contents” select the suitable style.
- The table of contents will inserted where you put the cursor.

MS Word for researchers

The fast way to creates tables of contents

The screenshot displays the Microsoft Word ribbon with the **REFERENCES** tab selected. A red box highlights the **Table of Contents** group, which includes the **Table of Contents** icon and the **Update Table** button. Below the ribbon, three different styles for the Table of Contents are shown: **Automatic Table 1**, **Automatic Table 2**, and **Manual Table**. The **Automatic Table 1** style is selected, and a callout points to it with the text "Selected style". Another callout points to the **Table of Contents** icon on the ribbon with the text "Table of Content icon". A third callout points to the **REFERENCES** tab itself with the text "References tab". A fourth callout points to the **Table of Contents** icon in the **Automatic Table 1** style preview with the text "Table of content droplist".

MS Word for researchers

The fast way to
creates tables of
contents

Note: The table of contents can be formatted even after creation. It also should be updated after each update (change made) to the document.

The screenshot shows the Microsoft Word interface with a document titled "The title of the paper". The document content includes author information, a table of contents, and several sections of text. A callout box points to the table of contents, stating "The table of contents was inserted at the cursor position".

The title of the paper
Author A.*, B. Author**, C. Author* and D. Author
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Table of contents

1	Abstract	2
2	Introduction	2
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How to update table of contents

The title of the paper
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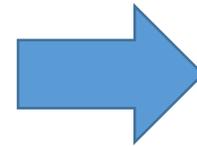
Right click in any where of table

click here to update changes

Table of contents

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OR



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Click here to update changes

Update Table...

Table of contents

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How to remove table of contents

The screenshot shows the MS Word interface with the 'REFERENCES' tab selected. The 'Table of Contents' dropdown menu is open, displaying various options. Three callouts provide instructions:

- 1** select table of content that you want to delete
- 2** Go to references > table of contents
- 3** Click here to remove table of contents

The 'Table of Contents' menu includes the following options:

- Built-In
- Automatic Table 1
- Contents
- 1 Heading 1 1
- 1.1 Heading 2 1
- 1.1.1 Heading 3 1
- Automatic Table 2
- Table of Contents
- 1 Heading 1 1
- 1.1 Heading 2 1
- 1.1.1 Heading 3 1
- Manual Table
- Table of Contents
- Type chapter title (level 1) 1
- Type chapter title (level 2) 2
- Type chapter title (level 3) 3
- More Tables of Contents from Office.com
- Custom Table of Contents...
- Remove Table of Contents**
- Save Selection to Table of Contents Gallery...

The paper **before** formatting with styles

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