RASH in DOCX

Documentation – Version 0.1, October 1, 2016

# Abstract

To include an abstract, use a style *Heading 1* with the word “Abstract” or “Summary”.

# Title

We can specify the title of the paper by using the style *Title*, and the subtitle by using *Subtitle*.

The style panel is shown when clicking on the button  or the button  on the toolbar.

It is worth mentioning that, in order to have the best conversion into RASH, **only the default styles (with no modifications) and the listed tools should be used**. In particular, please do not care how the various elements will be shown in the DOCX document, since Microsoft Word should be used only for writing the content of the paper rather than presenting such content. All the layout of the text will be handled by other external tools after converting the paper into RASH.

# Authors and affiliations

Besides writing the authors in the text, you have to add them as metadata. To do so, one has to open the properties of the current document by clicking on “File” and then “Properties” (and “Advance Properties”, depending on the MS Word version). In the “Custom Properties” panel, we can add additional metadata to the document by clicking on the button “Add”. The information about an author must be specified by using the property starting with *Author* (e.g., Author\_1, Author\_2, Author\_3, etc.). The type is “text” and, for the value, please provide one author with the format: “Name -- email -- University”, for example:

Silvio Peroni -- silvio.peroni@unibo.it -- Department of Computer Science and Engineering, University of Bologna, Bologna, Italy

**Note:** If you have problems please see a full version of this document incuding screenshots [1].

# Keywords

Similarly to the metadata of the authors, please add a custom property (File>Properties>Custom Properties) with the name “Keywords”. Use “--” as separator for multiple keywords, for example, RDF -- SPARQL

# Sections

Sections are pure structural constructs that allow one to organise the various textual blocks of a document according to appropriate hierarchies. In Word, any new section is implicitly defined by specifying a new heading with the appropriate style: *Heading 1*, *Heading 2* and *Heading 3.*

# Text

The normal paragraphs are defined by means of the standard style Normal, which is usually selected as default by MS Word. Source code can be defined with the style HTML Preformatted.

# Images, Formulas and Hyperlinks

In order to place the image in the right position within a paragraph, it is important make sure it is in line with the text (it is default behaviour). This is possible by right-clicking on the image and then selecting the option In “Line with Text” In in the menu “Wrap Text”

For formulas, one click the “Equation button” /Users/alberto/Desktop/Screen Shot 2016-10-02 at 17.08.44.png in the “Insert toolbar”. Now one can insert the formula using the tools in order to create a formula such as .

Finally, for [hyperlinks](https://github.com/essepuntato/rash), select any text, right-click on it and select “Hyperlink”.

# Captions for figures, tables, listings and formulas

To insert a caption for figures, tables, listings (to insert a listing click on Insert>Text box in the top menu), or formulas, right-click on the element and select the field “Insert Caption...”. To date, the conversion into RASH forces that all of the previous elements MUST have a caption.

# References section

The name of the reference section has to be either “References” or “Bibliography” (with style *Heading 1)*. This special section must have a heading and **only one** ordered list containing the full text of a bibliographic reference for each list item. It is worth mentioning that the user can avoid to take care of the order the various references are listed in the reference list, since they will be reordered automatically in the conversion of the original DOCX document.

# Referring things

All the sections, figures, tables, listings, formulas and bibliographic references can be referenced within the text by using the Microsoft Word cross-reference tool available by selecting the menu “Insert” and then clicking on “Cross-reference...” The panel that will be opened allows us to specify to what particular object we want to refer to (section “Reference type”), which object of the selected type should be referenced (section “For which caption”), and which referencing style should be used within the document (section “Insert reference to”). The typical (non mandatory) styles are as follows.

|  |  |  |
| --- | --- | --- |
| Object | Type | Referencing style |
| Section | Heading | Heading text |
| Figure | Figure | Only label and number |
| Table | Table | Only label and number |
| Listing | Text | Only label and number |
| Formula | Equation | Only label and number |
| Bibliographic reference | Numbered Item | Paragraph number (full-context) |
| Footnote | Footnote | Footnote number (formatted) |

Table 1 The typical (non mandatory) styles for cross-references.

# Acknowledgements

All sections having heading either “Acknowledgement” or “Acknowledgements” are intended as acknowledgements sections.

# Conversion into RASH

Use the online tool <http://dasplab.cs.unibo.it/rocs> OR the java tool downloadable at <http://github.com/essepuntato/rash/tools/docx2rash>. To run the application you need to run the following command:

java –jar docx2rash.jar –i <input-docx-file> -o <new-output-directory>

# References

1. Nicoletti, A. (2016). RASH in Docx– Documentation. Version 0.1, October 1, 2016. <https://rawgit.com/essepuntato/rash/master/documentation/rash-in-docx.docx>