

The Guide for Writing Word Documents in Microsoft Word for EasyChair Publications

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Abstract

In order to ease the lives of authors, editors, and trees, we present a manual and an example of the use of Microsoft Word and similar tools for creating documents for EasyChair-based electronic and on-paper publishing in the EPiC Series and Kalpa Publications series.

1 Introduction

The styles and parameters of this guide are designed for compliance with the requirements for publication in two EasyChair series: the [EPiC Series](#) and [Kalpa Publications](#) (Voronkov, EasyChair conference system, 2004). EasyChair is a conference management system that is flexible, easy to use, and has many features to make it suitable for various conference models. It is currently probably the most commonly used conference management system (Voronkov, EasyChair conference system, 2004), serving thousands of conferences every year.

EasyChair accepts documents written in any of the following formats:

- LaTeX;
- Word documents (.docx), which can be produced by Microsoft Word.

This guide explains how to produce the docx format in Microsoft Word. To achieve high quality of volumes, both LaTeX and Word documents should have the same layout and similar styles. This guide is provided for the users of Microsoft Word and describes EasyChair style version 3.4. The current version was written on March 3, 2017.

If you already prepared your paper using a different style, you can find it very hard to conform to the EasyChair style. In this case, read Section 7 of this document.

* Masterminded EasyChair and created the first stable version of this document

† Created the first draft of this document

2 Document Header

The empty space on top of the first page, just before the title, will be reserved for a page header containing the EasyChair logos and the volume information. This header will be added to the article when you submit it to EasyChair.

You cannot control this header placement and for this reason should not try to change vertical spacing on the first page. If by mistake you removed the empty space, you can restore it as follows. Place the cursor on the very first line of your document (that is, the first line of the title), select Format -> Paragraph in the Microsoft Word menu and set the spacing before the paragraph to 94pt and after to 15pt.

3 Styles

To produce a document complying with the EasyChair style you can simply take this guide and modify it. Several Word document styles are defined and used in this guide. To apply these styles in Microsoft Word you can use the Formatting Palette. The first line should contain the title of the document and be in the style **Title**. This line should be followed by a line in the style **Authors**, which specifies authors of the publication, separated by commas, except for the last author which is separated from the rest of the authors by an “and”. Next to each author there may be a super-script number linking the author to an organization (see above) and a footnote specifying the role of the author in preparation of the publication.

The author line should be followed by lines in the style **Institute**, which provide the organizations with which the authors are affiliated. After each institute there are contact details of the authors in the style **Monospaced**.

The abstract should begin with a line in the style **Abstract title** containing the word “Abstract”, and the abstract itself should use the style **Abstract**.

3.1 Styles for the Article Body

Section headers should use the style **Section**, while subsection headers use the style **Subsection**. For example, this text is part of Section 2 (Styles) and Subsection 2.1 (Styles for the Article Body).

The main text of the document should be written using the style **Normal**. For mono-spaced parts of the text (such as source code listings) we provide the style **Monospaced**. For a sans serif font, use the style **Sans-Serif**. In this guide, we use the sans serif style for the names of Word styles.

While section headers should use the style **Section**, the header of the References section should be in the style **References**. This style is similar to the style **Section**, but it is not numbered, again to resemble the EasyChair LaTeX style, including its EPiC option.

4 Adding Citations

For citations it is recommended that you use the bibliography mechanisms of Microsoft Word or other tools able to process docx documents. In Microsoft Word, commands for inserting citations are located at the *Document Elements* tab of the ribbon control in the section *References*. Clicking the *Manage* button opens a toolbox, which allows you to add referenced publications and to insert them at the position of the cursor by double-clicking on them. If you use Microsoft Word for Mac, open the main toolbox and select the *Citation* tab instead. From there you can add and insert referenced publications as in other versions of Word.

The references (or the bibliography) section of the article is created by clicking on the *Bibliography* button in the *References* section of the ribbon control mentioned above (or under *Bibliographies* in the *Document Elements* tab of the ribbon control in Microsoft Word for Mac). After inserting this section, the style of its header should be set to **References**.

The automatically generated References section may need to be explicitly updated to reflect further changes done in the bibliography. When clicking on the automatically generated text of the section, a *Bibliography* button will appear in the text and offer a menu with an update command. The style used for citations in this template is APA. You are free to use any other style.

This is an example of the use of citations and references:

Not much is written yet about EasyChair. Apart from the Wikipedia article that comes and goes and contains a sketchy and questionable material (Wikipedia), there is an abstract of a keynote talk on EasyChair presented at the 2014 Automated Software Engineering Conference (Voronkov, Keynote talk: EasyChair, 2014) and a guide for writing documents for EasyChair authors (Voronkov & Hoder, Templates)

The references themselves are placed at the end of this document.

5 Adding Figures and Tables

In Microsoft Word, pictures can be inserted into the document by going to Insert->Picture->From File... on the menu and selecting the desired file. To simplify working with the image, it is recommended that you insert the picture into a text box. In order to make it into a figure and add a caption, select the image by clicking on it and then go to Insert->Caption... (or Insert->Reference->Caption... in earlier versions of Microsoft Word). From here, you can select the position of the caption (this should be set to below the image) and edit the text within it. Make sure that “Figure” is selected in the “Label” drop-down list and click “OK” to generate it. Captions are numbered automatically in sequential order. Figure 1 is an example of a captioned image.

If you have a table in your document, captions can be created in the same way, just select “Table” from the “Label” drop-down list instead. Table 1 shows an example of a table of data that was conveniently available.