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

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**1.** *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 [CITATION Vor04 \l 1033 ]. 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 [ CITATION Vor04 \l 1033 ], serving thousands of conferences every year.