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

Andrei Voronkov1,2[[1]](#footnote-2) and Kryštof Hoder1[[2]](#footnote-3)

1 EasyChair

2 University of Manchester, Manchester, U.K.

andrei@voronkov.com, hoderk@cs.man.ac.uk

**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**](http://www.easychair.org/publications/EPiC) **and** [**Kalpa Publications**](http://www.easychair.org/publications/Kalpa)(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 Error: Reference source not found of this document.

1. Masterminded EasyChair and created the first stable version of this document [↑](#footnote-ref-2)
2. Created the first draft of this document [↑](#footnote-ref-3)