User Manual – MS Word Template

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By Aptara Technology

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1. INTRODUCTION

This user manual contains all essential information on how to prepare a manuscript that adheres to ACM standards, using the ACM Word-based template. This manual includes a description of the ACM Word template functions, contingencies, alternate modes of operation, and step-by-step procedures for system access and use. A user may write a document directly within the Word template to generate a manuscript. The ACM Word template contains all necessary styles with formatting and macros to validate markup.

Prerequisites and Installation

There are some prerequisites for the templates uses, which include:

Software requirements

MS-Word 2007, 2010, 2013 and 2016 (recommended 2010), Word Equation editor

Operating system requirements

Windows 7, 8.1, 10

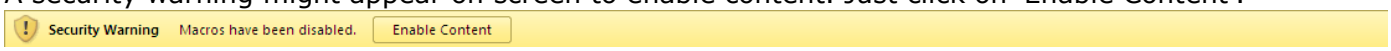
Load ACM Font set

Windows:

The ACM Font set **MUST** be used within all submissions to ACM publications. The easiest way to ensure you have all ACM Fonts on your machine is to copy all fonts provided in the "**ACM Fonts**" folder and paste them to the following path: "C:\Windows\Fonts".

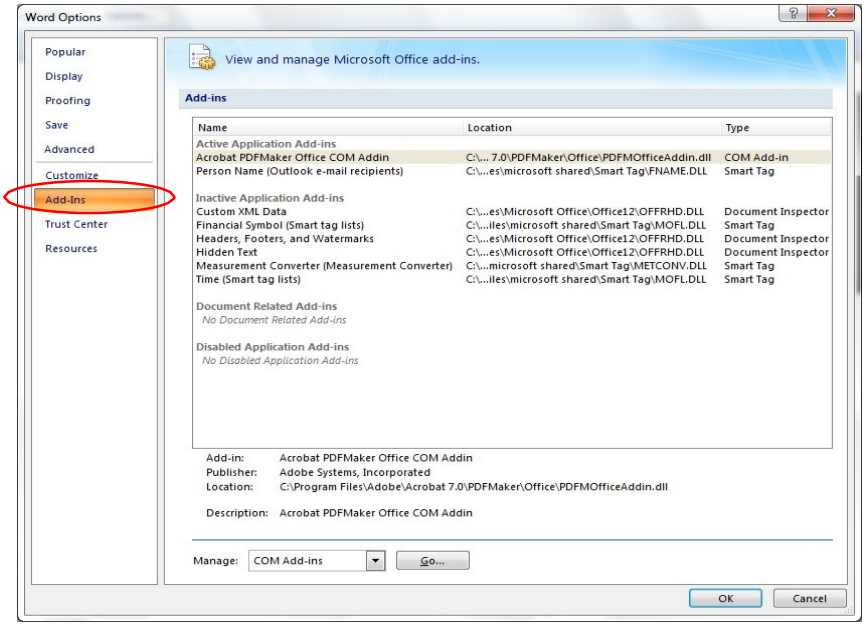
Enable Macros

A security warning might appear on screen to enable content. Just click on 'Enable Content'.

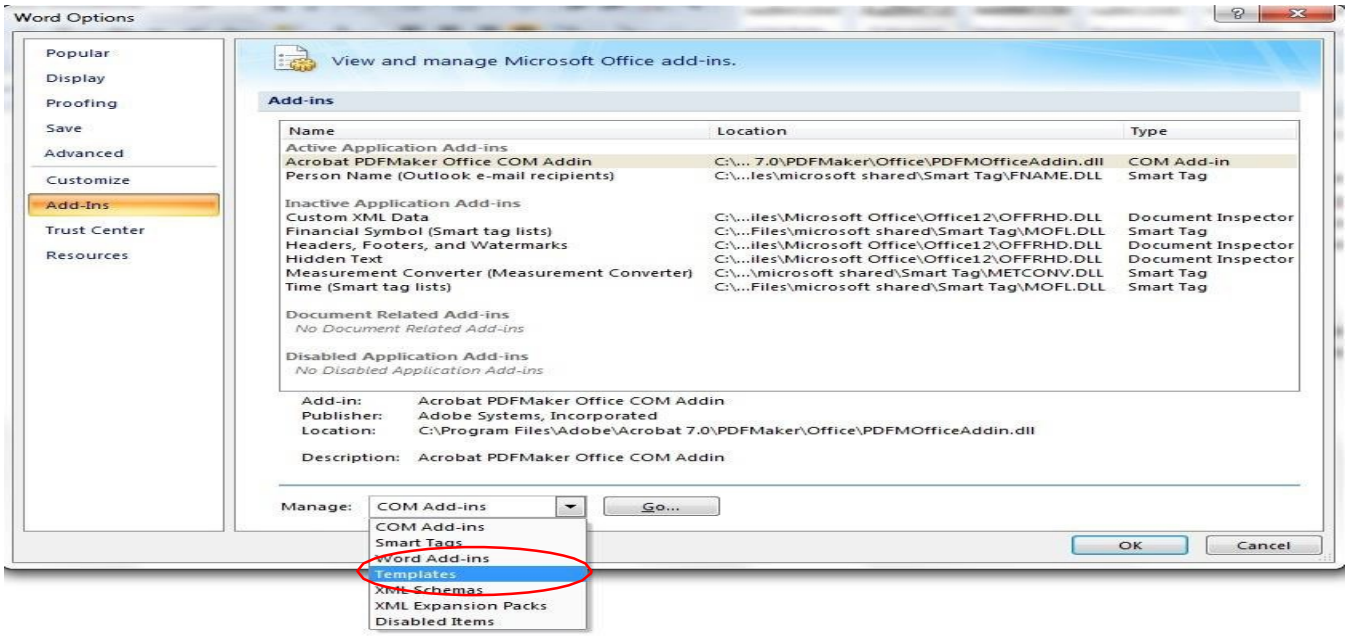


2. STEPS TO ATTACH A TEMPLATE IN MS-WORD FILE

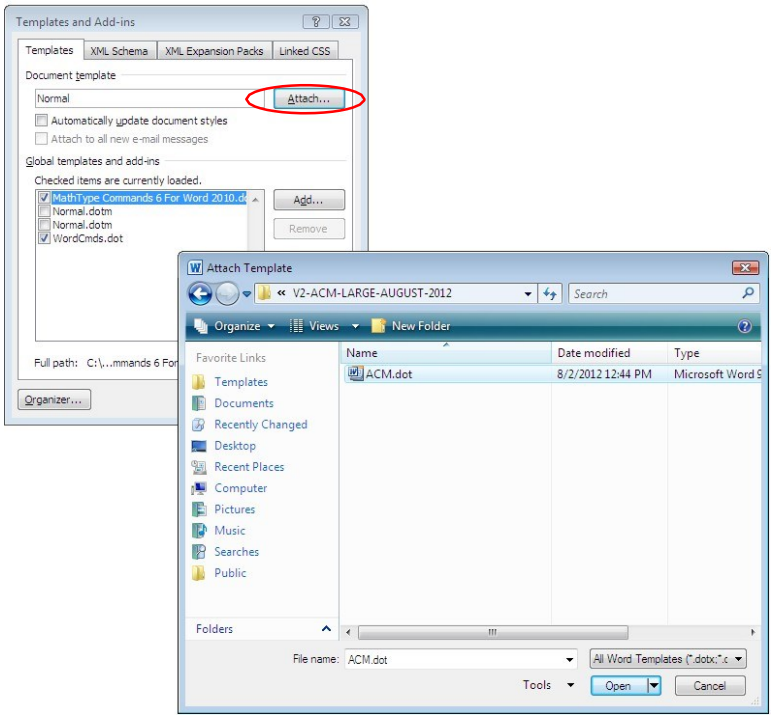
- **Open** the document that needs a new template.
- From the **File** tab, select the **Options** command, which opens the Word Options dialog box.
- Select **Add-Ins** in Word Options dialog box. This option appears on the left-hand side of the dialog box (screengrab included below).



- Select **Templates** from the Manage drop-down list (screengrab included below).



- Click the **Go** button. The Templates and Add-Ins dialog box appears. Whichever template name is appearing in the Document Template field is what is currently attached to the document.
- To select the relevant template, click the **Attach** button. Word will display the Attach Template dialog box, which works like the Open dialog box (screengrab included below).

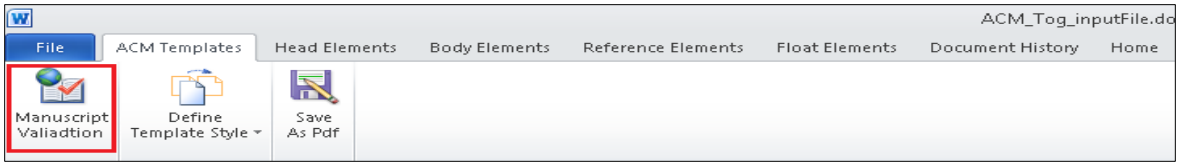


- Select the template you want to attach and click the **Open** button. The template is now attached.
- Back in the Templates and Add-Ins dialog box, click **OK**. The styles (plus macros) stored in the selected template are now available in your document. (NOTE: If you get a security warning on your screen that says "Macros have been disabled," just click 'Enable Content').

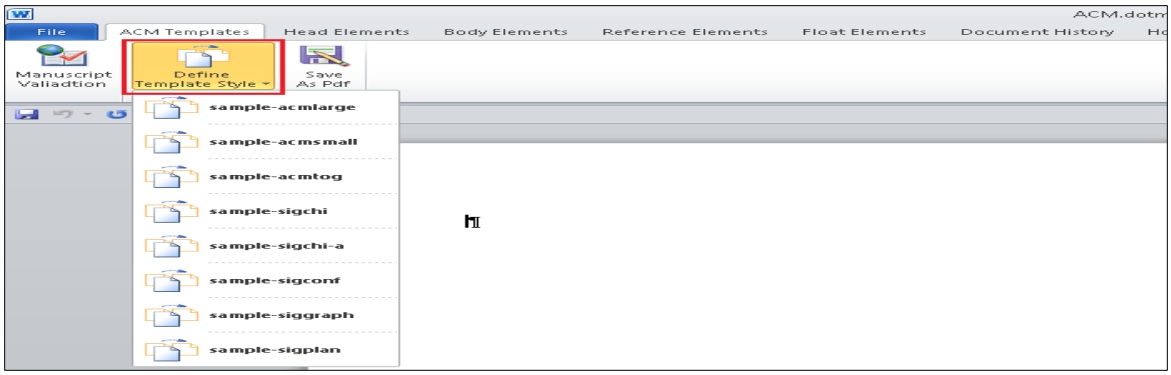
ACM Templates

This menu is used to **validate** a manuscript before creating a layout as per the selected template type. Under ***Define Template Style*** there are nine different sub-sections. Each sub-section has a unique property to generate a specific ACM template. User can generate any template by selecting one of them.

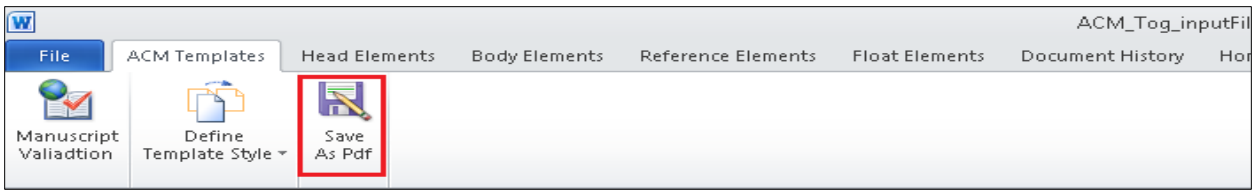
Manuscript Validation: There are some rules to validate applied style, format, required environments etc. in manuscript.



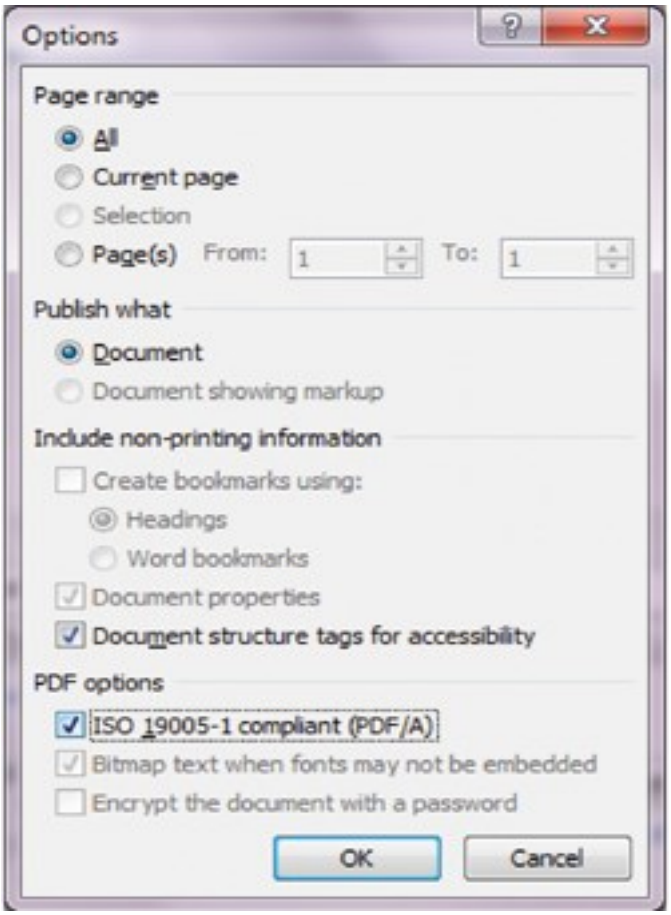
Define Template Style: All ACM templates can be created after selecting one of the template option.



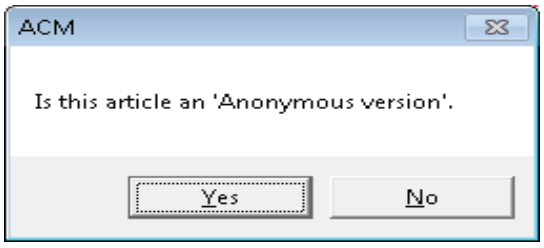
Save As Pdf: This option is used to convert a word template layout into a PDF file.



NOTE:
1. File --> Save As in Word 2010 to 2016 with PDF as the file type
2. There is an Options button that displays the dialog (see the screenshot below)
3. Under PDF options, select "ISO 19005-1 compliant (PDF/A)"
4. Click OK
5. Check that all the fonts are Embedded Subset



Anonymous version. If the user wishes to submit an anonymous version of the paper, he/she should click on the below-mentioned prompt while generating the PDF.



Preparing the ACM Template Layout

There are two ways for a user to prepare a manuscript using the ACM template, for both XML and PDF generation:

i. Use the elements available in the sample docx as place holders and simply type-in the data.
ii. Style an already existing document by using the various menu options available in the template.

The sample file will help to replicate data with the relevant styles, while the user manual will help to create a template and to apply styles (layout).

3. WORKFLOW

Below are the recommended processing steps which a user should follow in order.

ACM Templates ⇨ Head Elements ⇨ Body Elements ⇨ Reference Elements ⇨ Float Elements ⇨ Document History

The above figure shows a view of the ACM template menu bar that contains six different menu sections to perform specific tasks within the template, namely "**ACM Templates**"," **Head Elements**", "**Body Elements**", "**Reference Elements**", "**Float Elements**", and ."**Document History**"

ACM Templates

Your publication has already determined which template you must use to submit for publishing. You must now choose the template within the **ACM Templates pulldown menu**. Each individual ACM template contains validation rules which will run against your document in order to verify the structure and fonts used within your manuscript.

Head Elements

This is the very first menu section of the template and it is responsible for structuring the front area of manuscript.

Body Elements

This section is used to identify and mark different elements (or environments) of the manuscript.

Reference Elements

This step is used to identify and mark each element of the bibliography.

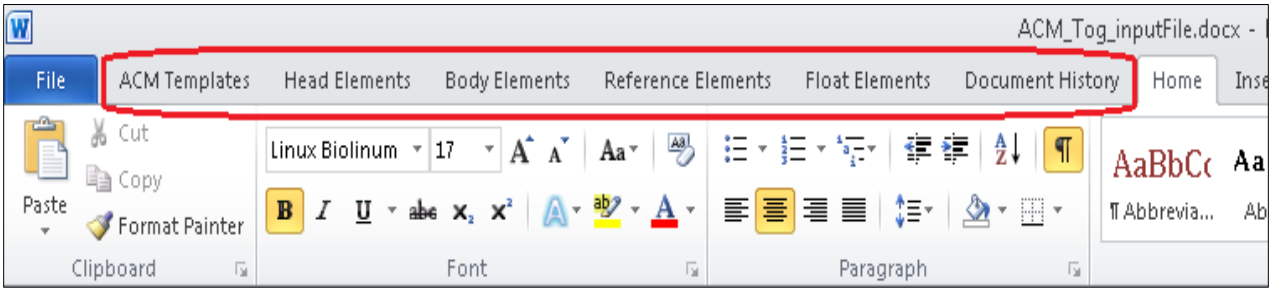
Float Elements

This step is used to cross-link the float elements and bibliography citations.

Document History

This step is used to markup history dates.

Appearance in Window machine is below:



4. DESCRIPTION OF ACM TEMPLATE FUNCTIONS

This section describes the template menu and its specific functions in the ACM template.

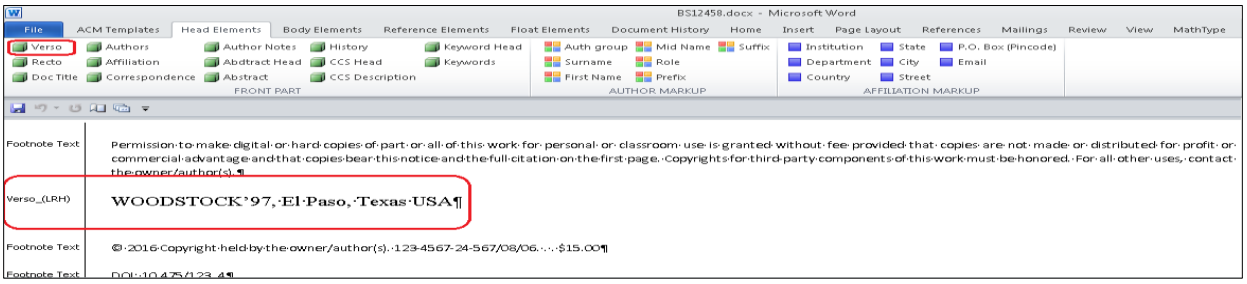
Head Elements

Head Elements is the first menu item of ACM Word template which allows a user to identify and mark the **front matter** of manuscript. There are three categories used to mark the front matter. These are:

- FRONT PART: Includes all the required elements used to markup the front matter of a manuscript.
- AUTHOR MARKUP: Includes all the required sub-elements used to identify each part of an author's name, such as First Name, Surname, Prefix, etc.
- AFFILIATION MARKUP: Includes all the required elements used to identify each part of an author's affiliation, such as Organization, Division, City, State, Country, etc.
- HISTORY MARKUP: Includes all the required elements used to identify milestones of a manuscript, such as Received Date, Revised Date, and Accepted Date.

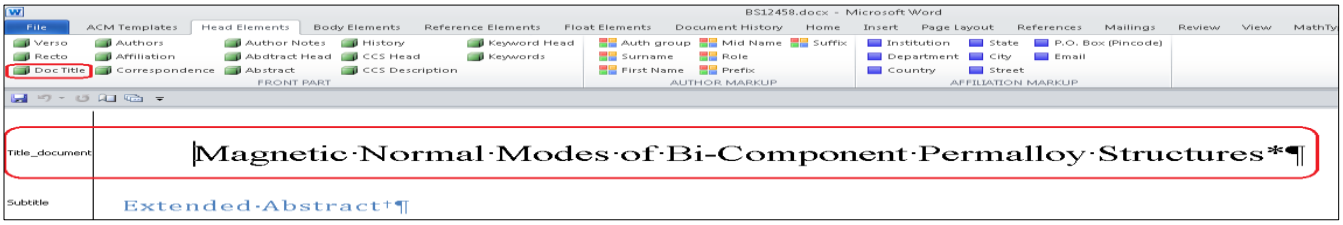
The **Head Elements** style bar contains the various content classification environments. Below are short descriptions of each classification environment which are used in front matter markup.

Verso: A paragraph style that is used to identify left running head. User has to mark it so it will help to generate header information.

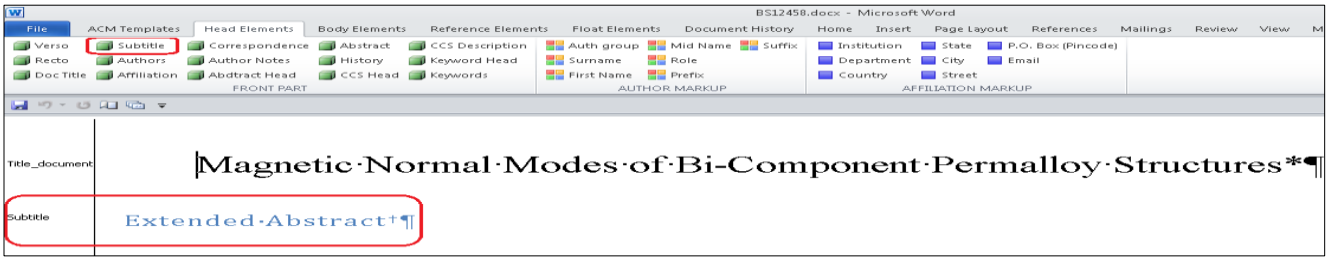


Recto: A paragraph style that is used to identify right running head. As per ACM guidelines, all author groups of a manuscript will appear as a Recto text.

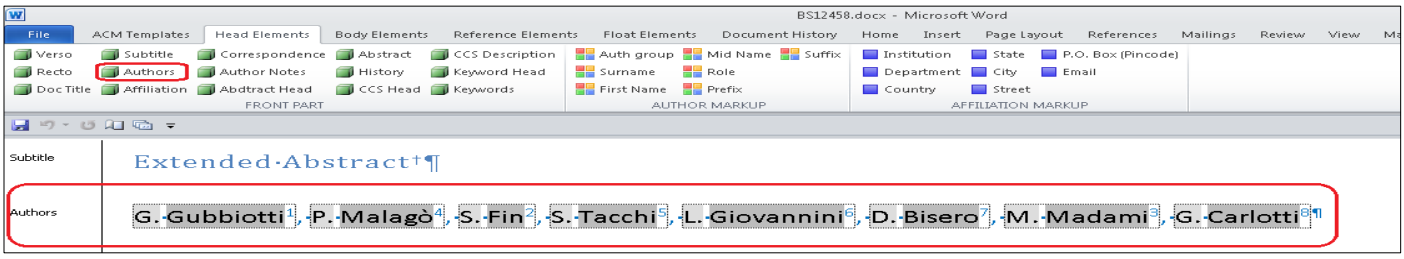
Doc Title: A paragraph style that is used to identify the title of the manuscript. Once an author marks it in the manuscript text, it appears with "**Title_document**" style as below:



Subtitle: A paragraph style that is used to identify the "subtitle" of a manuscript.



Authors: A paragraph style that is used to identify groups of authors. If there is more than one author in the manuscript, the template automatically identifies and marks authors.

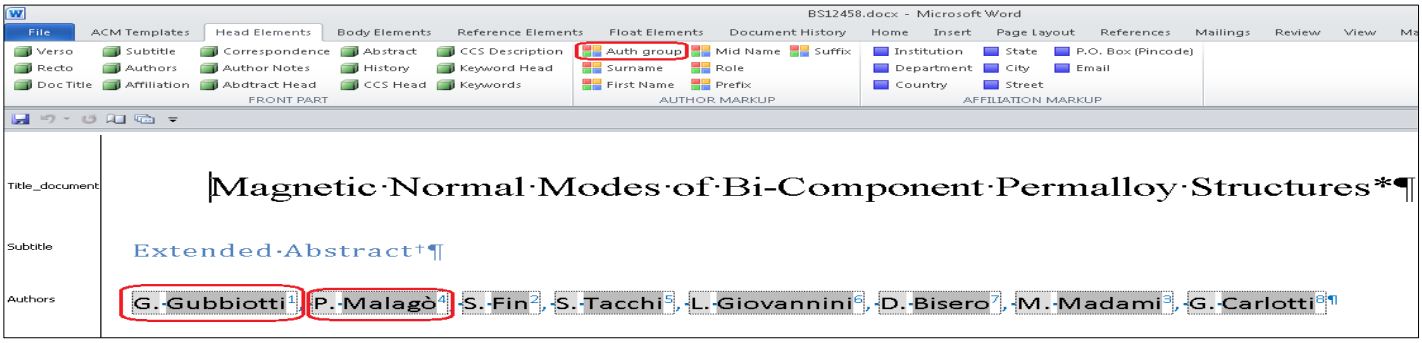


Below is a close look of an author that contains **first name**, **surname,** and the **author group**.

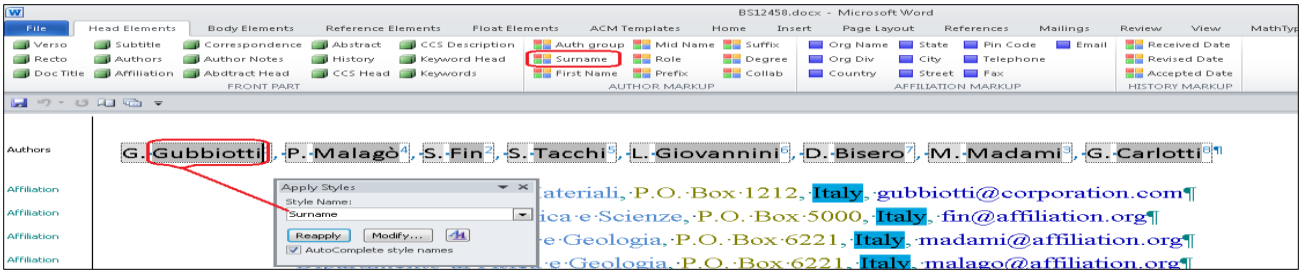
Sub Elements of Author

If the template fails to identify proper identification, then the "AUTHOR MARKUP" section can be used to mark the author's text.

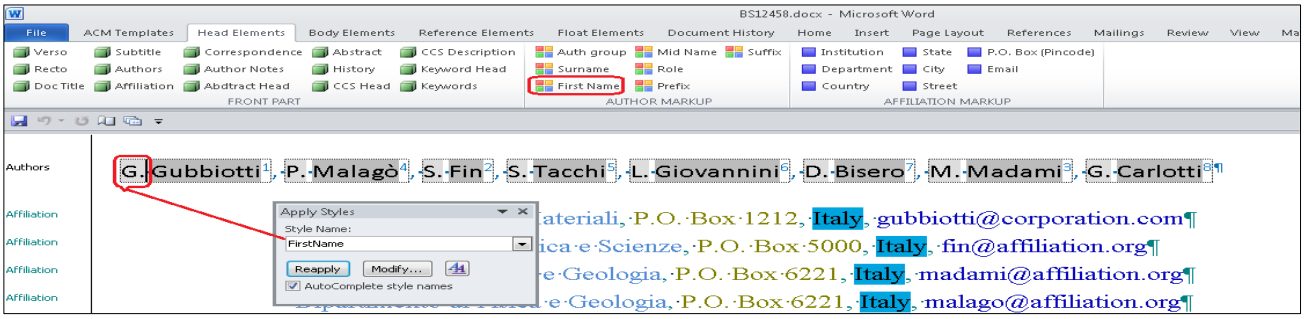
Auth group: A character style that is used to mark individual author boundary which generally contains first name and surname of an author.



Surname: A character style that is used to mark surname of an author.

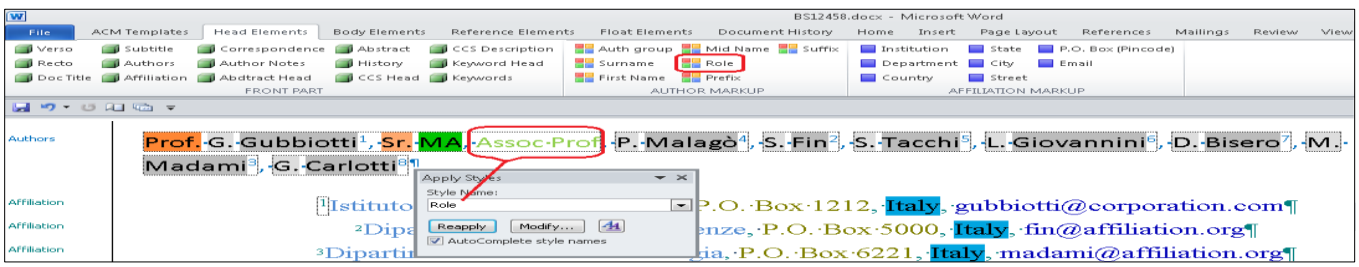


First Name: A character style that is used to mark the first name of an author.

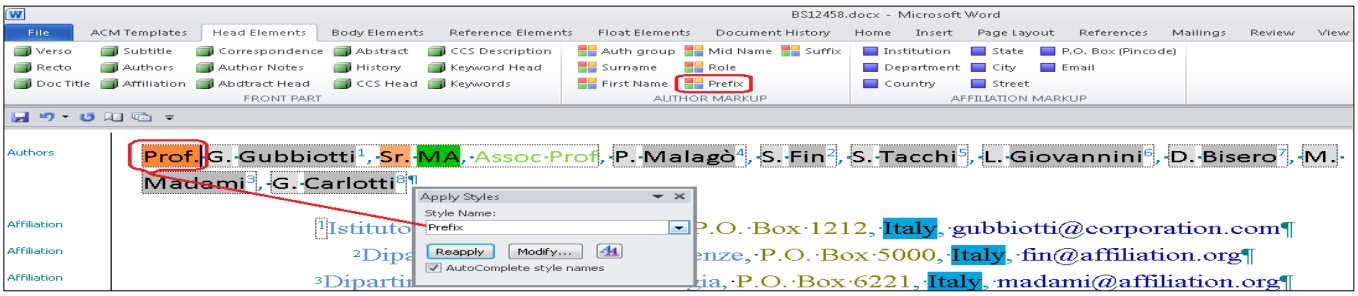


Mid Name: A character style that is used to mark middle name of an author.

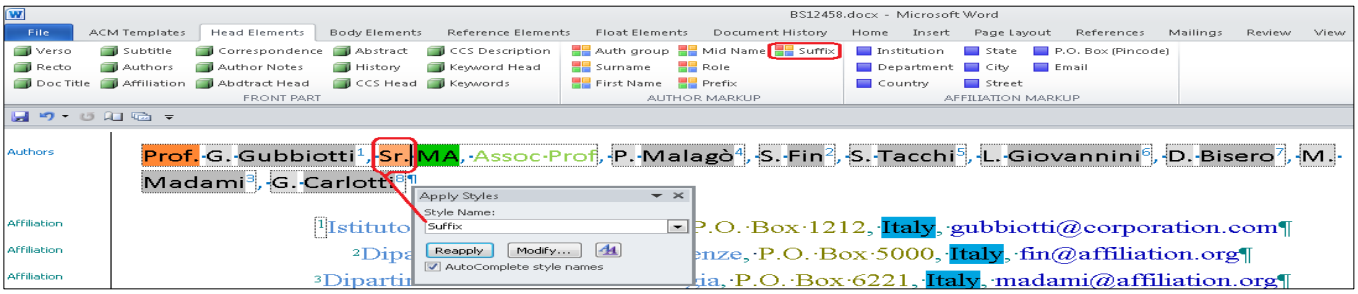
Role: A character style that is used to mark **role** of author (e.g. Prof. Dr.).



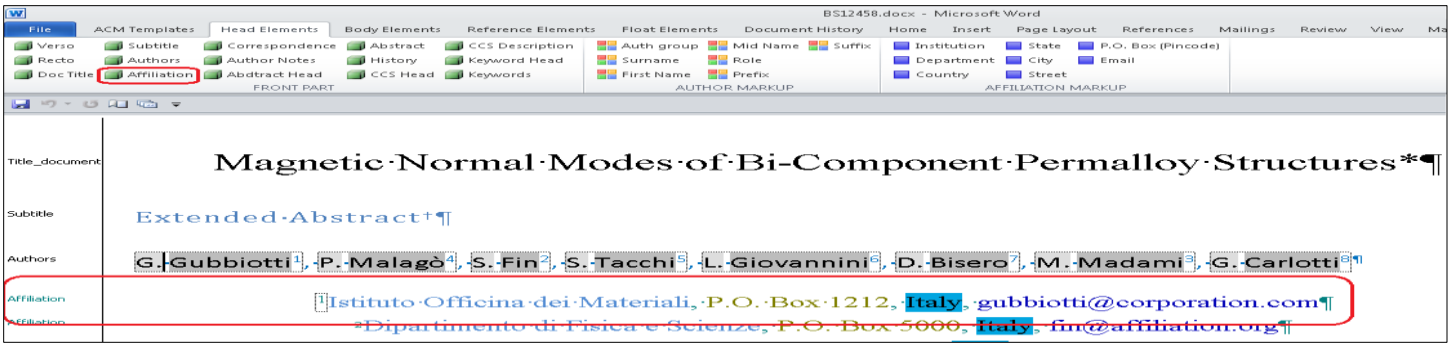
Prefix: A character style that is used to mark the **prefix** of an author (e.g. Prof., Dr. etc.).



Suffix: A character style that is used to mark the **suffix** of an author (e.g. Jr., Sr. etc.).



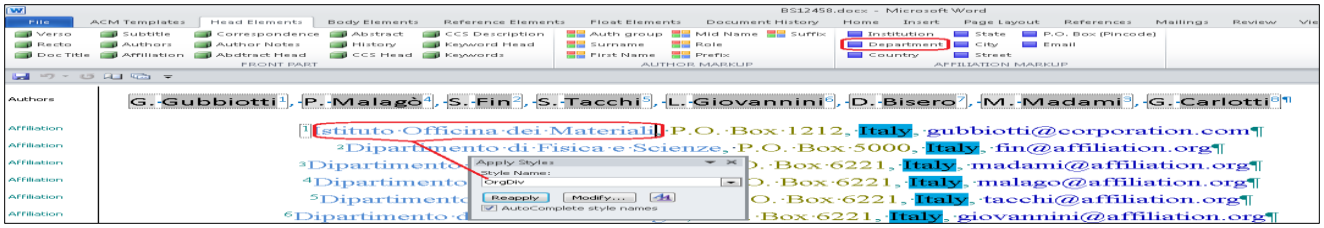
Affiliation: A paragraph style that is used to identify the affiliation and addresses of authors.



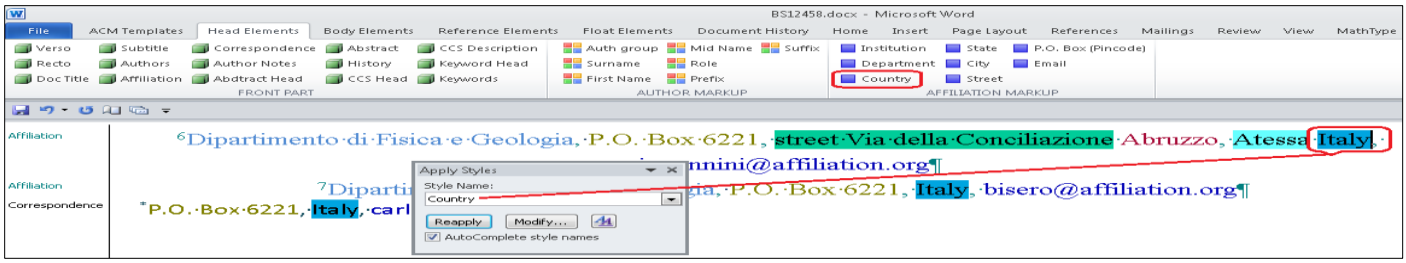
Every affiliation is a form of address. To better understand or identify the accurate address, a user can mark each part as a unique markup (e.g. division, city, country).

Institution: A character style that is used to mark the name of an organization and is classified as "**OrgName**" in affiliation.

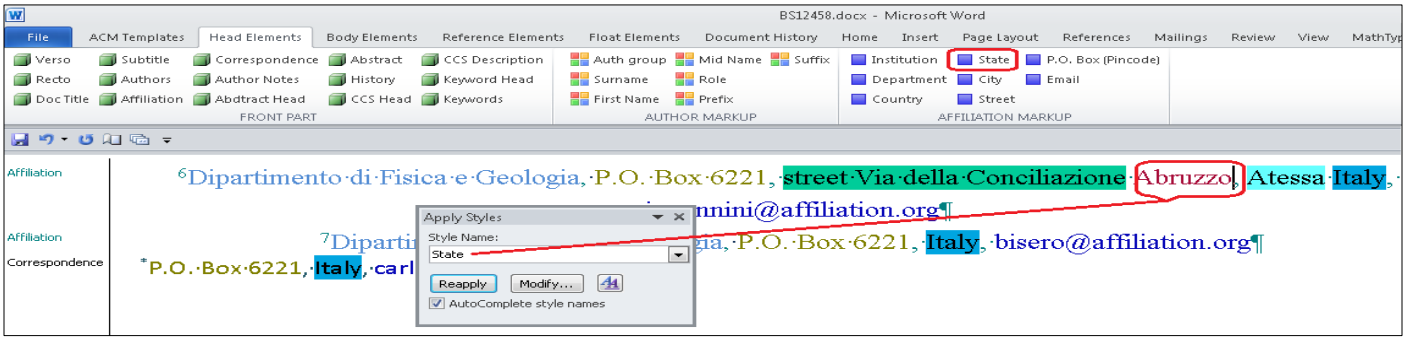
Department: A character style that is used to mark the division of an organization and is classified as "**OrgDiv**" in affiliation.



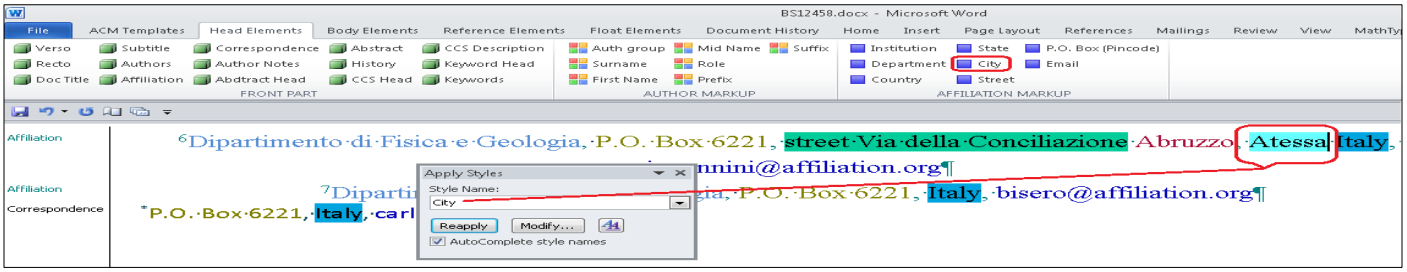
Country: A character style that is used to mark the style as "country" in the corresponding affiliation.



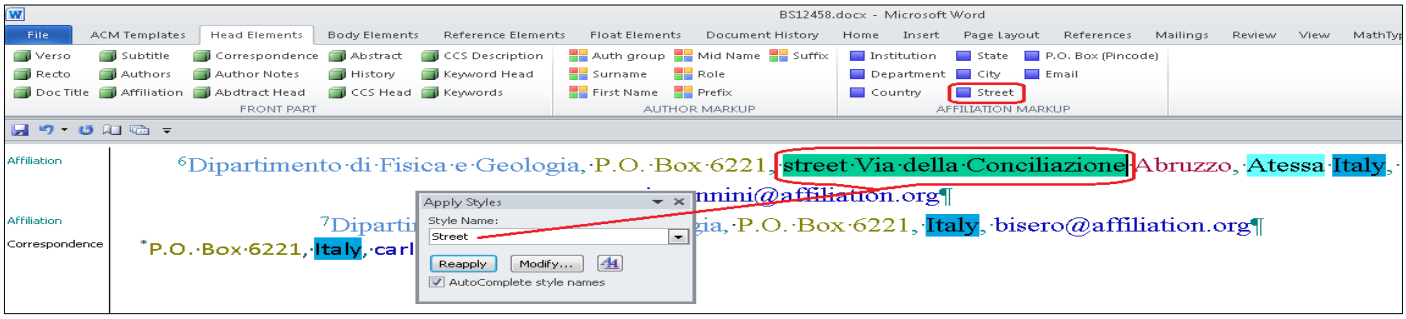
State: A character style that is used to mark the style as "State" in the corresponding affiliation.



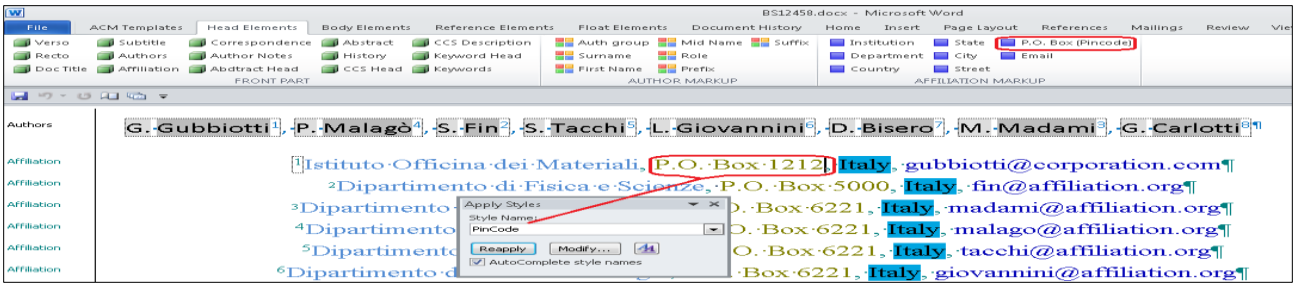
City: A character style that is used to mark the style as "City" in the corresponding affiliation.



Street A character style that is used to mark the style as "Street" in the corresponding affiliation.



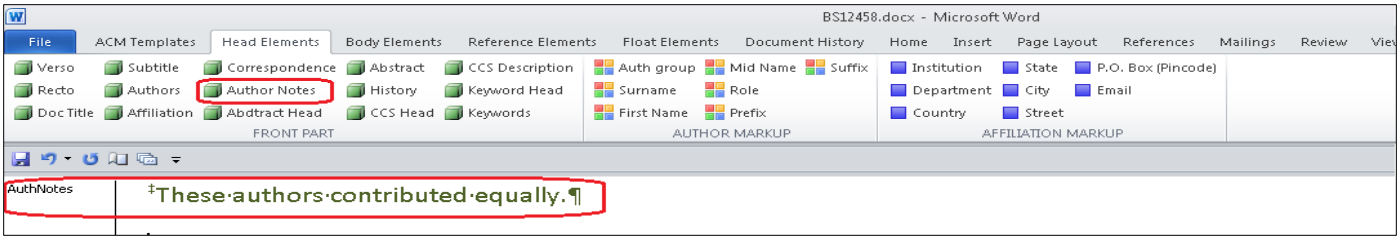
Postcode: A character style that is used to mark the style as "P.O. Box (Pin code)" in the corresponding affiliation.



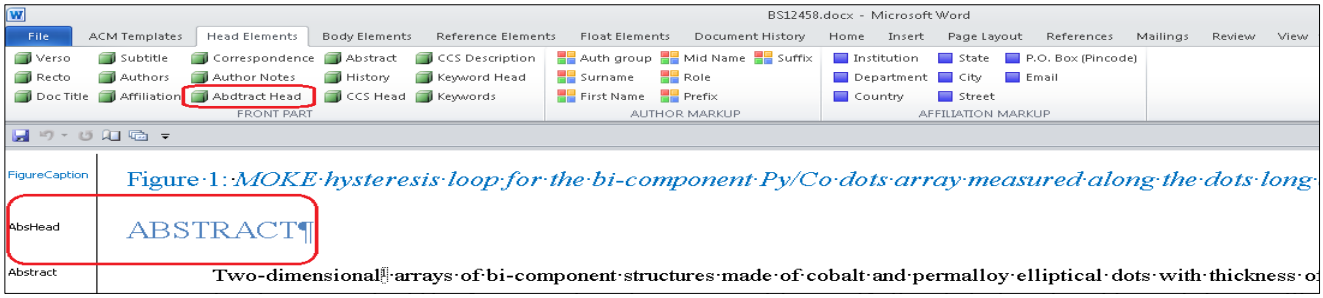
Email: A character style that is used to mark the name of e-mail with the style "Email" in the affiliation.

Correspondence: A paragraph style that is used to identify the corresponding address of the author as style **Correspondence**.

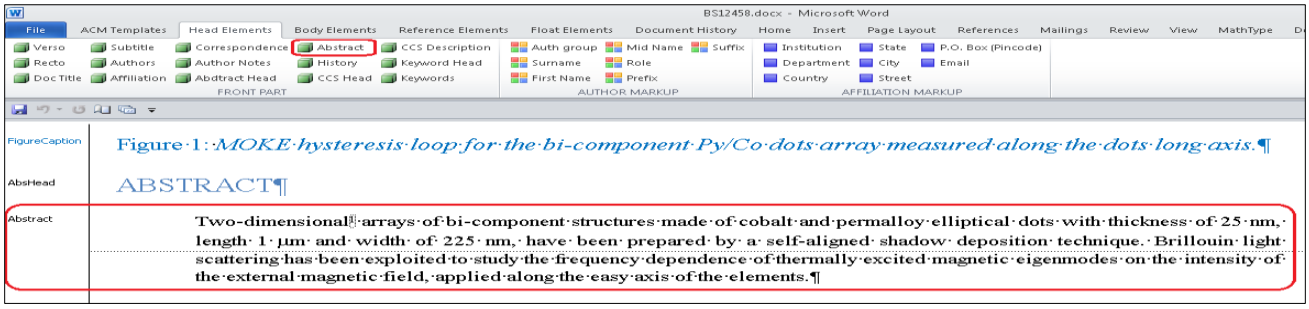
Author Notes: A paragraph style that is used to identify author footnotes as style **AuthNotes**



Abstract Head: A paragraph style that is used to identify text and marked as **AbsHead**.

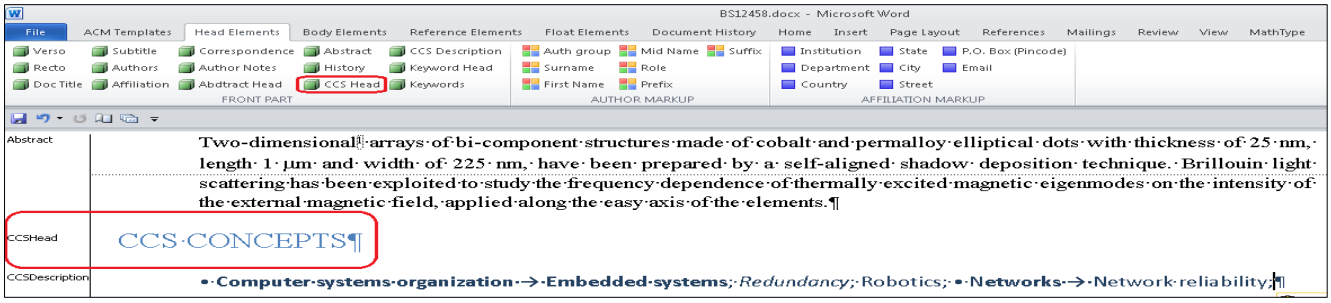


Abstract: A paragraph style that is used to mark the abstract text area in the manuscript as style "**Abstract**".

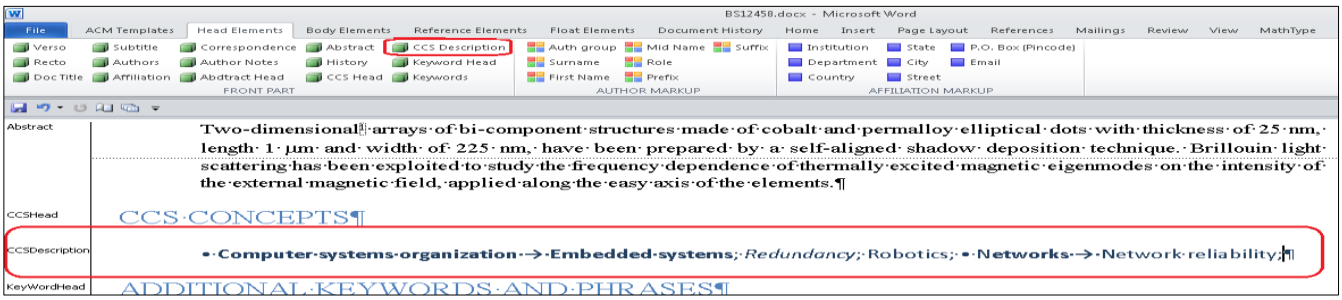


History: A paragraph style that is used to mark history dates. If user wants to segregates further history dates then three dates are also available. For additional information, see Document History section later in this manual.

CCS Head: A paragraph style that is used to identify and mark the CCS (ACM 2012 Computing Classification System) Head.



CCS Description: A paragraph style that is used to identify and mark the CCS (ACM 2012 Computing Classification System) descriptions of a manuscript.



NOTE: To insert into the ACM article Word template, copy and paste the formatted text from the CCS tool (http://dl.acm.org/ccs/ccs.cfm?) using the "view CCS display" link into the "Categories and Subject Descriptors" section:

An additional step is necessary to ensure that the proper CCS terms are added to the Digital Library citation page:

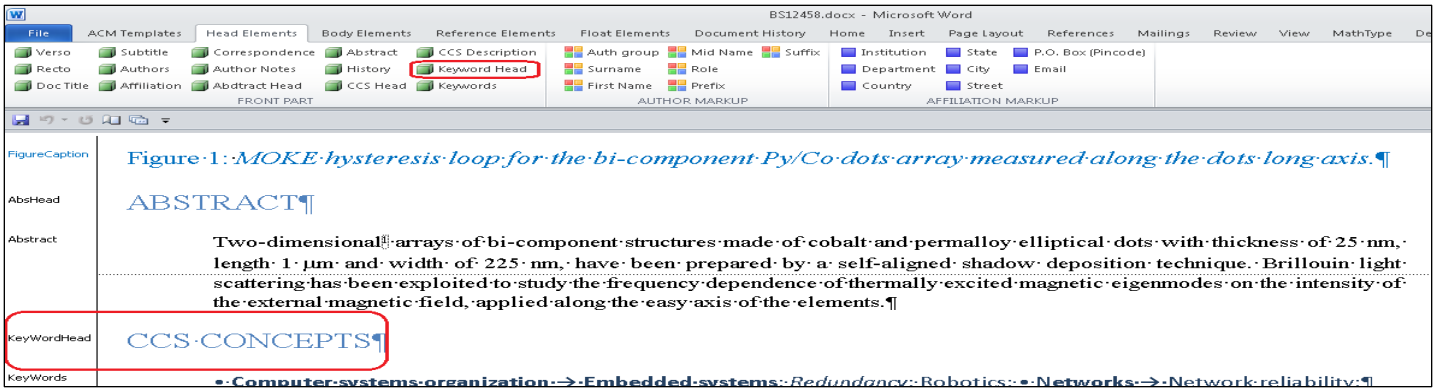
1. From the "view CCS TeX Code" listing, click on "Show the XML Only"
2. Highlight and copy the XML code from the window
3. If you are using Microsoft Word 2010 or higher you must insert the XML code into your word document's properties:

a. From your word document, click on "File", then the "Info" tab on the left side panel, and then click Properties and select Show Document Panel.
b. Click within the "Tags" metadata field and paste the XML data.
c. Paste the data into the "Comments" metadata field as well.

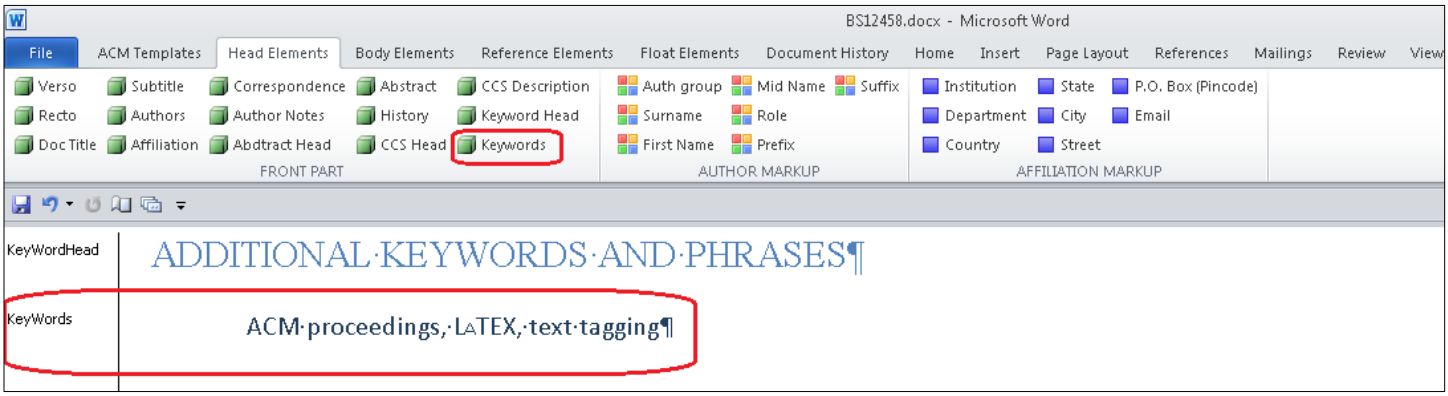
Or

NOTE: If you are using and older version of Microsoft Word you must insert an additional page after the last page of your document and paste the XML code into the new last page. This page will be removed from the manuscript before publishing the file.

Keyword Head: A paragraph style that is used to identify and mark the Keyword Head.

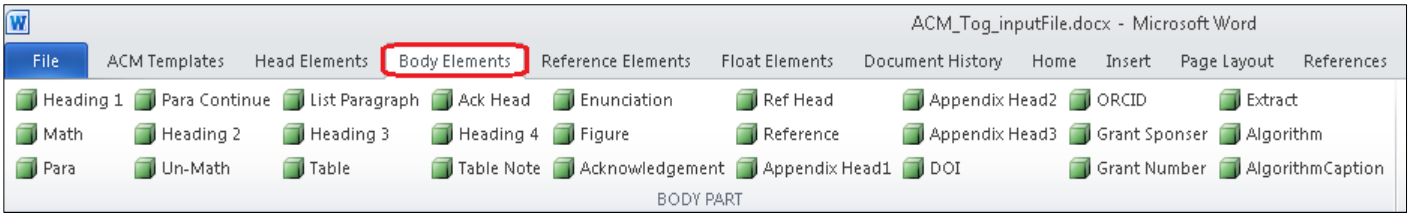


Keywords: A paragraph style that is used to identify and mark author supplied Keywords.



Body Menu

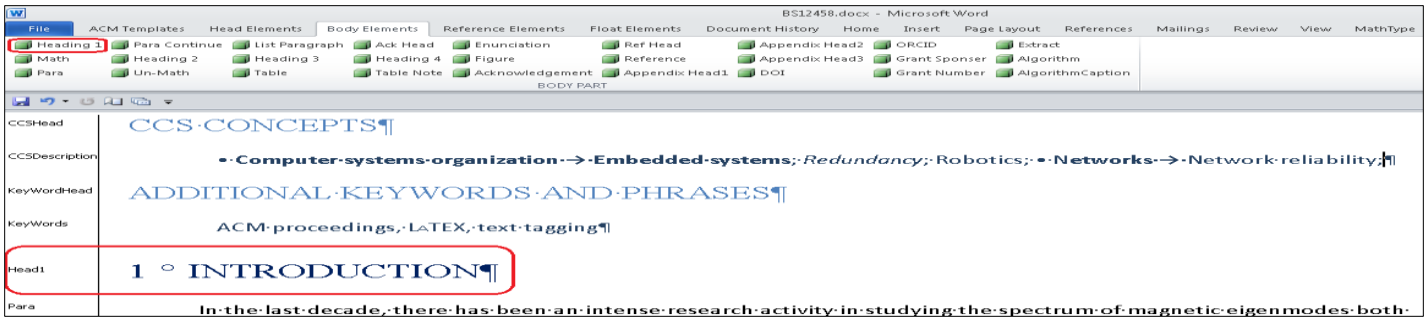
The Body Menu is used to structure the body of the manuscript. This part has several elements like sections (Heading 1, Heading 2, Heading 3, etc...), paragraph, listing, floats, equations, which all have their own properties and layouts. Below is a screenshot for body styling menu, which have different environments.



When you click on the sub-section **Body Element**, you get the above window to structure the manuscript using the styling form. There are different sections like *Heading*, *Table/Figure*. A user can click and apply the desired style on the manuscript and the cursor will automatically move from paragraph to paragraph.

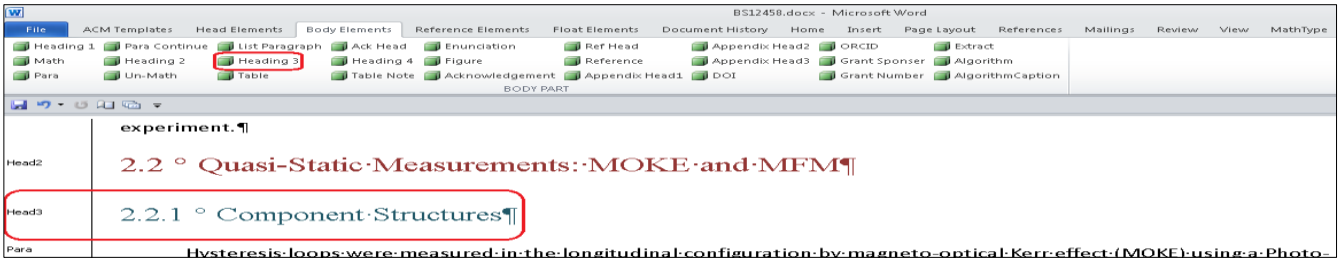
Each environment has its own style, which is very much required in terms of template creation and xml generation. For error-free validation and manuscript generation, user needs to mark each and every part of the content with appropriate style, which is available in the template and suggested in user manual.

Heading 1: A paragraph style that is used to identify and mark section level 1 and style as **Head1**.

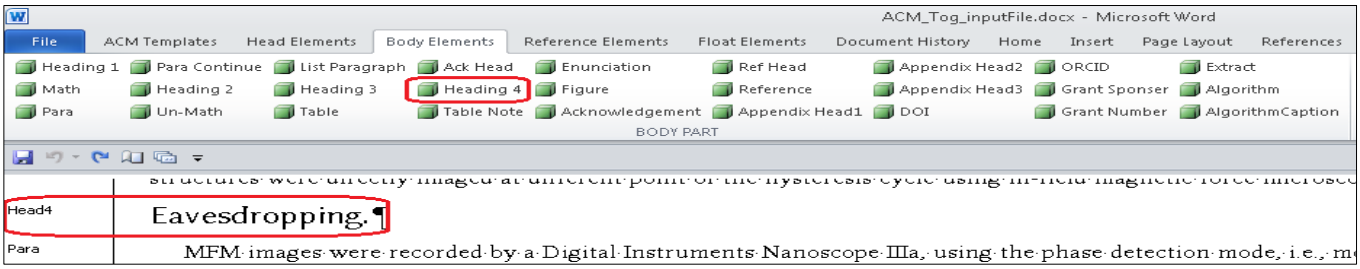


Heading 2: A paragraph style that is used to identify and mark section level 2 and style as **Head2**.

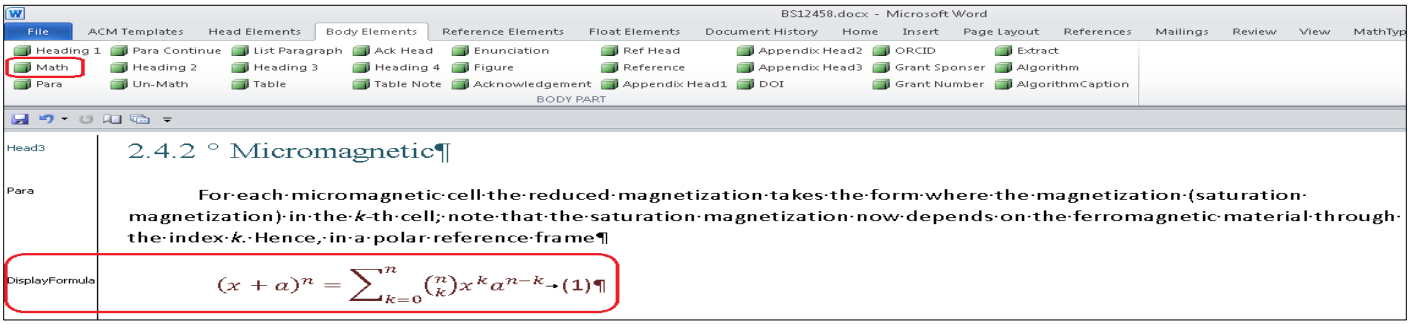
Heading 3: A paragraph style that is used to identify and mark section level 3 and style as **Head3**.



Heading 4: A paragraph style that is used to identify and mark section level 4 and style as **Head4**.



Math: A paragraph style that is used to identify and mark display numbered math with style **DisplayFormula**.



Un-Math: A paragraph style that is used to identify and mark display un-numbered math with style **DisplayFormulaUnnum**.

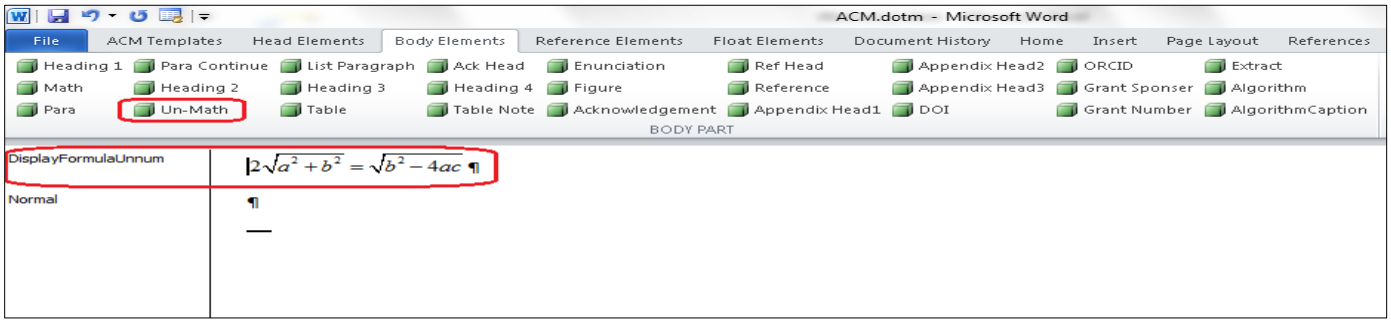


Table: A paragraph style that is used to identify and mark caption of table with style **TableCaption**. Table head of every table marked by gray (gray 25%) color.

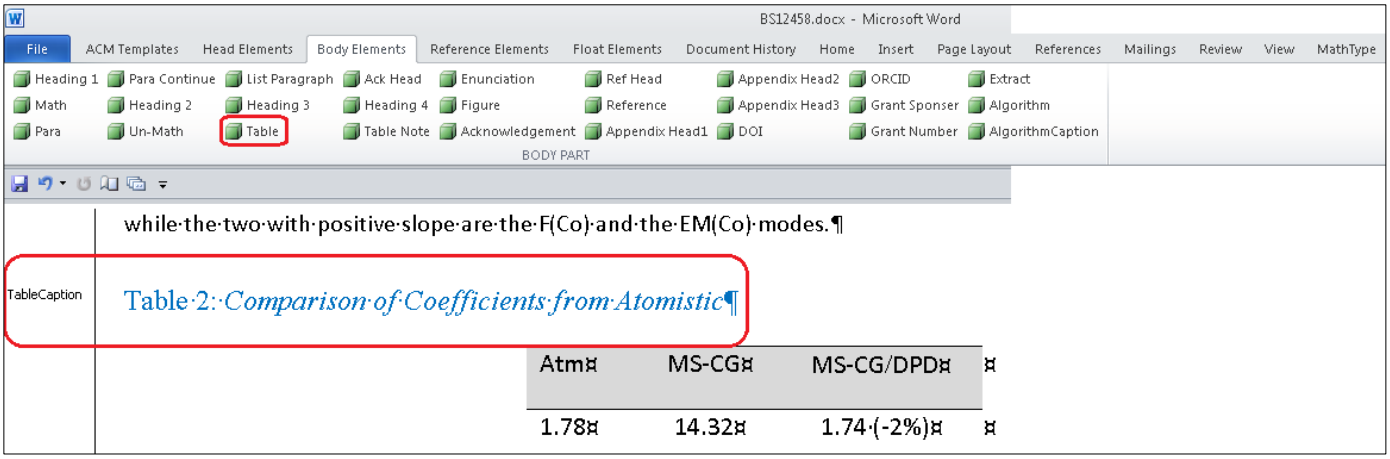
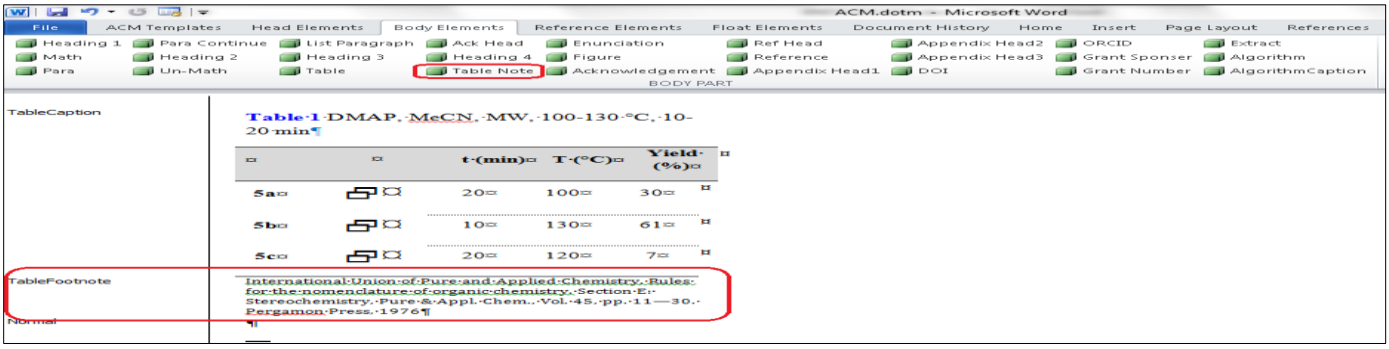


Table Note: A paragraph style that is used to identify table footnote and style as **TableFootnote.**



Enunciation: A paragraph style that is used to identify and mark all type of enunciation as style "**Statement**".

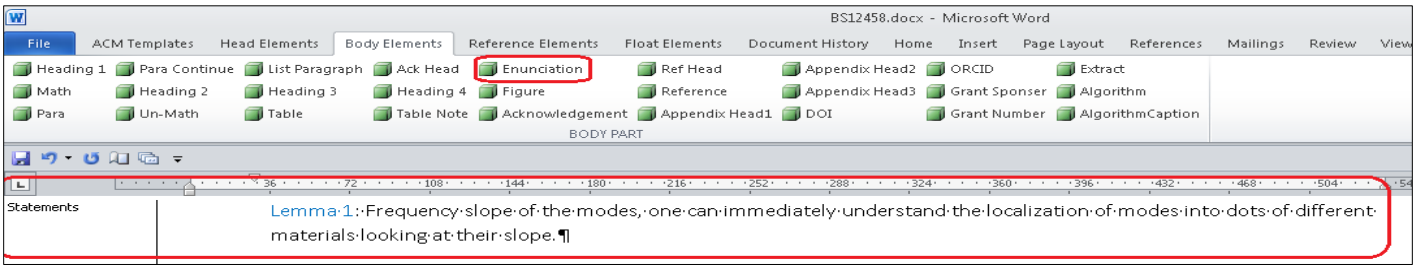
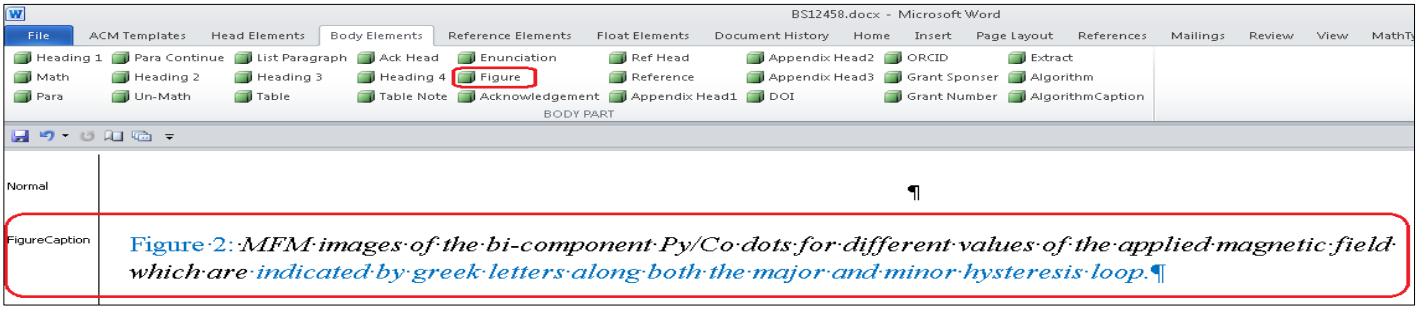
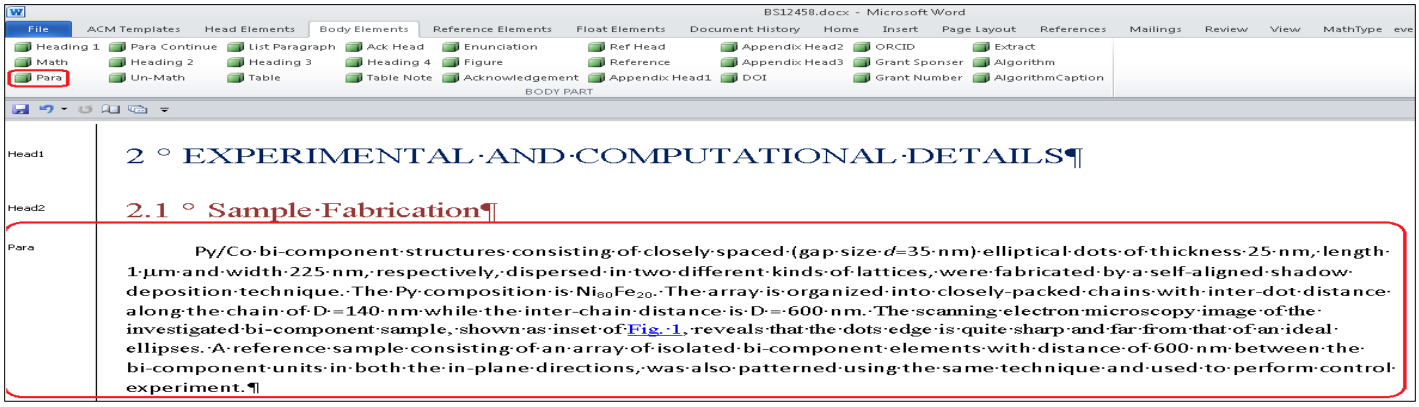


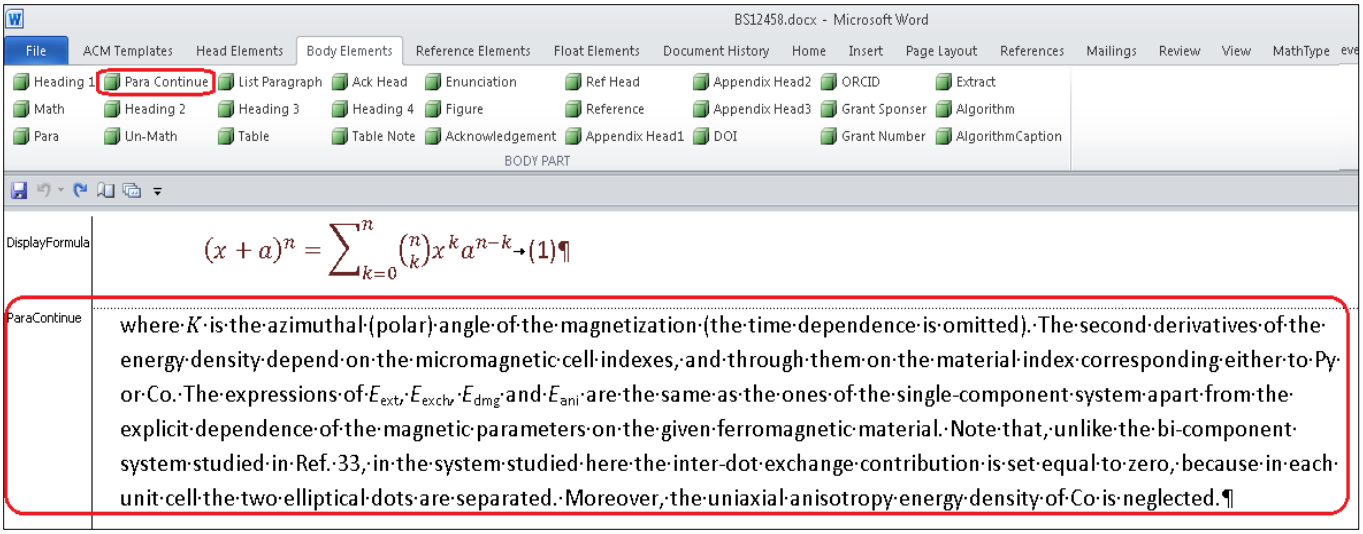
Figure: A paragraph style that is used to identify and mark caption of figure with style **FigureCaption**.



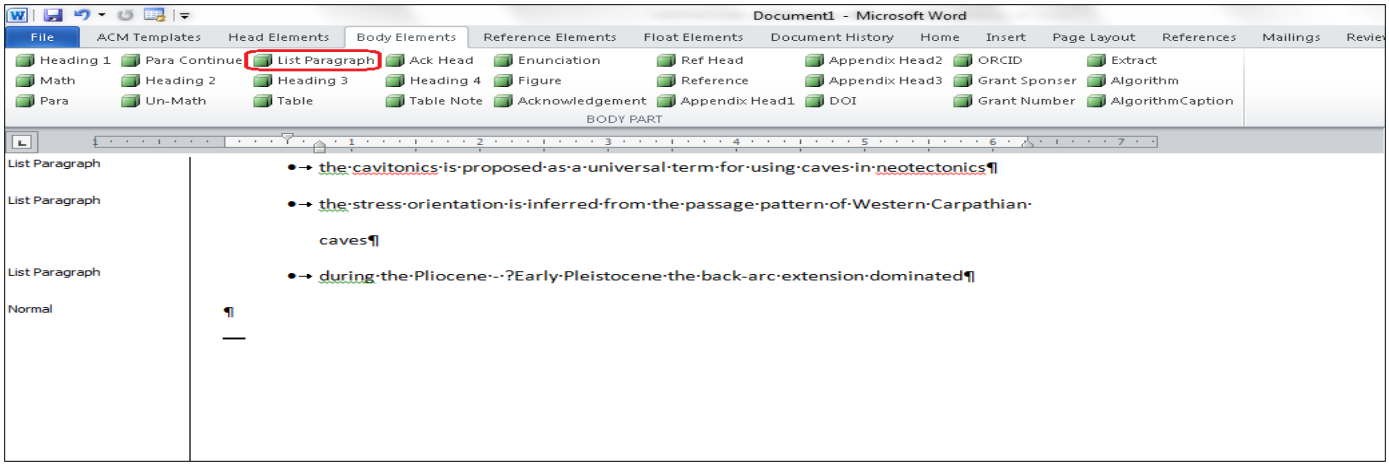
Para: It is a paragraph style, used to identify and mark paragraph with style **Para**.



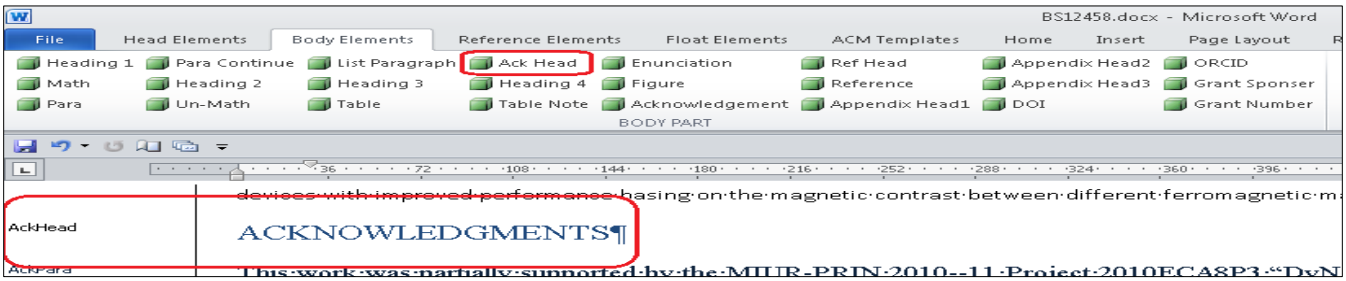
ParaContinue: It is a paragraph style, used to identify and mark paragraph with style **ParaContinue**. It is similar to Para style and use to mark continuation para after Math equations.



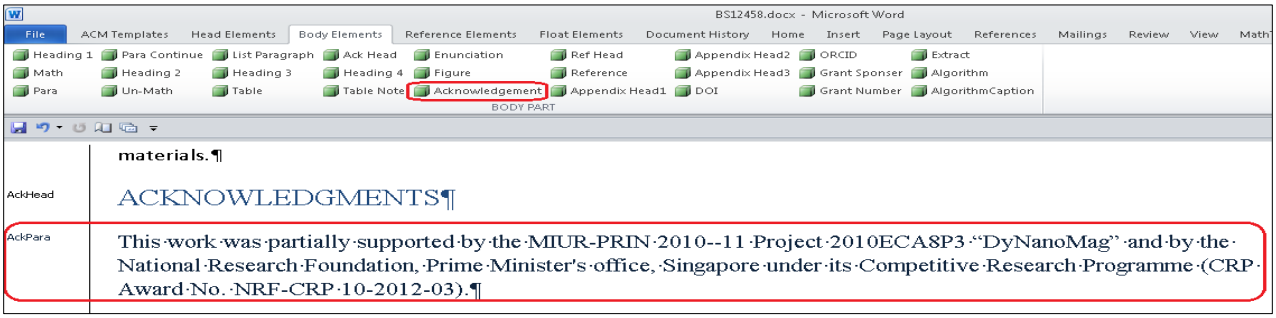
List Paragraph: A paragraph style that is used to identify and mark text with style "**List Paragraph**". It is the MS Word default style.



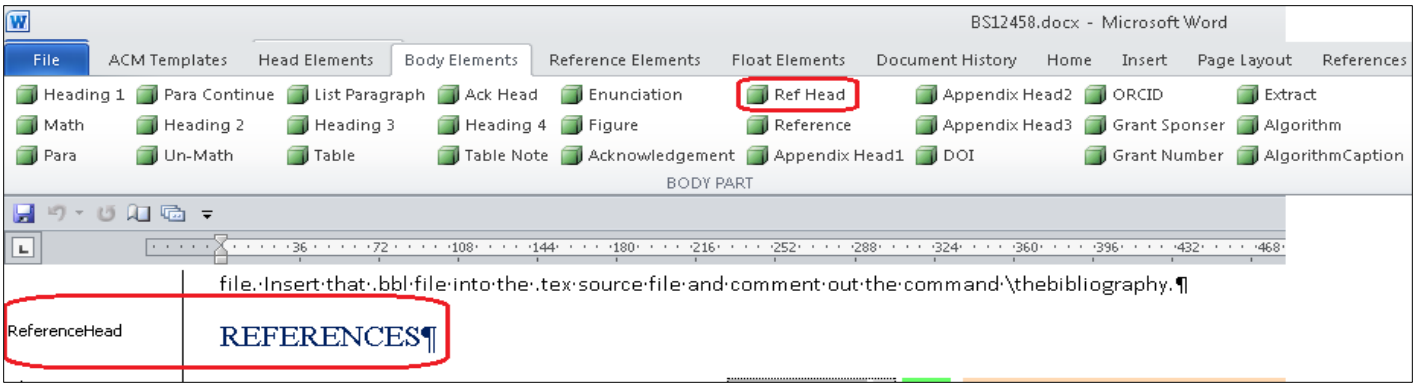
AckHead: A paragraph style that is used to identify and mark Acknowledgments with style **Ackhead**.



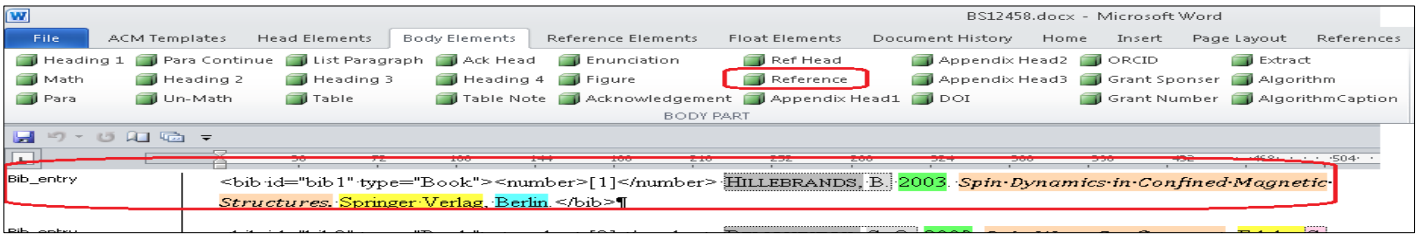
Acknowledgment: A paragraph style that is used to identify and mark the Acknowledgment text with style **AckPara**.



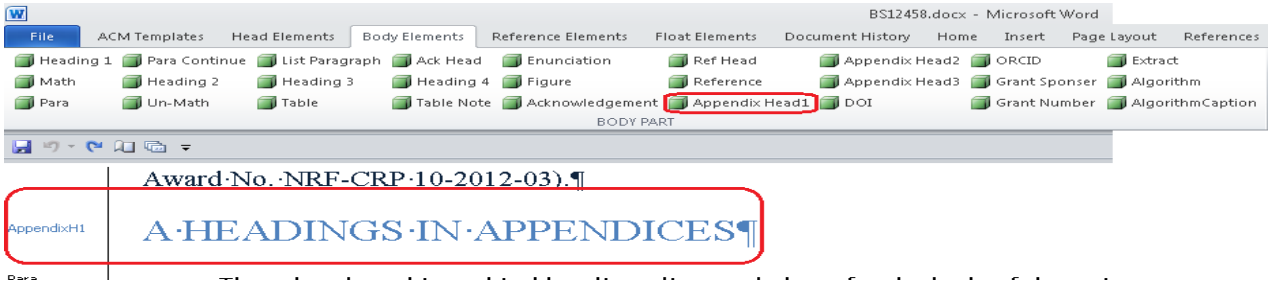
RefHead: A paragraph style that is used to identify and mark bibliography section with style **ReferenceHead**.



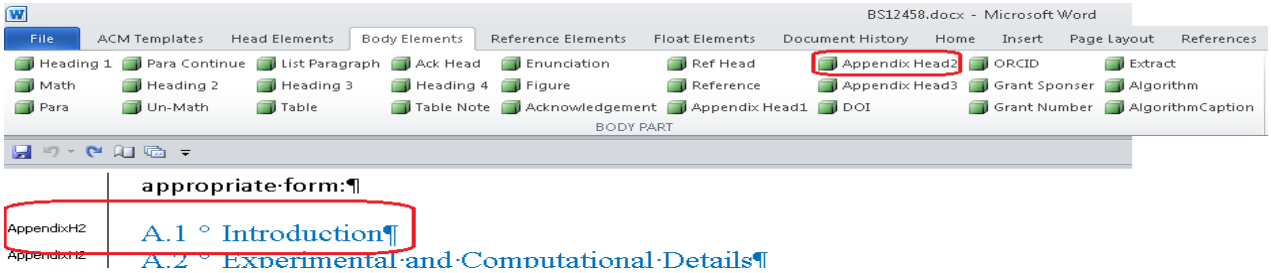
Reference: A paragraph style that is used to identify and mark the bibliography section with style **Bib_entry**.



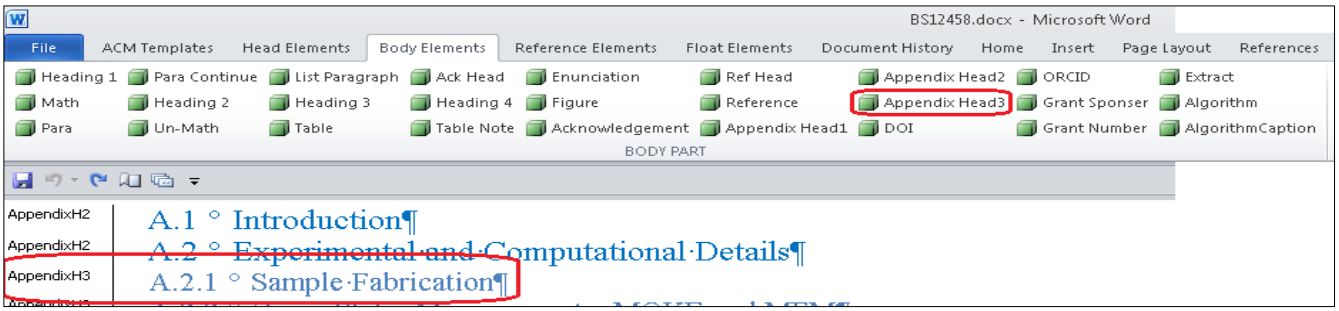
Appendix Head1: A paragraph style that is used to identify and mark the appendix section level one with style **AppendixH1**.



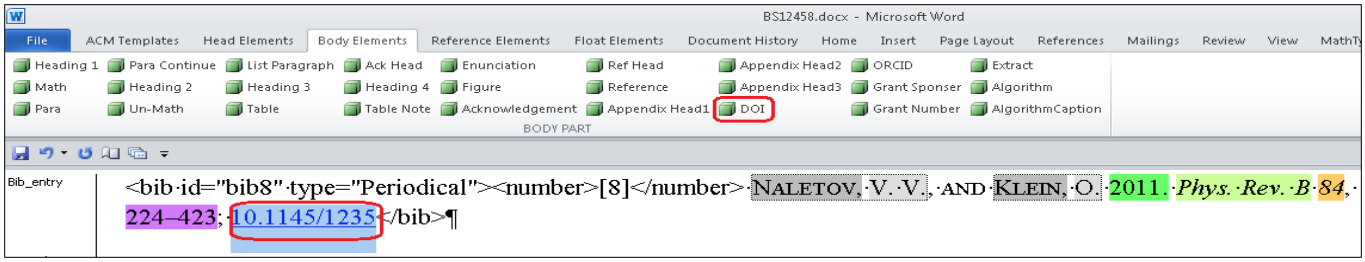
Appendix Head2: A paragraph style that is used to identify and mark the appendix section level two with style **AppendixH2.**



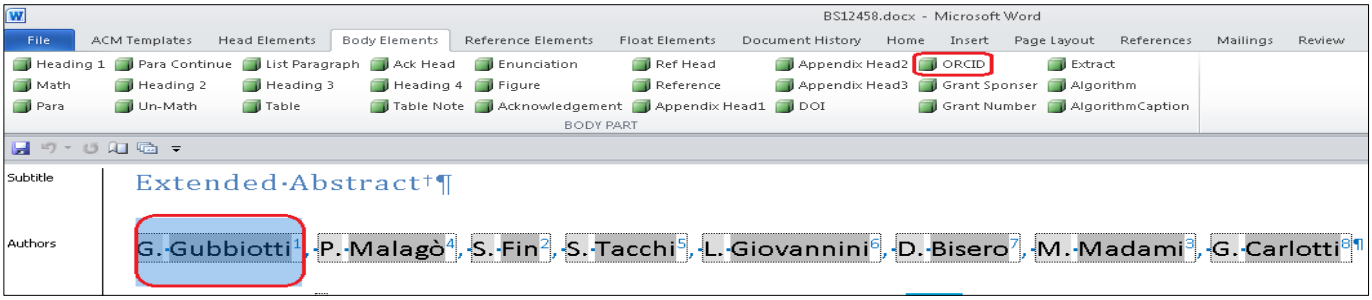
Appendix Head3: A paragraph style that is used to identify and mark the appendix section level three with style **AppendixH3**



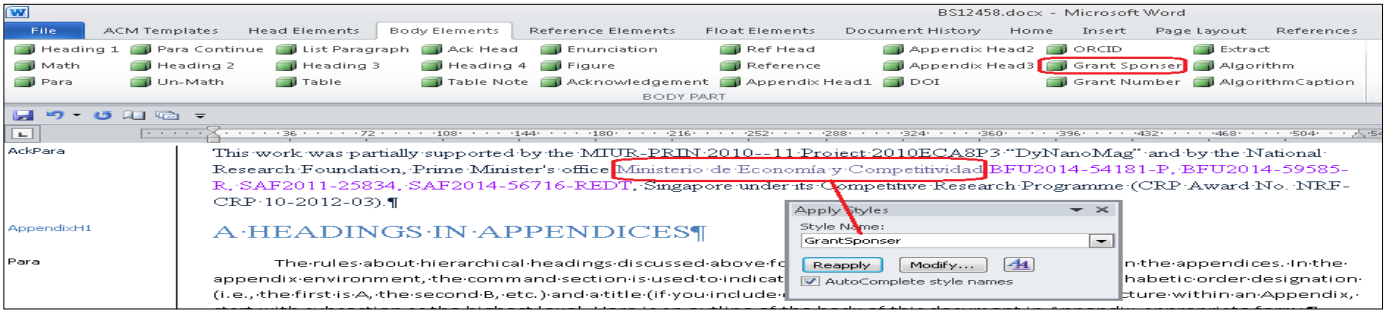
DOI: A character style that is used to identify and mark the DOI number with style **DOI**



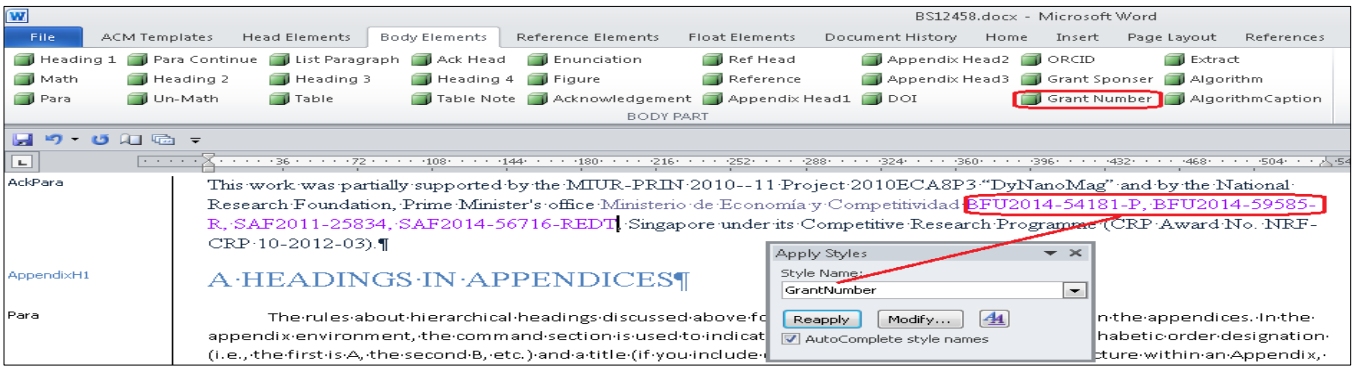
ORCID: A specific bookmark to identify the ORCID number of an author. For this markup user have only to select the text area (*author name*) and click on **ORCID** button. NOTE: This will not show in the manuscript but by bookmark utility user can cross verify it. It will have a naming convention like **ORCID_X.** where **X** denotes sequence number of ORCID.



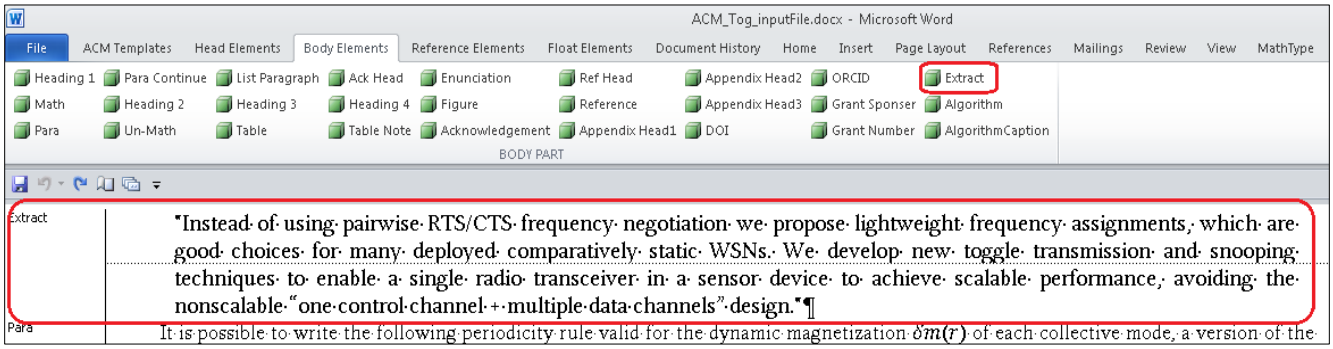
Grant Sponsor: A character style that is used to identify and mark Grant Sponsor with style **GrantSponser**



Grant Number: It is a character style used to identify and mark the grant number with style **GrantNumber**

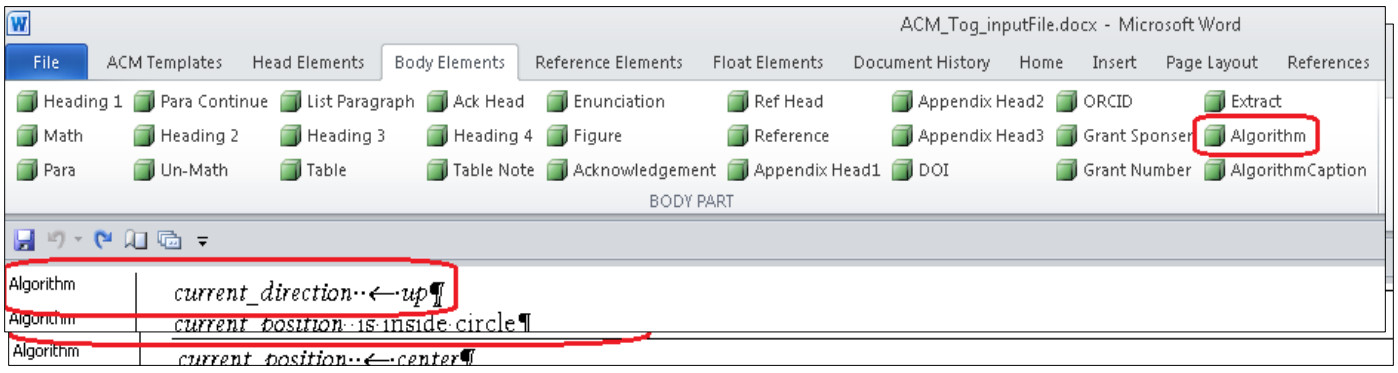


Extract: It is a paragraph style used to identify and mark the Extract with style. "**Extract**".



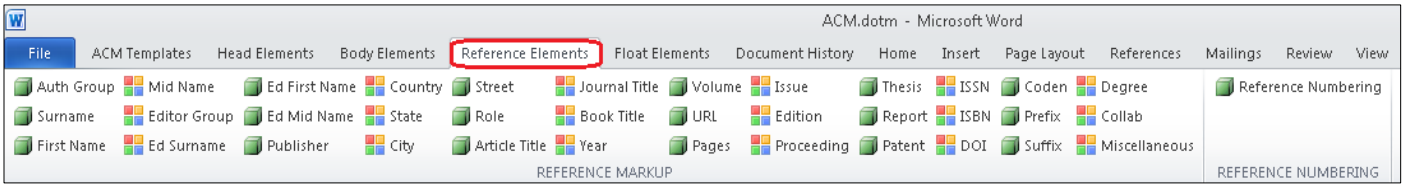
AlgoritmCaption: A paragraph style that is used to identify and mark the caption/title of Algorithm with style **AlgorithmCaption**.

Algorithm: A paragraph style that is used to identify and mark the text of Algorithm with style Algorithm.



Reference Elements Menu

The Reference Elements menu is used to mark bibliography for elements such as authors, journal/book/chapter title, pages, year, edition, DOI, publisher ISBN, ISSN etc.



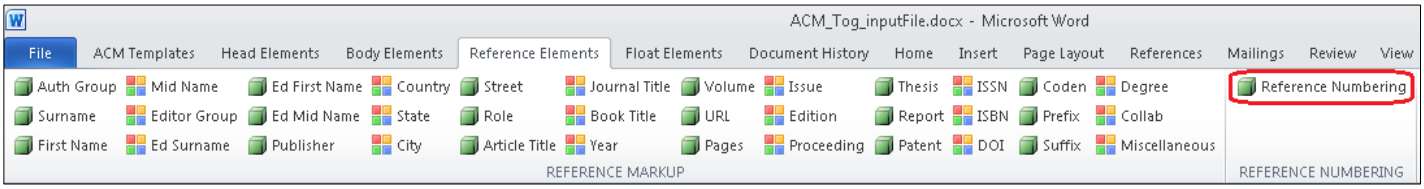
The above screenshot shows the sub-section which allows *Global Marking for reference element*. After clicking on the menu of Reference Element it shows a *window form* containing all bibliography elements to identify and mark them.

There are buttons to mark each bibliography element such as author group (surname middle name, first name), editors, publisher, city, country, article title, journal title, book title, volume, issue, year, proceedings etc.

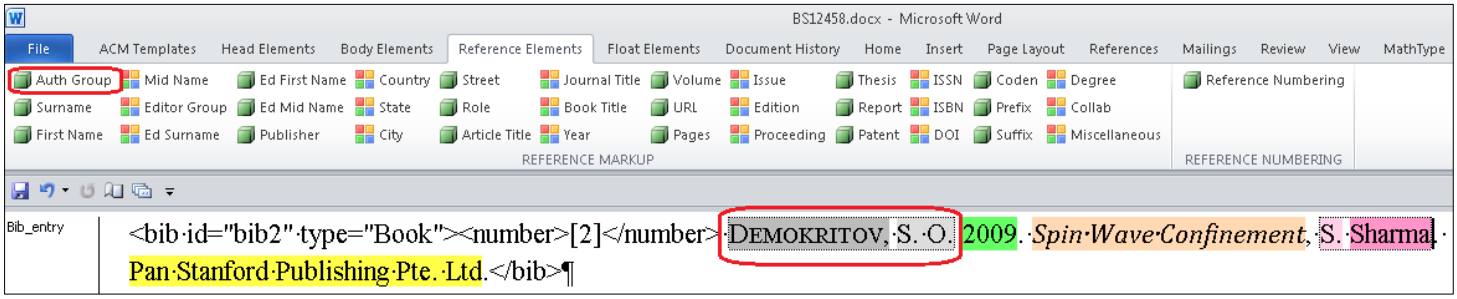
The last button **Miscellaneous** is used to mark those elements that are not bibliographic elements.

Reference Markup Panel

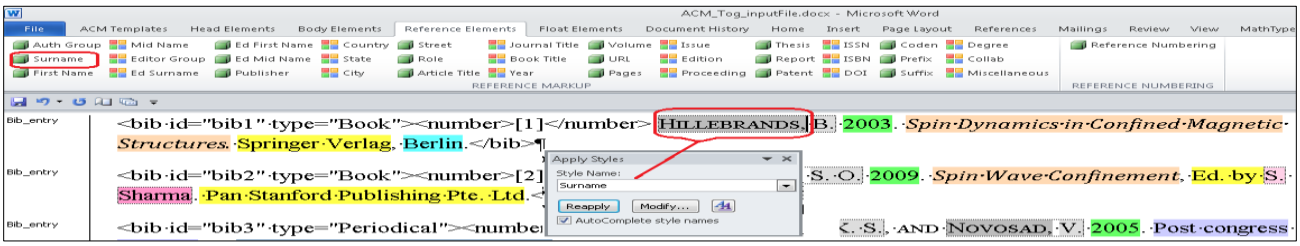
Reference Numbering: This is a mandatory and first step to start with bibliography. This option is used to mark references in a sequence with their IDs. There is a prompt option for the user to select the reference type using a numbered or a name-date reference style.



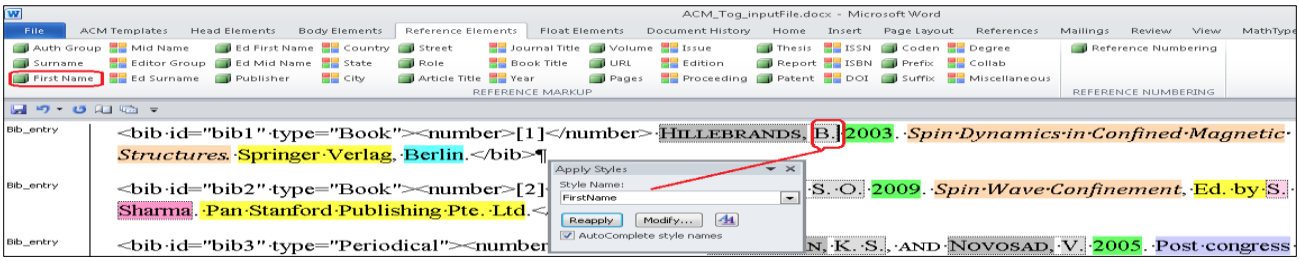
Auth Group: A character style that works similar to the Front Part author group. It shows a dotted boundary and covers an author's name.



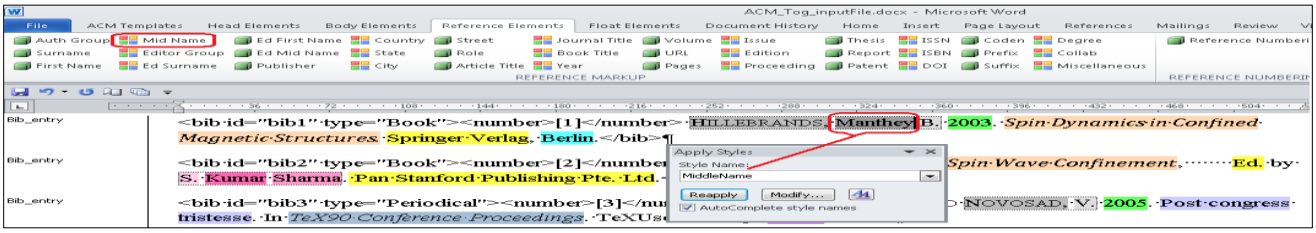
Surname: A character style that is used to identify and to mark the surname of an author.



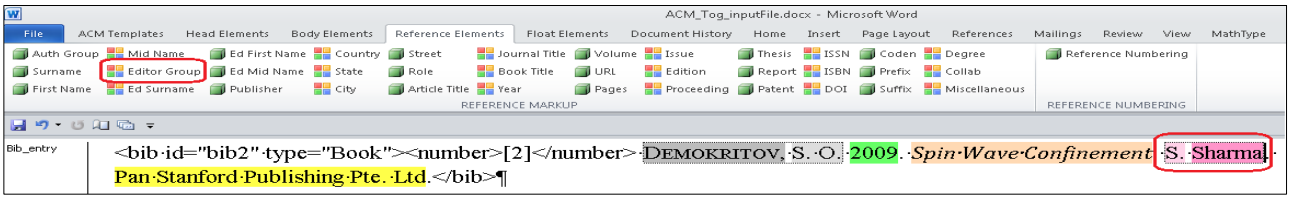
First Name: A character style that is used to identify and mark the first name of an author style as "**Firstname**".



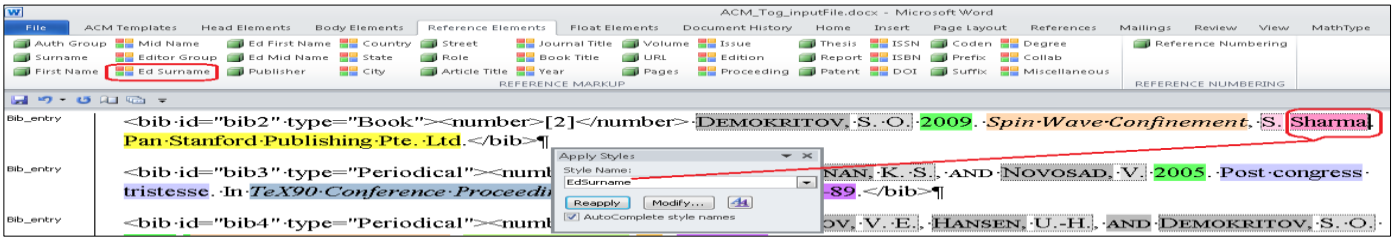
Mid Name: A character style that is used to identify and mark the surname of an author style as "**MidName**".



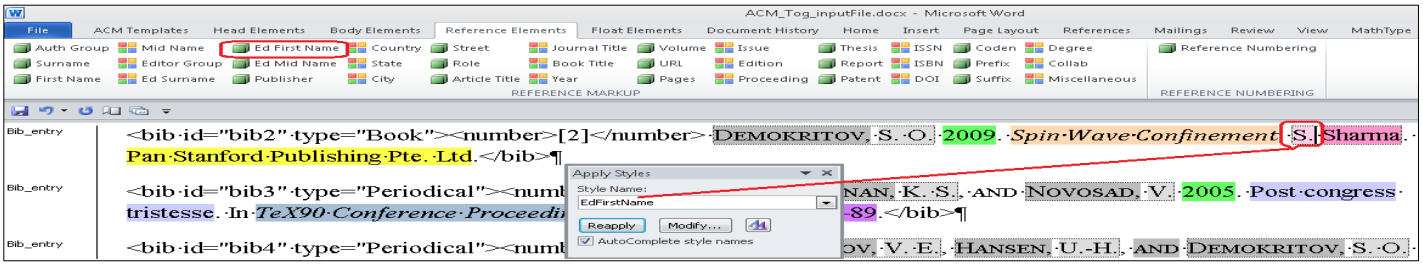
Editor Group: A character style that works same as author group. It shows a dotted boundary and covers an editor's name.



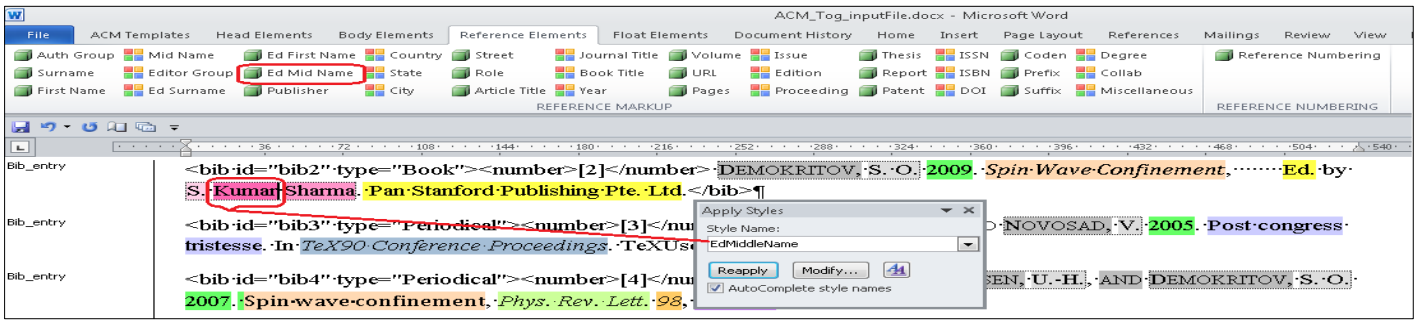
Ed Surname: A character style that is used to identify and mark an editor's surname of author style as "**EdSurname**".



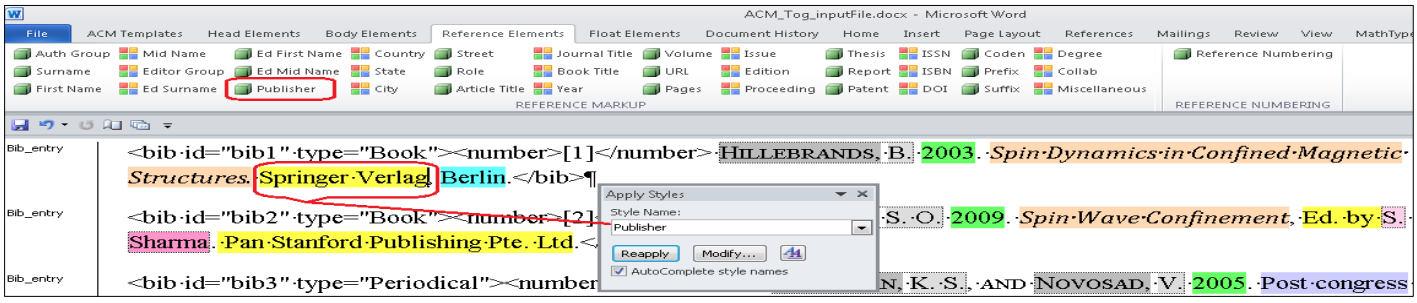
Ed First Name: A character style that is used to identify and mark an editor's first name of an author style as "**EdFirstName**".



Ed Mid Name: A character style that is used to identify and mark an editor's middle name of author style as "**EdMidName**"

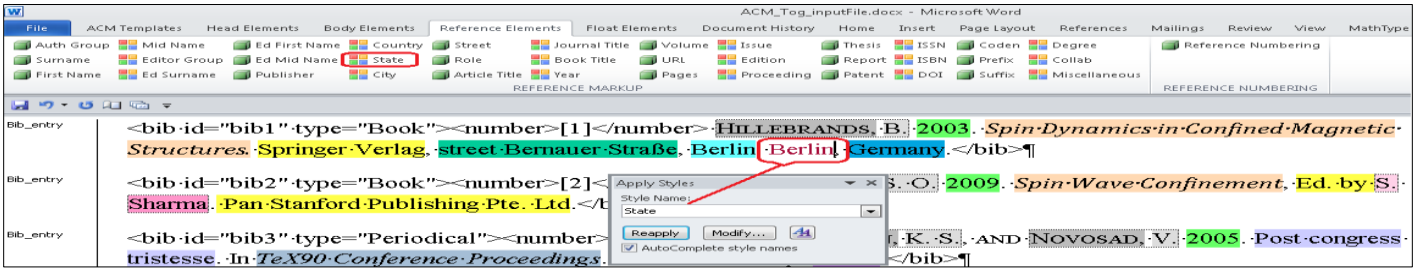


Publisher: A character style that is used to identify and mark the publisher element of reference style as "**Publisher**".

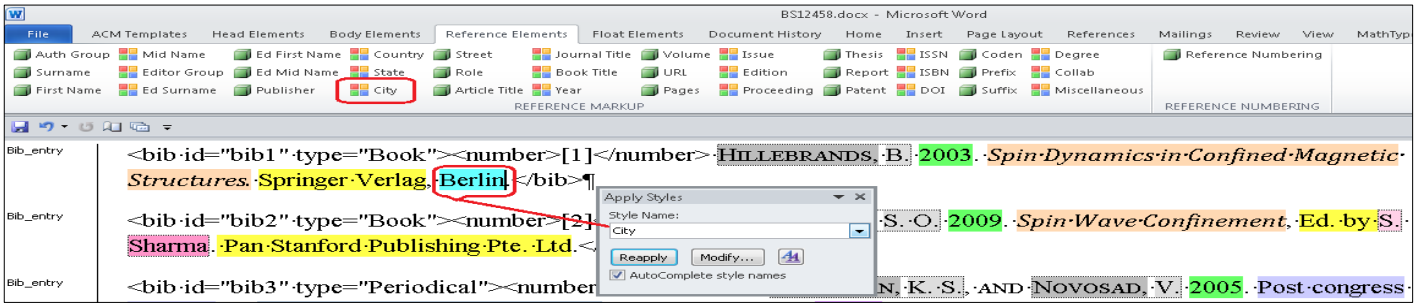


Country: A character style that is used to identify and mark the Country element of a reference style as "**Country**".

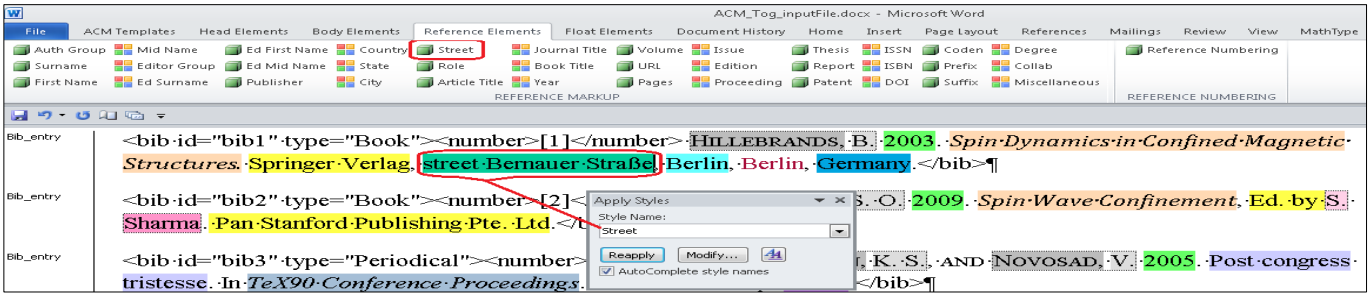
State: A character style that is used to identify and mark a State element of the reference style as "**State**".



City: A character style that is used to identify and mark the city element of the reference style as "**City**".

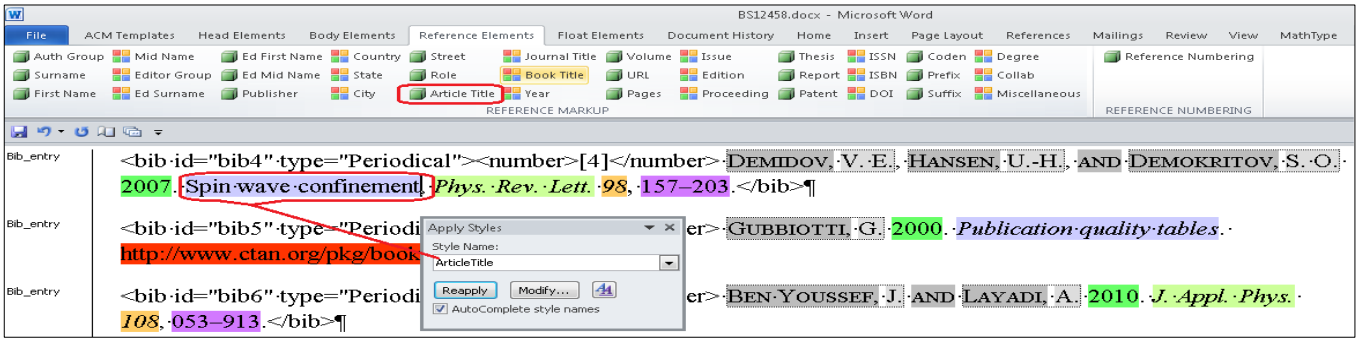


Street: A character style that is used to identify and mark a street element of the reference style as "**Street**".

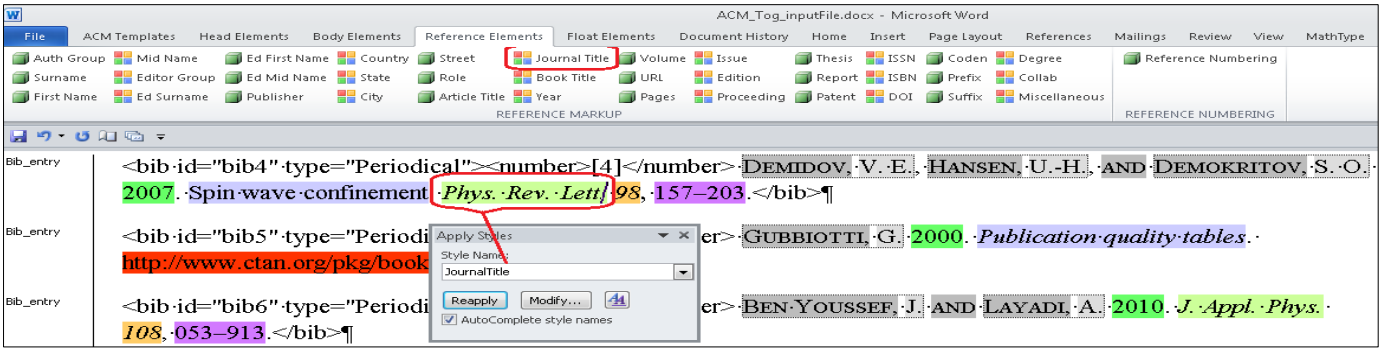


Role: A character style that is used to identify and mark a role element in the author reference style as "**Role**".

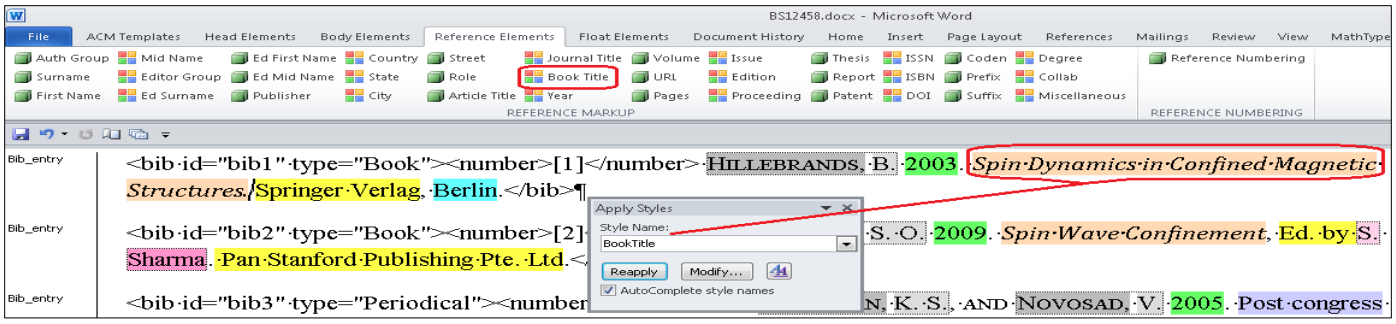
Article Title: A character style that is used to identify and mark an article title element of the reference style as "**ArticleTitle**".



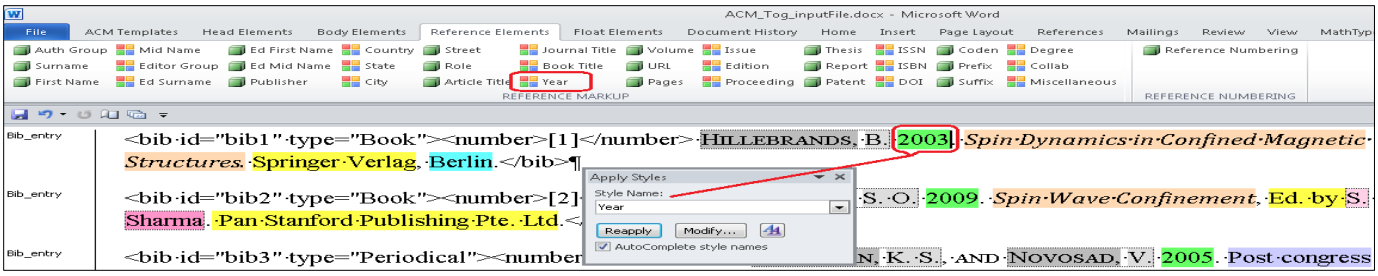
Journal Title: A character style that is used to identify and mark a journal title element of the reference style as "**JournalTitle**".



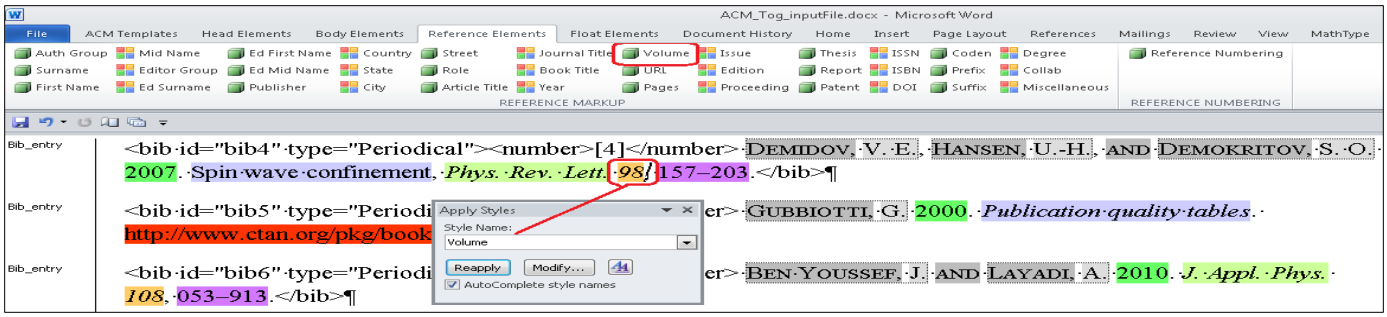
Book title: A character style that is used to identify and mark a book title element of the reference style as "**BookTitle**"



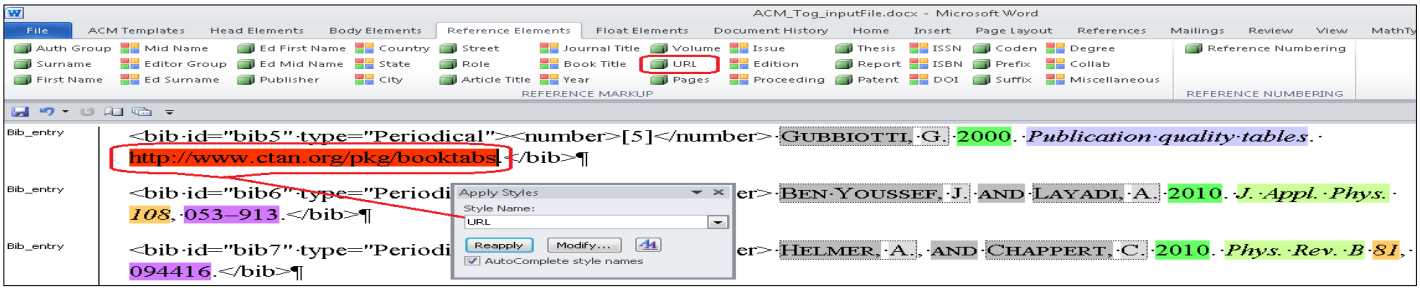
Year: A character style that is used to identify and mark a year element of the reference style as "**Year**".



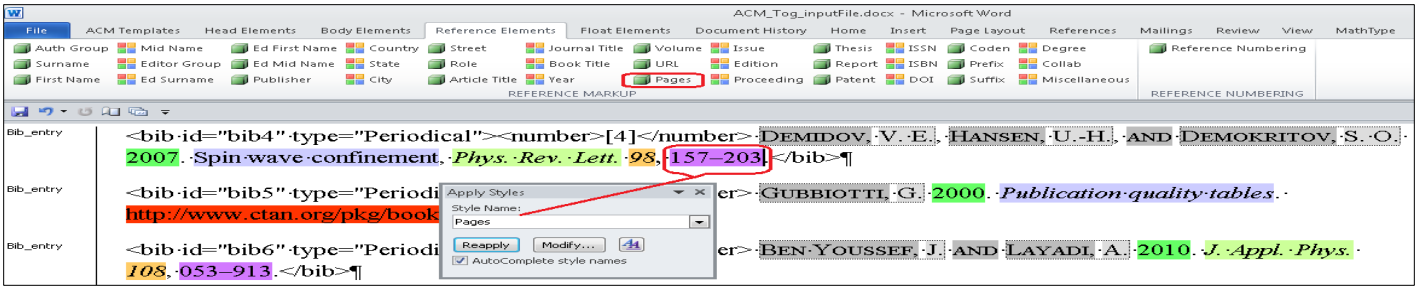
Volume: A character style that is used to identify and mark a volume element of the reference style as "**Volume**".



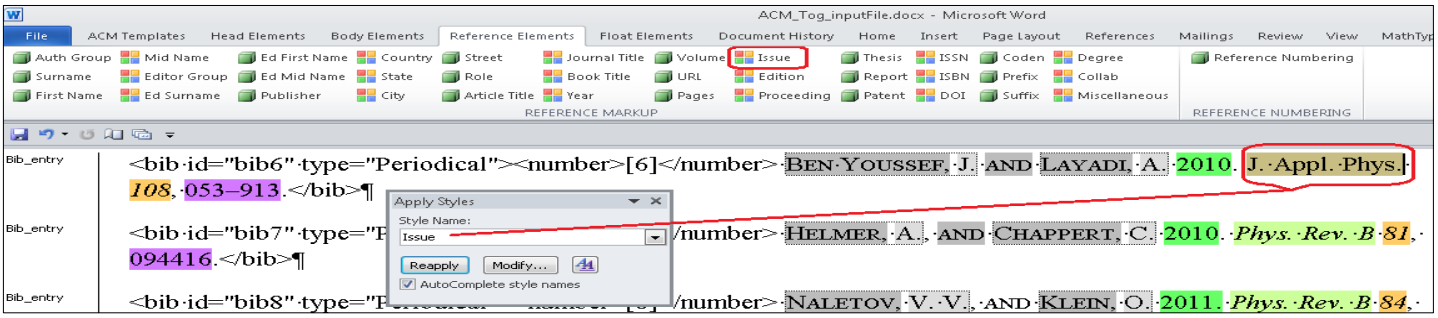
URL: A character style that is used to identify and mark a URL element of the reference style as "**URL**".



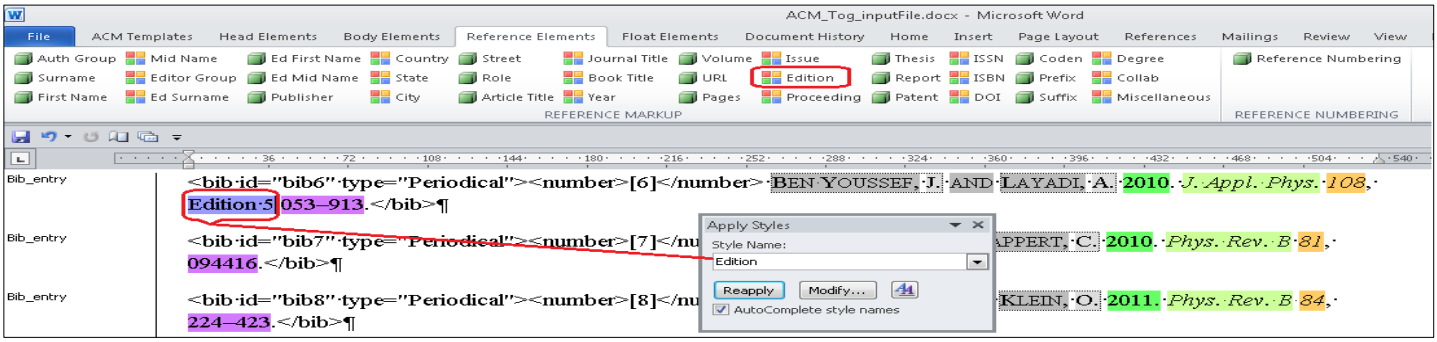
Pages: A character style that is used to identify and mark the pages element of the reference style as "**Pages**".



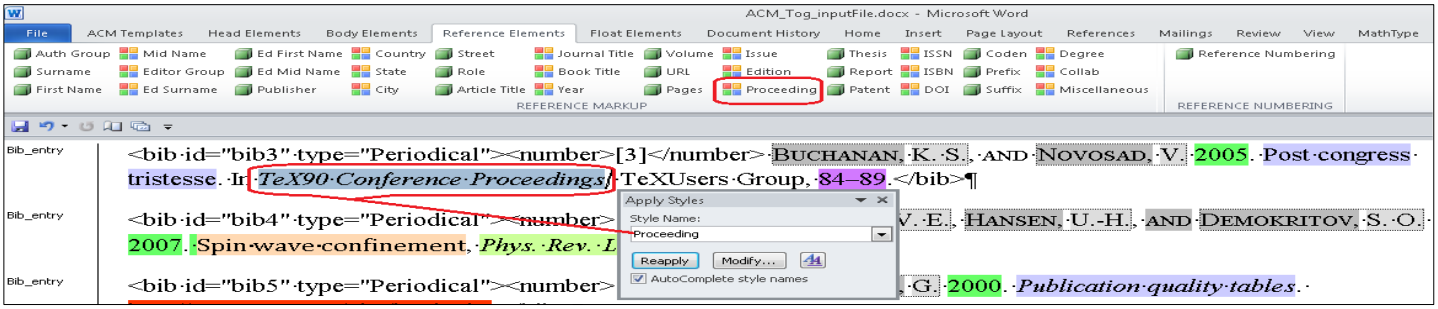
Issue: A character style that is used to identify and mark an issue element of the reference style as "**Issue**".



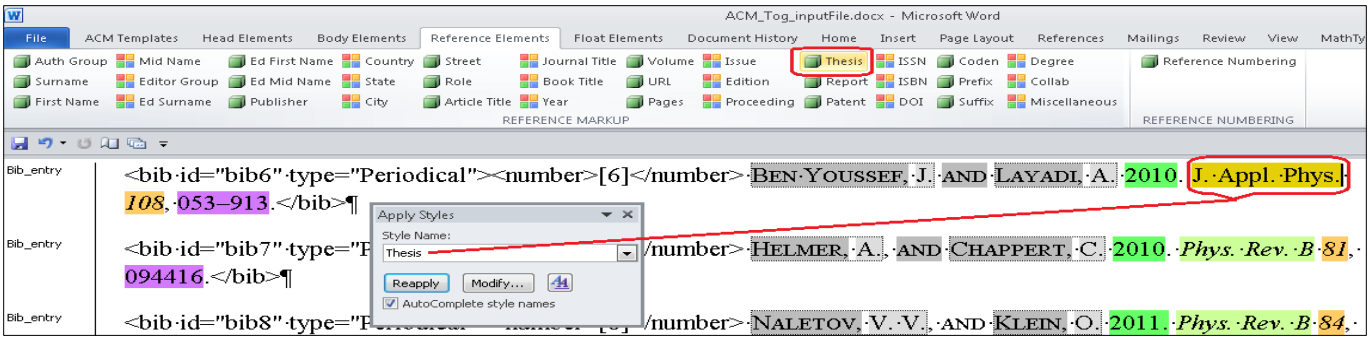
Edition: A character style that is used to identify and mark an edition number element of the reference style as "**Edition**".



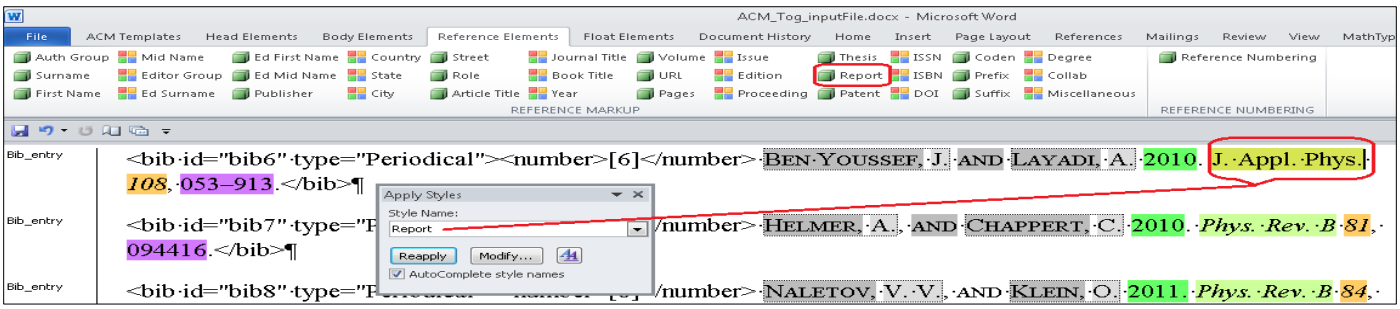
Proceeding: A character style that is used to identify and mark a Proceeding in the reference style as "**Proceeding**".



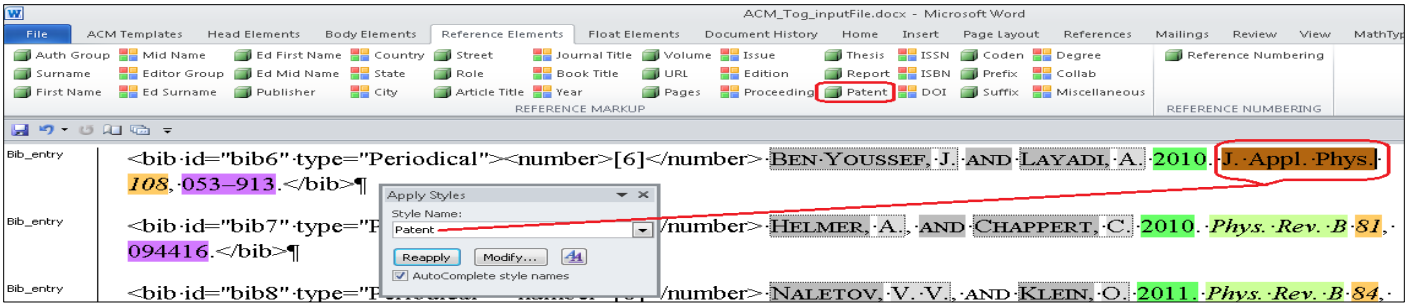
Thesis: A character style that is used to identify and mark a Thesis in the reference style as "**Thesis**".



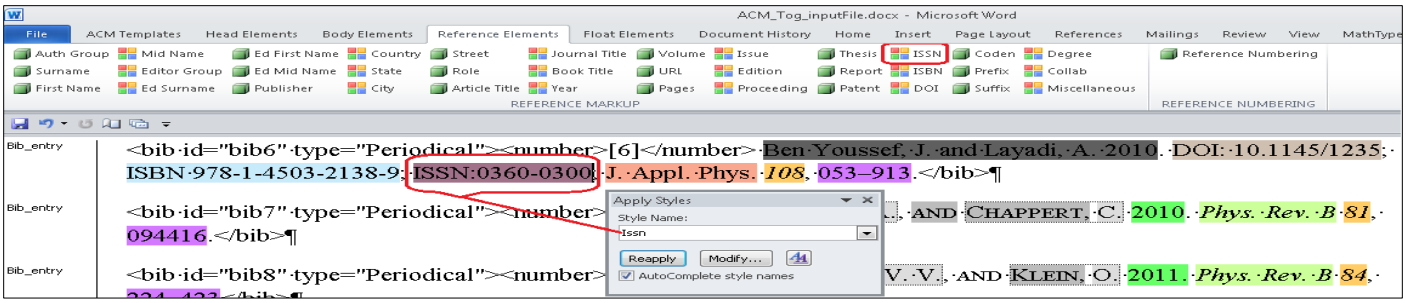
Report: A character style that is used to identify and mark a Report in the reference and style as "**Report**".



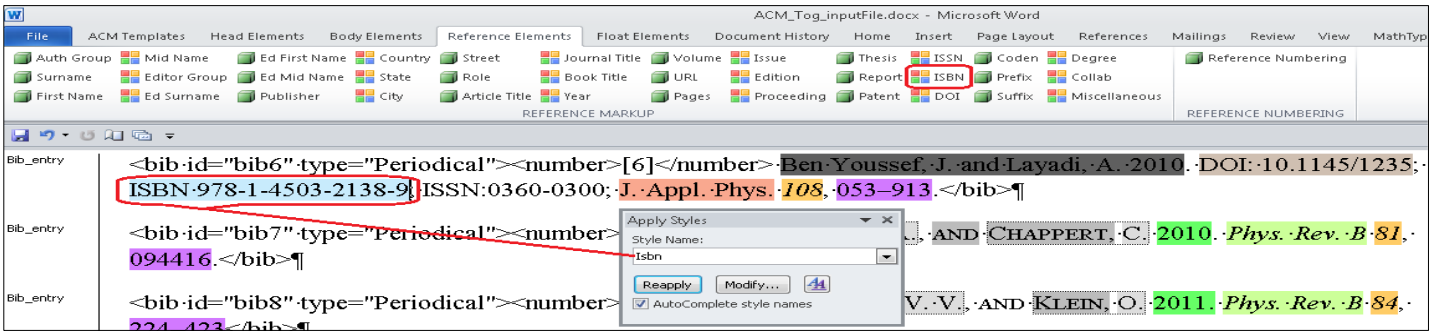
Patent: A character style that is used to identify and mark a Patent in the reference style as "**Patent**".



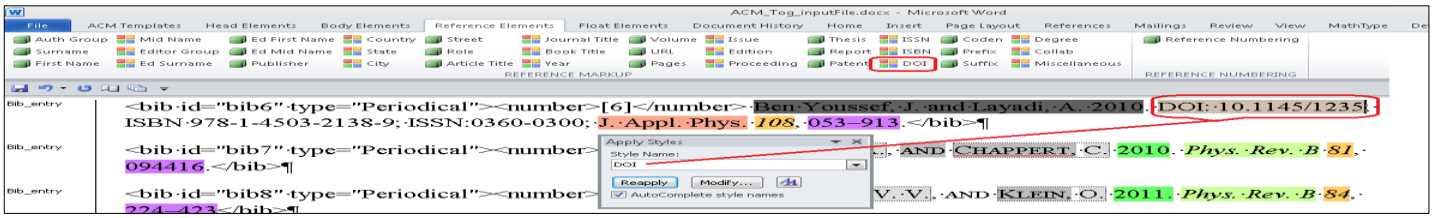
ISSN: A character style that is used to identify and mark an ISSN in the reference style as "**ISSN**".



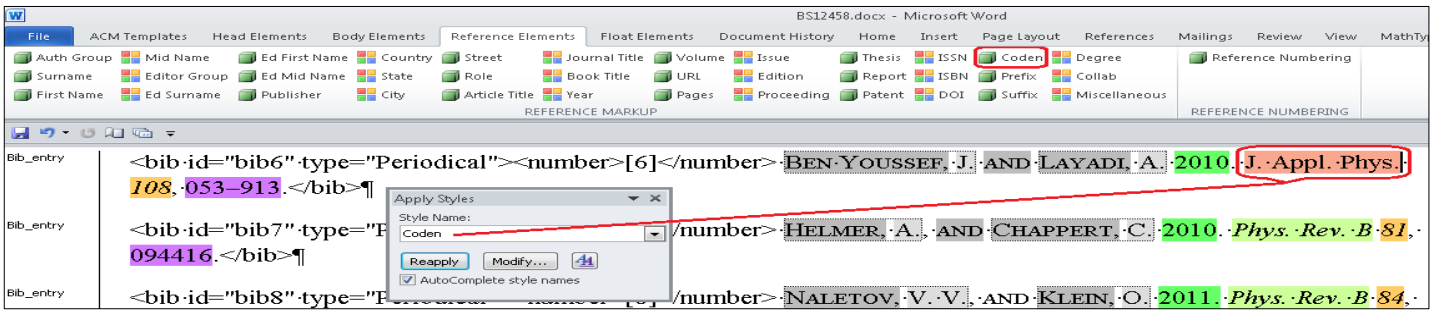
ISBN: A character style that is used to identify and mark an ISBN in the reference style as "**ISBN**".



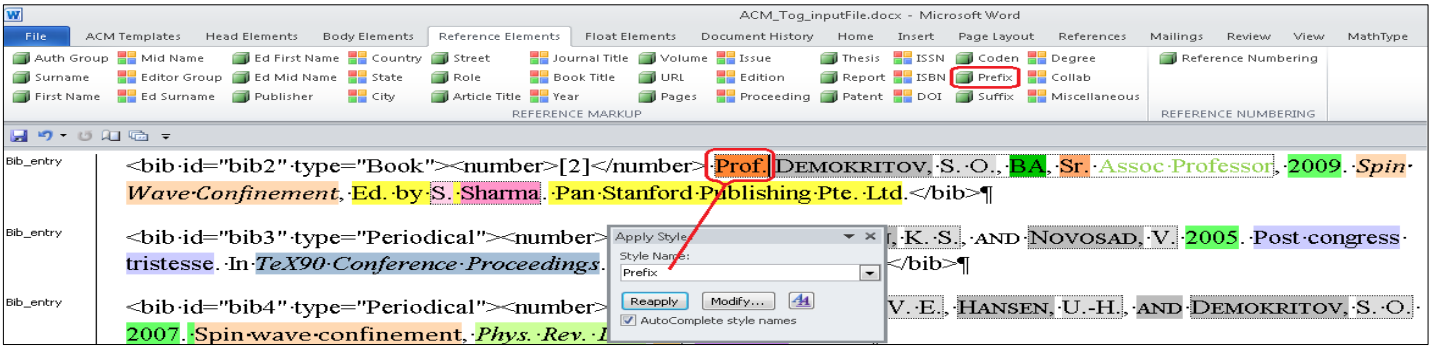
DOI: A character style that is used to identify and mark a DOI in the reference style as "**DOI**".



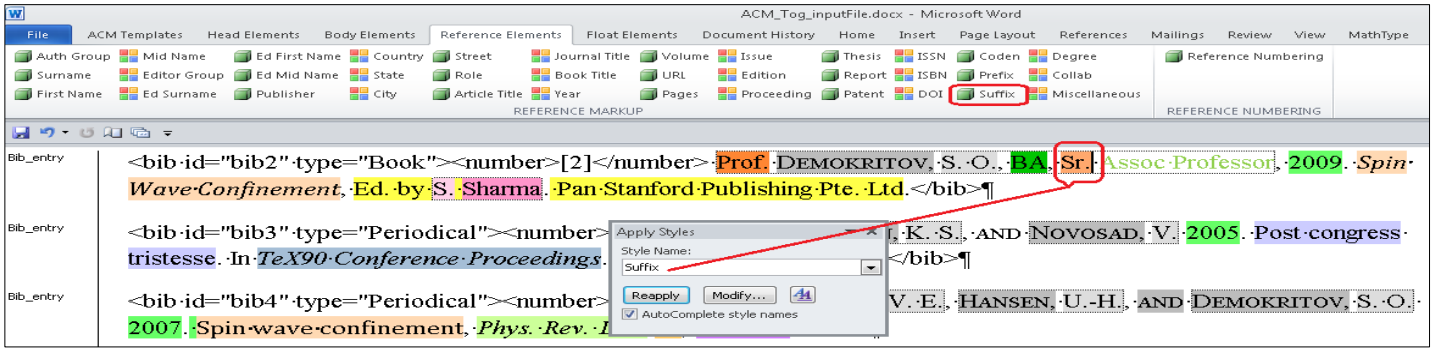
CODEN: A character style that is used to identify and mark a Coden in the reference style as "**CODEN**".



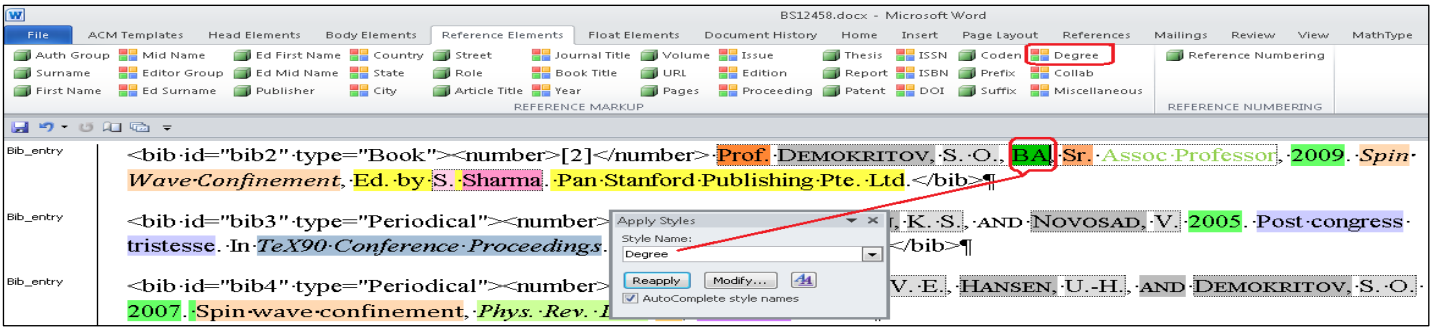
Prefix: A character style that is used to identify and mark a Prefix in the reference and style as "**Prefix**".



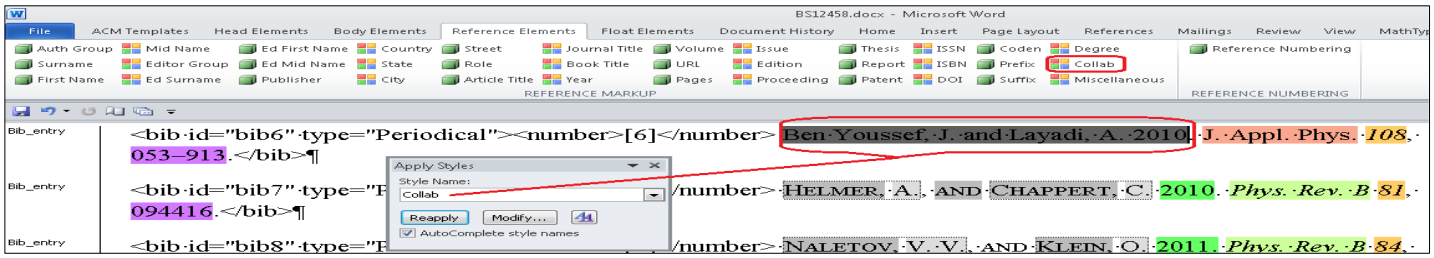
Suffix: A character style that is used to identify and mark a Suffix in the reference and style as "**Suffix**".



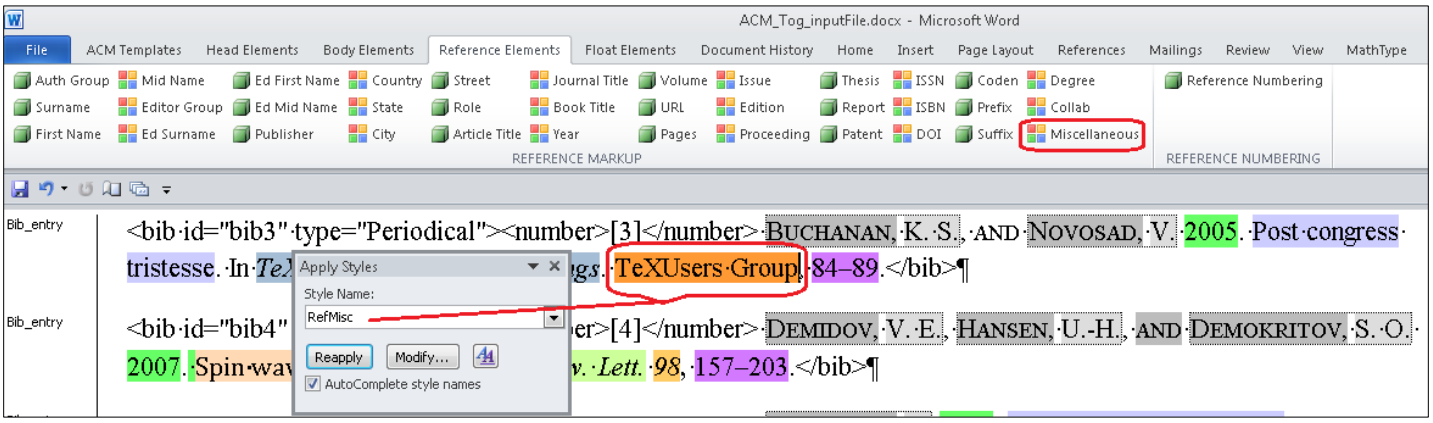
Degree: A character style that is used to identify and mark a Degree in the reference style as "**Degree**".



Collab: A character style that is used to identify and mark a Collab in the reference style as "**Collab**".



Miscellaneous: A character style that is used to identify and mark a Miscellaneous in the reference style as "**Miscellaneous**".



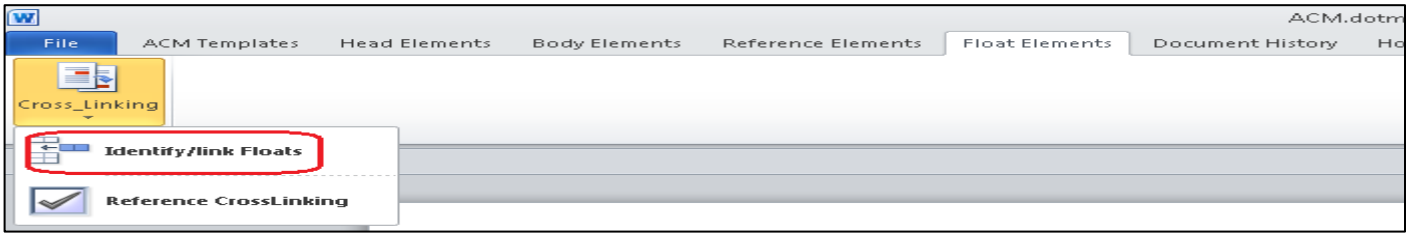
Float Elements Menu

This Cross-Linking menu is used to cross-link each float element such as bibliography, figure, table, equation, scheme etc. Under the Cross-Linking menu there are two different sub-sections:

- Identify/ link floats
- Reference cross-linking

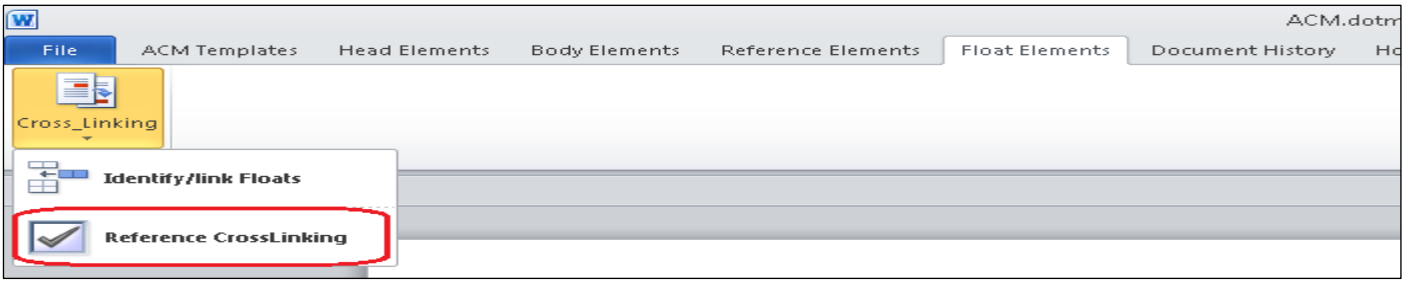
Identify/link Floats

It helps to mark all float elements automatically based on different patterns. All float elements such as tables, figures, equations textbox are identified and marked automatically.



Reference Cross-linking

This menu helps to mark reference citations automatically in the body text corresponding to their bibliography element.



Manual Cross-Linking

In most of the cases if cross-linking does not works as per the requirement then please follow the below link to create manual cross-linking.

https://support.office.com/en-us/article/Add-or-delete-bookmarks-f68d781f-0150-4583-a90e-a4009d99c2a0

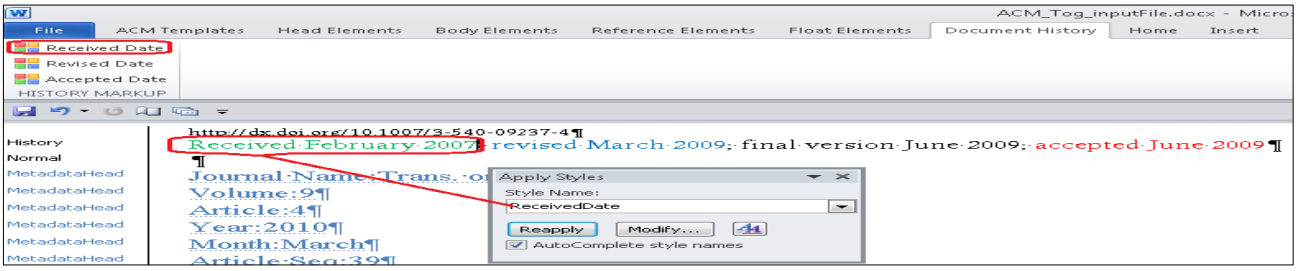
ELEMENT	Bookmark name
Table	tb[table number]
Figure	Fig[figure number]
Equation	Eq[equation number]

Document History

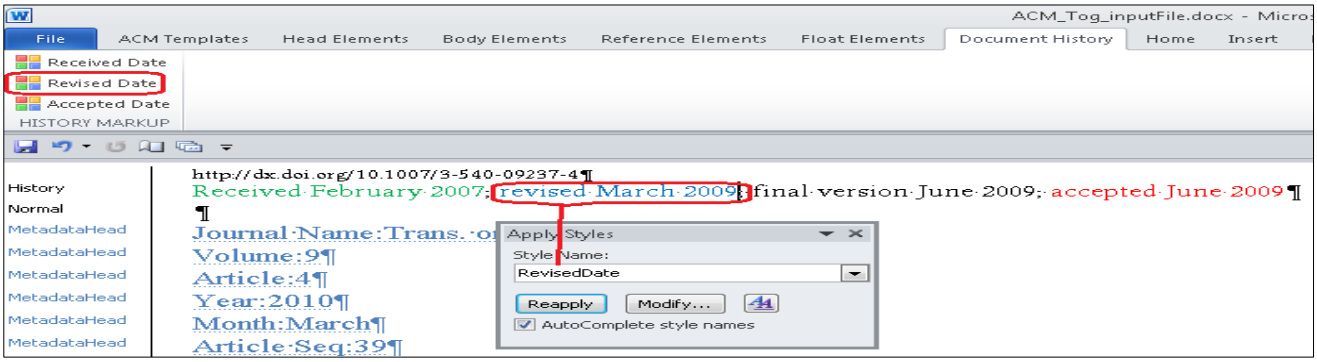
Document history maintains all the required elements used to identify the milestones of a manuscript, such as
Received Date, Revised Date, And Accepted Date.

History: A paragraph style that is used to provide a granular look at a manuscript's publication history. Authors may also include additional details to provide a deeper look at the manuscript history than the suggested three publication dates (Received, Revised, and Accepted).

Received Date: A character style that is used to identify and mark a received date in the reference style as "**Received Date**".

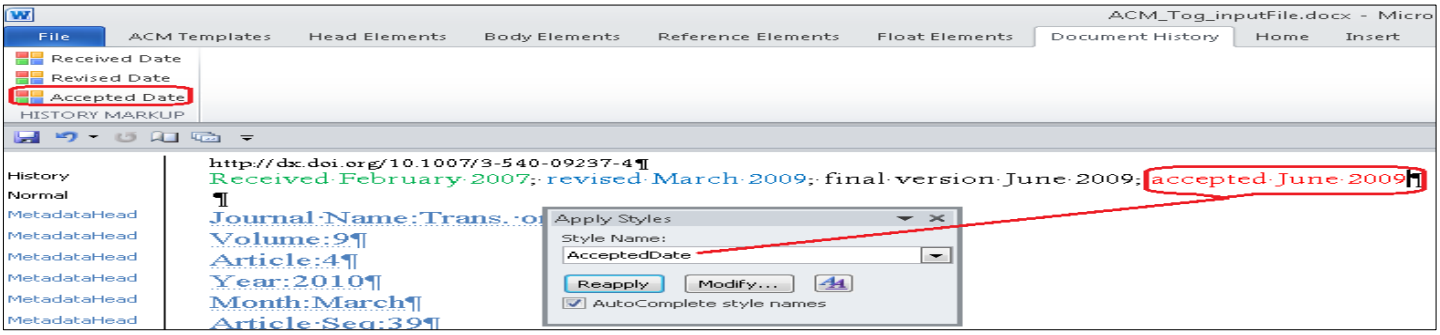


Revised Date: A character style that is used to identify and mark a revised date in the reference style as "**Revised Date**".



Accepted Date: A character style that is used to identify and mark as accepted in the reference style as "**AcceptedDate**".

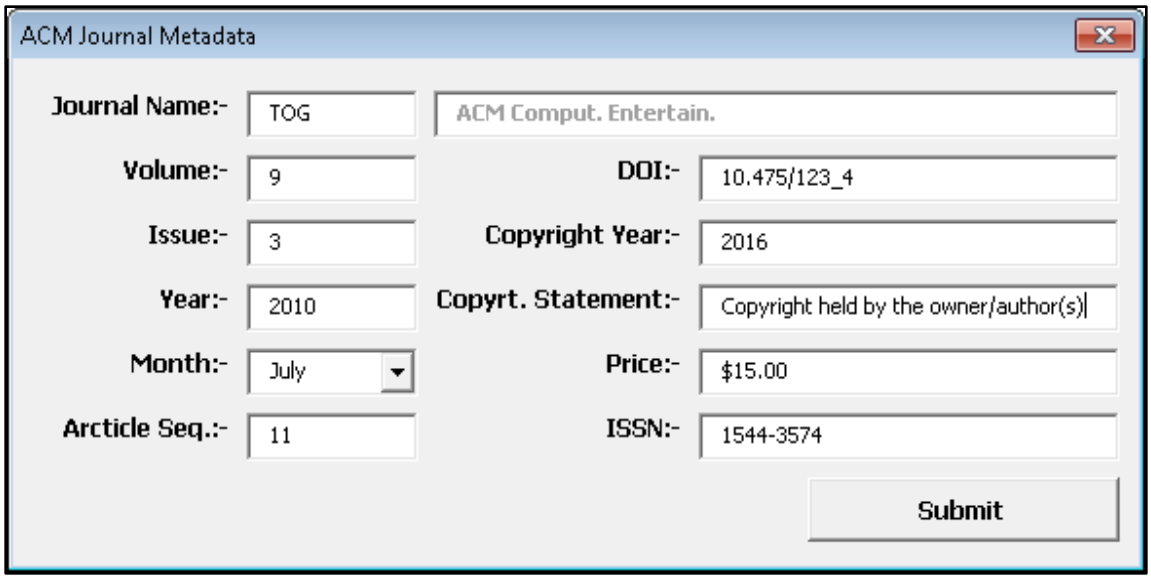
NOTE: All three dates will also appear in History paragraph style.



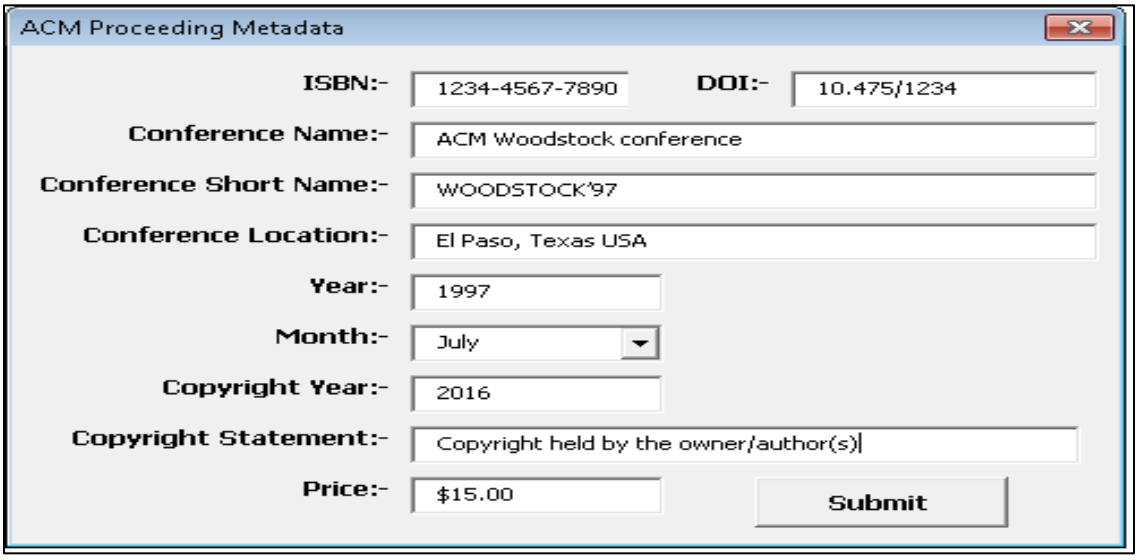
MetaData

An author can add the required metadata for his/her paper as shown in the below depicted screenshot. The ACM journal Metadata information box becomes is available once the user clicks on the required layout template. *Please note this metadata differs for journals and proceeding papers*.
This metadata will auto generate the bibliographic strip and ACM reference format in your paper. If you have already manually placed this data in your file, please verify and remove the manually placed data from the manuscript to avoid duplicity.
An author will need to fill in all Meta information before PDF generation.
NOTE: You can get the list of Journal codes from ACM's website.

Journal Metadata

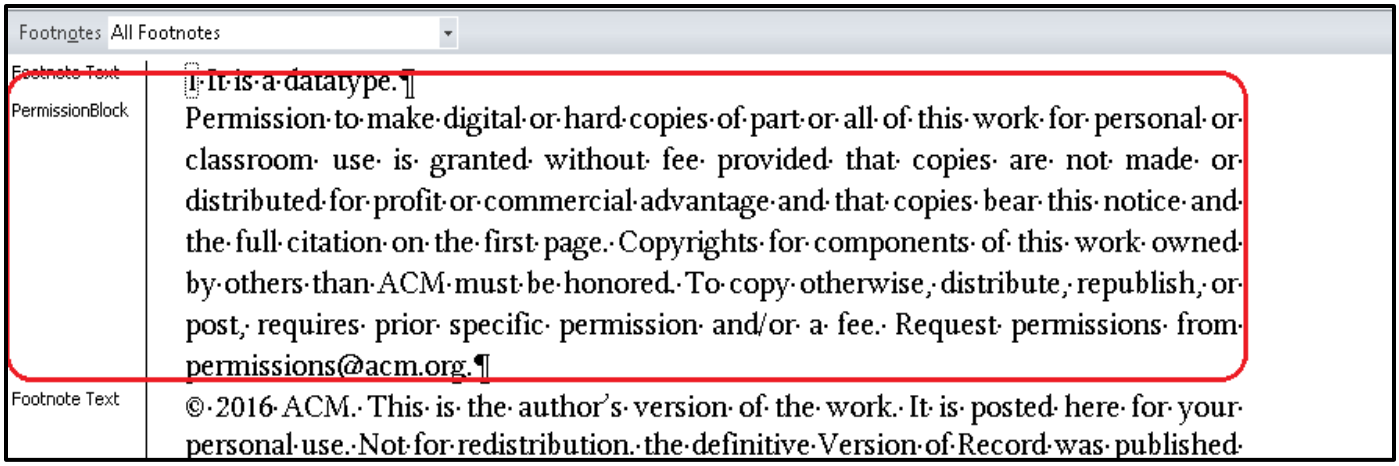


Proceeding Metadata



Metadata text will be autostored and will be a part of the Word manuscript, but it will not be visible on the PDF. It will be stored as hidden information at the end of the manuscript.

Permission Block: A paragraph style that is used to mark a specific text that is received by the user via an email to be placed in the footnote text area of the manuscript.



"Permission Block" statement can be placed in the manuscripts using the following two scenarios:
(i) When an author uses a sample template to prepare a manuscript, he/she must place the permission block text in the footnote area of the sample document.
(ii) When an user prepares a manuscript with the help of an ACM template, "Permission Block" statement gets generated automatically at the time of template creation event. All the permission block text generated via a template and placed under the footnote area as shown in the above screenshot. The author can update the text of permission block from the footnote area.

5. ASSUMPTIONS/RULES TO USE THIS TEMPLATE

Users will follow the styles defined in the template to mark the environments. Some of the common standard environments are mentioned below.

Author

Added character styles to the template for various elements of author byline, such as 'Given Name', 'Surname', 'Prefix', 'Suffix', 'Role' etc.

When there are multiple authors with multiple affiliations, each author should be linked to his/her affiliation.

Affiliation

Added character styles to the template for various elements of affiliations such as 'Organization Name', 'Division Name', 'Address', 'Post Box', 'City', 'State', 'Zip Code' and 'Country' etc.

Displayed and Inline Equations

Displayed and inline equations should be created using MathType or the Word equation editor. This will enable the equations to convert from Word to XML correctly.

Tables

Need to include tables as both text and image paragraph styles to identify table caption or Table footnotes.

Linking

Authors should use the MS Word cross-references feature to hyperlink referenced text, including footnotes, table footnotes, figures and sections.

Section Heading

Authors should to use the MS Word style for styling section headings.

Bibliography Tagging

Need to follow the styles in the template in more detail.

6. STYLES DESCRIPTION

Styles are predefined text attributes to be applied to a **** or **character**. There are assigned names that should make it easier to recognize their intended use. A **paragraph** style applies to every character within a paragraph. A **character** style applies only to specified characters within a paragraph and remaining paragraph retains its underlying paragraph style.

Paragraph style

A paragraph style includes everything that a character style contains, but it also controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders. In draft mode paragraph style can be viewed in left style panel of Word.

Click anywhere in a paragraph to apply the style to the entire paragraph.

Character style

Character styles do not include formatting that affects paragraph characteristics, such as line spacing, text alignment, indentation, and tab stops.

Click anywhere in a word to apply the style to the entire word. Or you can select more than one word to apply the style. We can view character style by selecting the text and pressing using the key combination of **Ctrl + shift + s.**

Recommendations:

1. We recommend working in Draft view [**Click view menu and select draft option in "Views" ribbon**] for your document so that the user can see and verify the applied styles for an environment simultaneously.
2. To apply any paragraph style, move the cursor to the beginning of the respective element and click on the required style.
3. Errors are inserted as "queries" so that the user can correct them and restyle the environment.
4. Certain elements are color-coded (for example, figure captions and table captions) to represent that they have been properly identified by the template.
5. **Ctrl+Break** can be used to get rid of any processing error that interferes with the styling process of the document
6. Some of the ACM templates required logo information at the time of PDF generation. The user should place the required logo at the same location where the template indicates.

Identification of Environment

To prepare a standard validated manuscript, it is essential to identify each element in the content and mark. For example, to identify an author group in a document, it is mandatory to mark surname, first name, and author group to retain and identify each author group. If any content is not marked as a template style, it can be missed out from the final layout.

7. Document History

Serial no.	Version	Date	Changes
1	Ver 1.0	10 Oct 2016	Creation of user manual
2	Ver 2.0	3 Nov. 2016	Modified interface and screenshots for template.
3	Ver 2.1	11 Nov 2016	Inserted some tips regarding metadata.