

User Manual
ACM MS Word Template
(Windows version)

By Aptara Technology

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1. INTRODUCTION

This user manual provides all essential information about how to prepare a manuscript using the ACM Word-based template. This manual includes a description of ACM Word template functions, contingencies, alternate modes of operation, and step-by-step procedures for system access and use. Using the Word template one can write and generate the manuscript as per ACM's requirements. The ACM Word template contains all necessary styles with formatting and macros to validate markup.

Please note that the content used in this document to present the style examples may vary from the ACM original format. It is created only for demonstration purpose. Please follow the ACM journal or Proceedings guidelines for specific styles.

2. Prerequisites and Installation

The prerequisites for the templates usage are as follows:

Software requirements

MS-Word 2007, 2010 (recommended),¹ 2013 and 2016, Word Equation Editor

Operating system requirements

Windows 7, 8.1, 10

ACM Font set

The ACM Font set (provided in "fonts" folder) *must* be used for all submissions to ACM publications. In order to ensure that you have all ACM Fonts on your machine, copy all fonts from the "ACM Fonts" folder to the following path: "C:\Windows\Fonts".

Enabling Macros

When you add the template, a security warning might appear on the screen to enable content. Just click on 'Enable Content'.



3. Document Design and Layout

While preparing your manuscript for ACM submission, consider working in draft mode.² In draft mode the file does not appear in the layout that is required for submission. However, once you apply the correct design template (see the next section for the Workflow), the document will automatically appear in the required layout design. A draft version of your document will be saved with the name **<file_name>_backup.docx**.

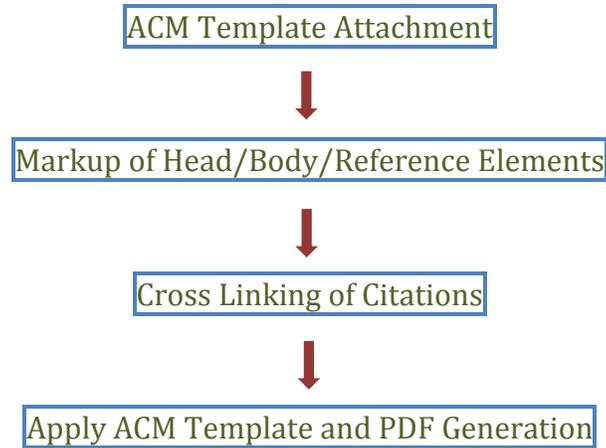
Although one can make minor layout changes in the final document, for any textual modifications it is recommended to use the "backup" file copy, rename it as current file and again apply the design layout (as per the suggested workflow) to get the final output for PDF creation and submission.

¹ MS Word 2010 screen shots used in this document.

² The sample documents (DOC version) provided (in sample folder) are also in draft mode. In order to view the final output, please apply the correct design layout on these documents. Their accompanying PDFs are generated in the same way.

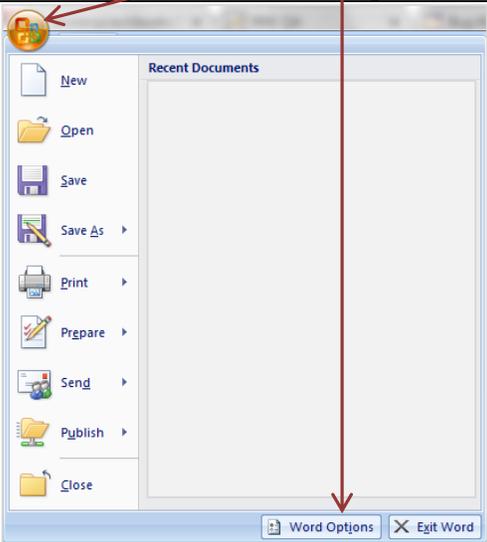
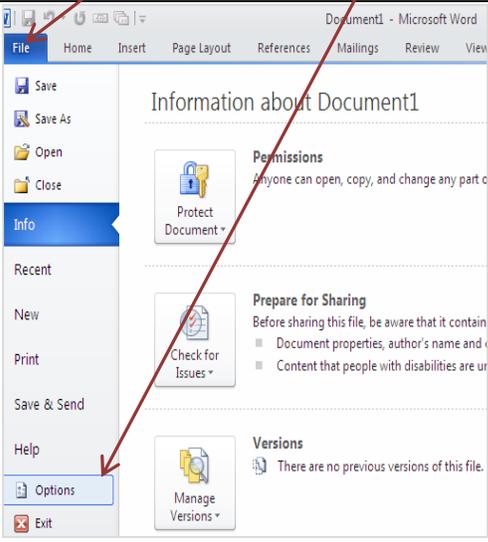
4. Workflow

The following steps should be followed to generate a manuscript:

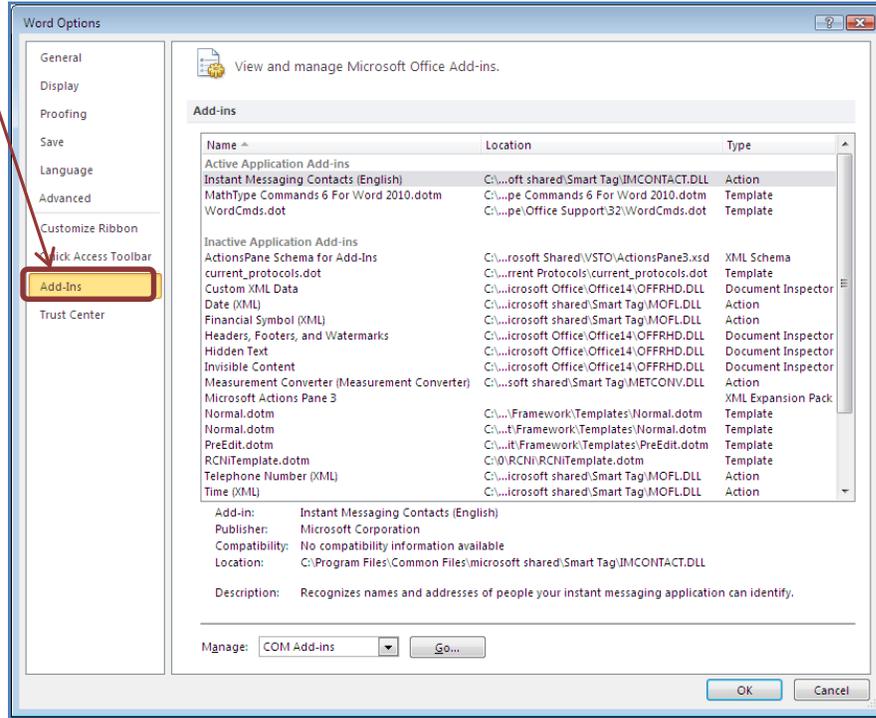


5. HOW TO ATTACH A TEMPLATE IN MS-WORD FILE

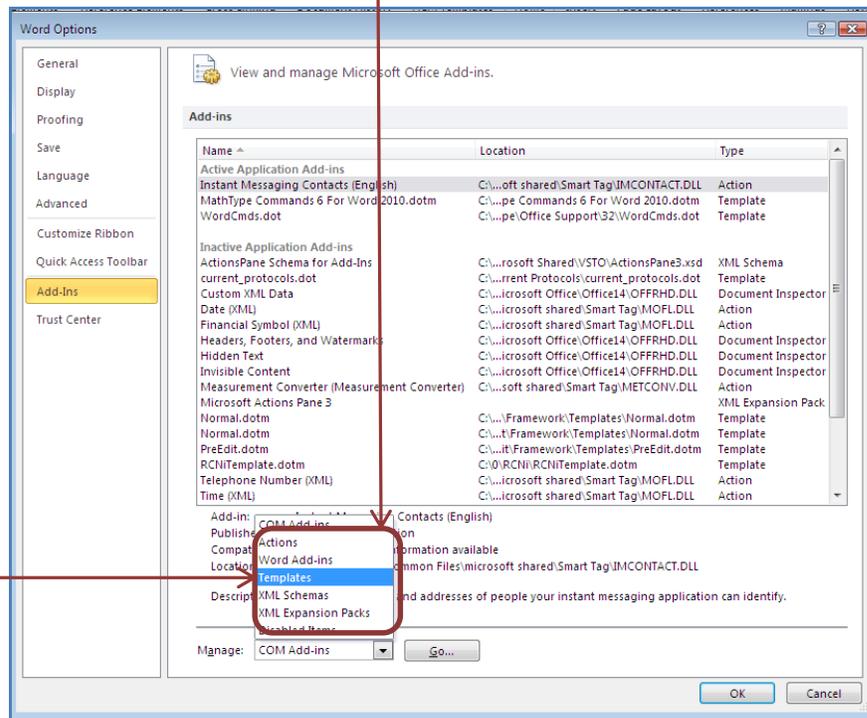
- **Open** your Conference or Journal Paper/Manuscript to attach the ACM template.
- Attach the template for the appropriate version of MS-Word as shown below:

Word 2007	Word 2010 and above
Press the windows button  from the top of Ms Word and click 'Word Options'	Press the File tab, click on 'Options' command, which opens the Word Options dialog box.
	

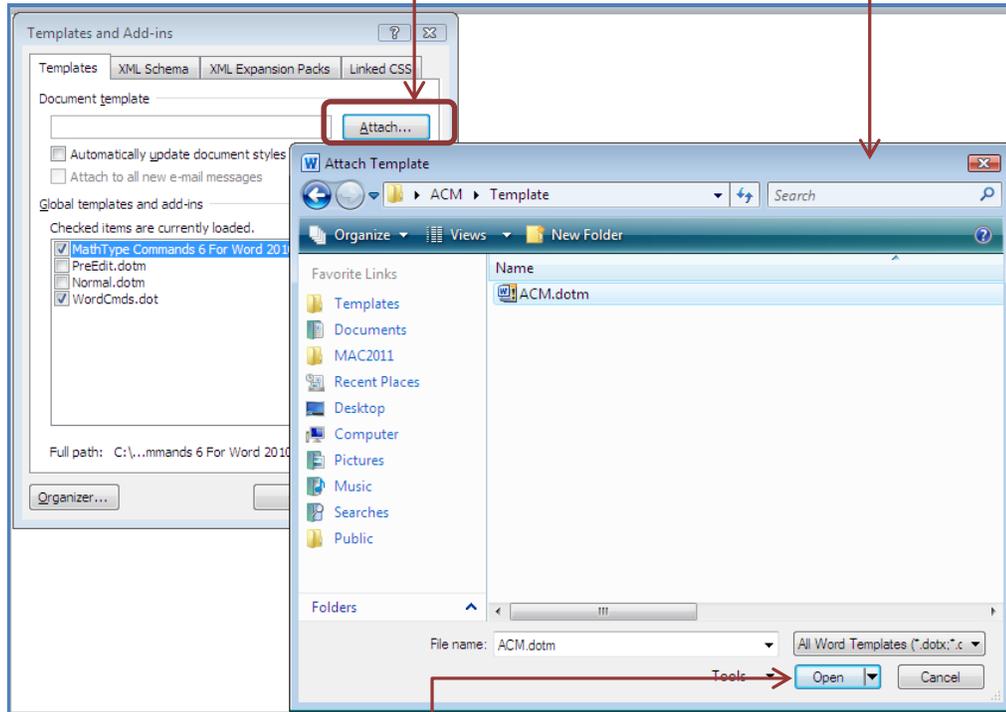
- Select **Add-Ins** in Word Options dialog box.



- Click on **Manage** Drop Down list and Select **Templates**.



- Click the **Go** button. The **Templates and Add-Ins** dialog box appears.
- To select the relevant template, click on the **Attach** button. Word will display the **Attach Template** dialog box, which works like the Open dialog box.



- Select the template from the respective location where you have downloaded the template from ACM Portal and click on the **Open** button.
- In **Templates and Add-Ins** dialog box, click **OK**. The styles (including macros) stored in the selected template are now available in your document. (Note: If you get the security warning "**Macros have been disabled**", just click on '**Enable Content**').

6. STYLES DESCRIPTION

Styles are predefined text attributes applied to a **paragraph** or a **character**. There are assigned nomenclatures 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 on the left-hand side style panel of MS-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.

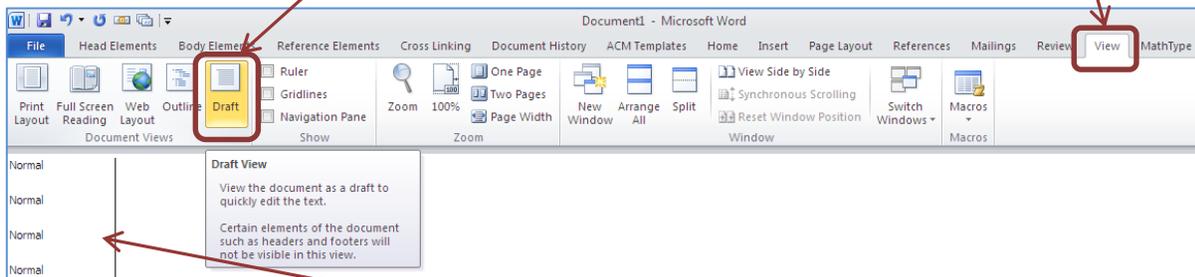
Click anywhere in a word to apply the style to the entire word. Or you can select more than one word to apply the style. We can view character style by selecting the text and using the key combination of **Ctrl + shift + s**.

Recommendations:

1. To apply any paragraph style, move the cursor to the beginning of the respective element and click on the required style.
2. Certain elements are color coded (for example, figure captions and table captions) to identify whether they are correctly tagged in the template.
3. **Ctrl+Break** can be used to get rid of any processing error that interferes with the styling process of the document.

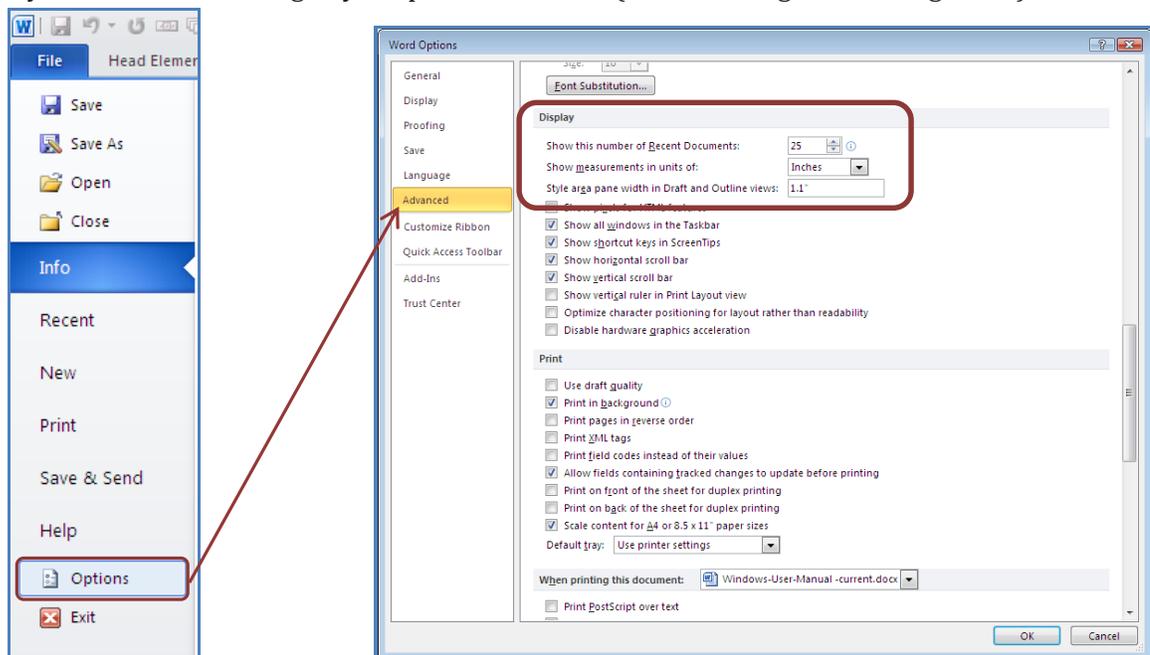
7. Styling/Markup of All Elements

Consider working in **draft view** [Click **View** menu and select **Draft** option in "**View**" ribbon] for your document so that you can simultaneously see and verify the applied styles for an environment.



A panel will appear on the **left-hand side** of the Word File. In case it does not appear on the screen even after applying the draft view, it is likely that the style width area is not defined in the Microsoft Word setting. You can enable this feature with the following options:

- Go to **File Tab > Navigate to Options > Advanced > Display > Style area pane width in Draft and Outline views**.
- Set the Style Area Width setting to your preferred width (1.0 inch is a good starting value).



To apply the styles, one needs to use certain **tabs**, which are defined in the template to markup appropriate styles for different elements:



How to apply styles on respective elements through ACM Template

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

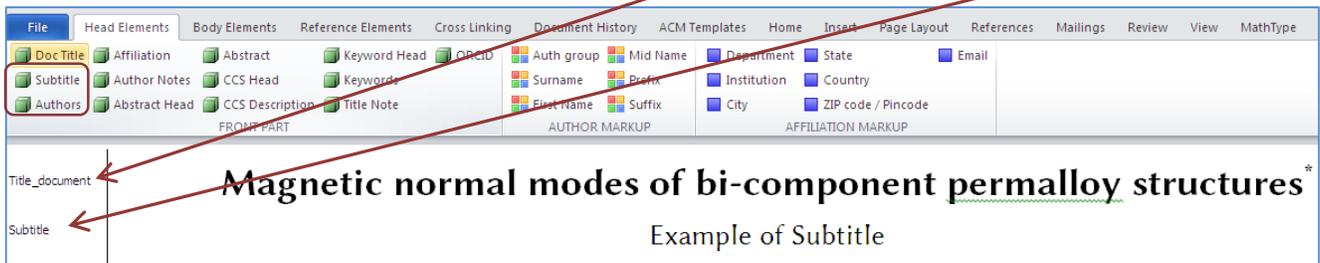
Head Elements

Head Elements is the first menu item of the ACM Word template, which allows you to identify and mark the **front matter** of the manuscript. Following are three categories used to mark the front matter:

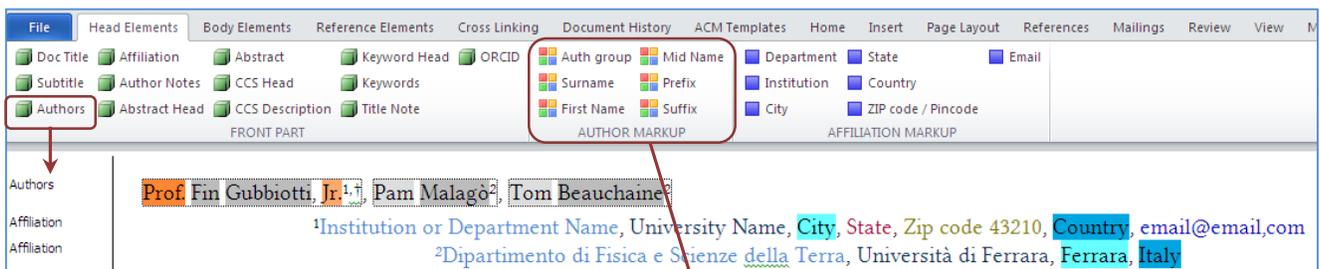
- **FRONT PART:** This includes all the required elements such as Main Title, Subtitle, Author/Title Note, Abstract, CCS description, Keyword etc. to markup the front matter of a manuscript.
- **AUTHOR MARKUP:** This includes all the required sub-elements used to identify each part of an author's name, such as Prefix, First Name, Surname, etc.
- **AFFILIATION MARKUP:** This includes all the required elements used to identify each part of an author's affiliation, such as Organization, Division, City, State, Zip code, Country, etc.

The **Head Elements** style bar contains various content classification environments. Short description of each classification environment used in front matter markup is defined as follows:

Doc Title and Subtitle: Paragraph style is used to identify the main title and subtitle of the manuscript. Once you mark it in the text of the manuscript, it appears with "**Title document**" and '**Subtitle**' styles as shown below:

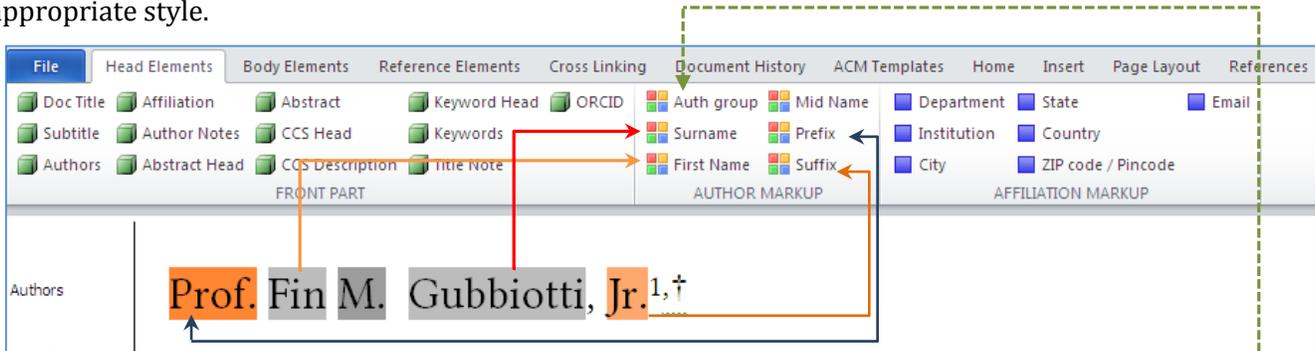


Authors: A paragraph style is used to identify groups of authors. After applying the '**Authors**' style, a template automatically identifies First Name and Surname and marks the author names accordingly.

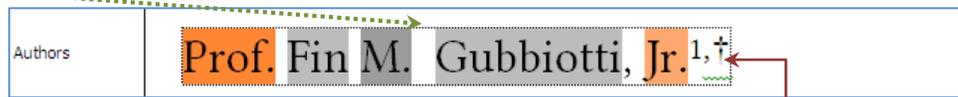


Auto-styling of marked up author names is based on some logical patterns. Sometimes the template fails to identify author names properly. In such cases, the "**AUTHOR MARKUP**" section can be used to manually mark author names.

Manual Author Marking: In the below-mentioned author name, 'Fin' is the 'First Name' and 'Gubbiotti' is the 'Surname'. In this case, select the text and press the defined button from the 'AUTHOR MARKUP' group to apply the appropriate style.

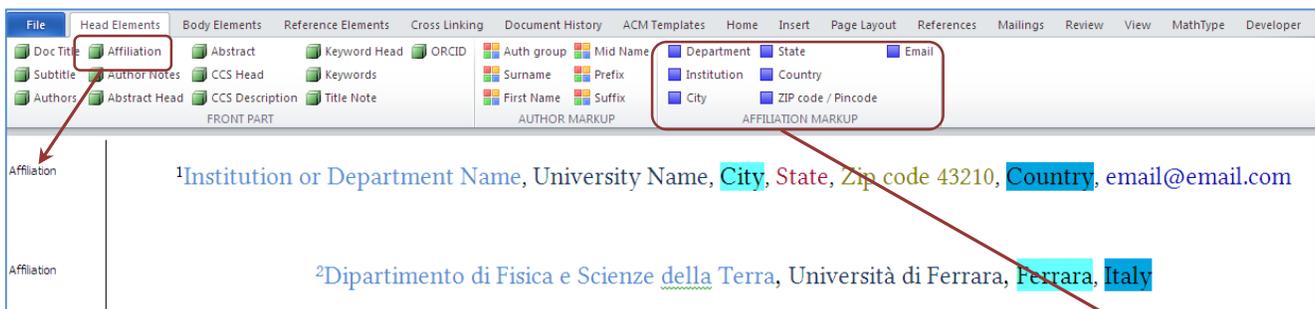


Once the author field is marked, select the complete author name and group using the '**Auth group**' option. A **dotted border** will be generated around the author name.



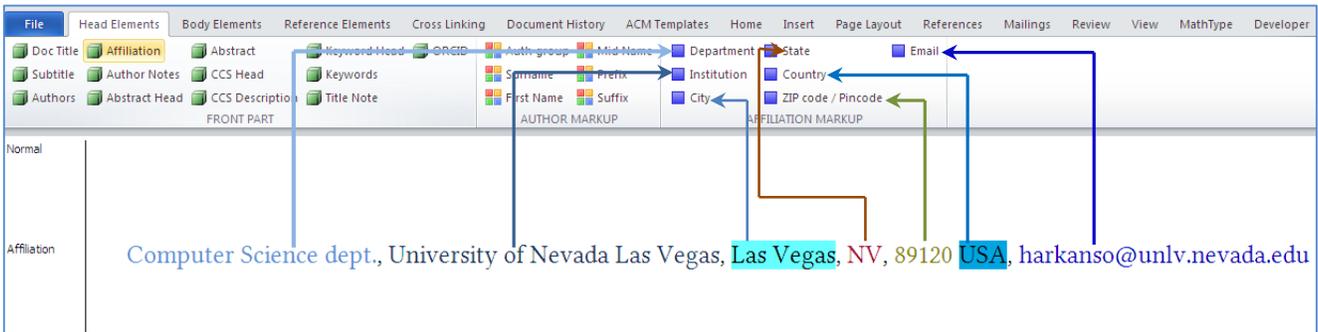
- Note:**
- a) When there are multiple authors with multiple affiliations, each author should be linked to his/her affiliation.
 - b) Affiliation linking **symbols/variables** should be unique and must be set in superscript within the author group.
 - c) More than one symbol used for linking affiliations of the same author must have a comma separator between symbols.

Affiliation: A paragraph style is used to identify the affiliation and address of the author.

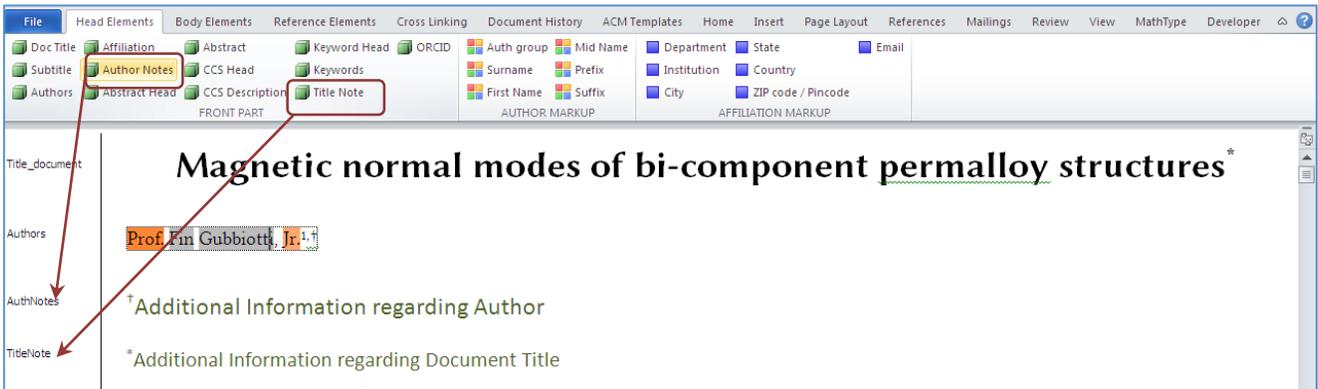


Each affiliation is a form of address. Different character styles are used for various elements of the affiliation, such as 'Organization Name', 'Division Name', 'Address', 'City', 'State', 'Zip Code', 'Country' etc. The "**AFFILIATION MARKUP**" section can be used to mark each part of the address.

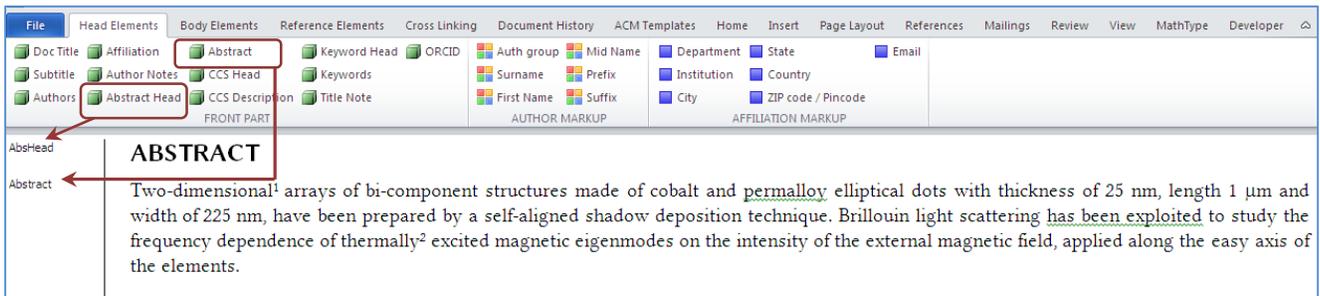
Affiliation markup: In the following address, 'Computer Science Dept.' is the Organization's Division/Department and 'University of Nevada Las Vegas' is the University/Institution Name. To apply the style, select the text and press the appropriate button from '**AFFILIATION MARKUP**' section. In the same way, you can apply the style for City, State, Zip Code, Country and Email.



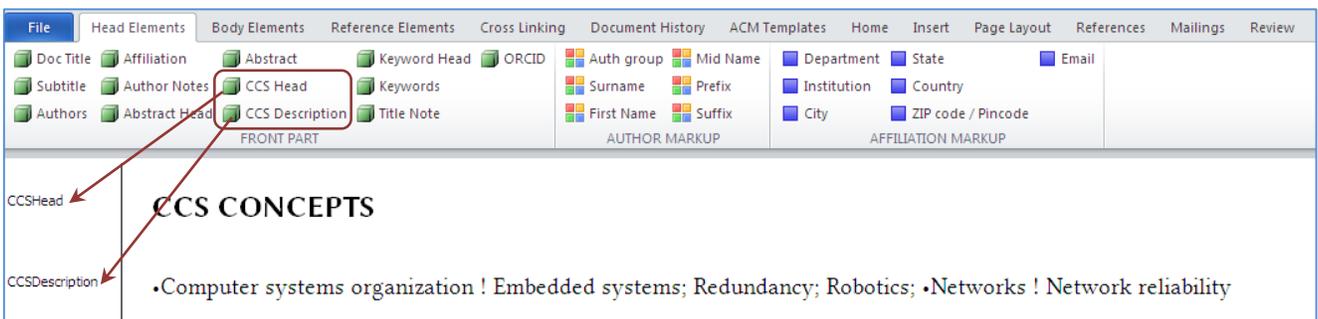
Author and Title Notes: Additional information/notes given in the manuscript for the Title or Author should be marked with a unique symbol. The **Author Notes** style should be applied to the author note and **Title Notes** style should be applied to the title note.



Abstract: Mark the Abstract Head and the Abstract separately



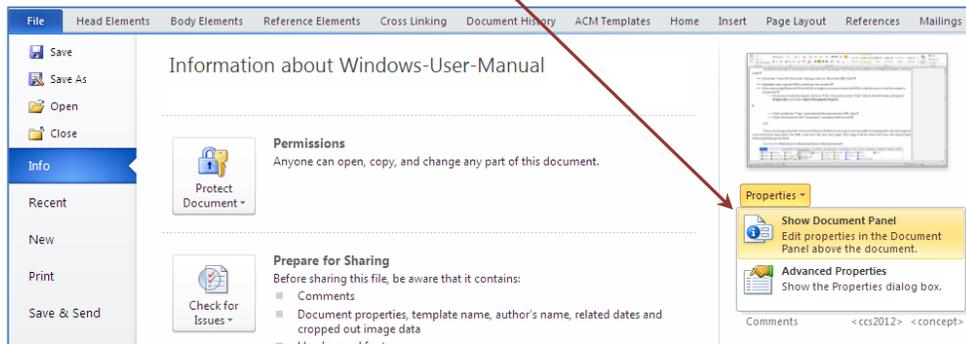
CCS Concept: Mark the CCS (ACM 2012 Computing Classification System) Head and the CCS description separately.



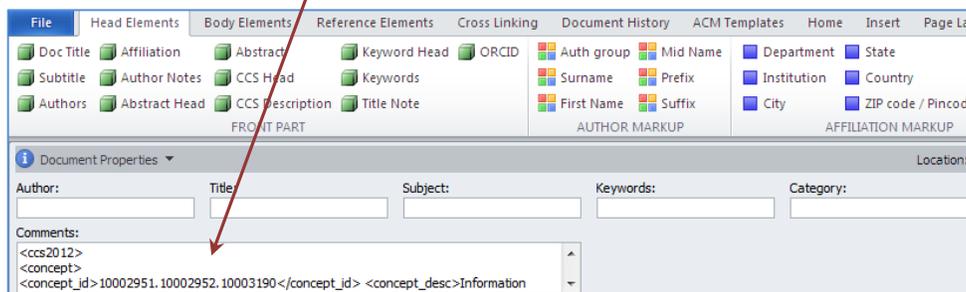
Note: To insert the ACM article Word template, copy and paste the formatted text from the CCS tool (<http://dl.acm.org/ccs/ccs.cfm>) using the “view CCS display” link into the “Categories and Subject Descriptors” section:

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

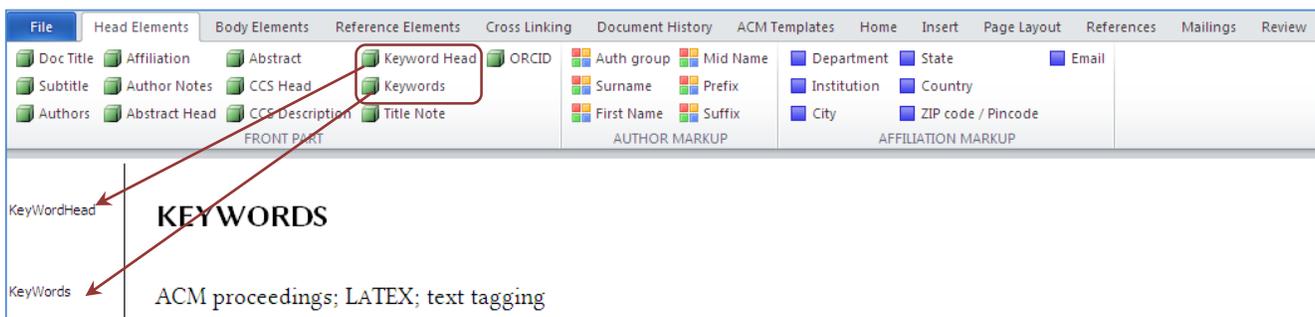
- From the “view CCS TeX Code” listing, click on “Show the XML Only” Highlight and copy the XML code from the window
- If you are using Microsoft Word 2010 or higher you must insert the XML code into your word document’s properties:
 - From your word document, click on “File”, then click on the “Info” tab on the left-hand side panel, then click “Properties” and select “**Show Document Panel**”.



- Click within the “Tags” metadata field and paste the XML data.
- Paste the data into the “**Comments**” metadata field as well.

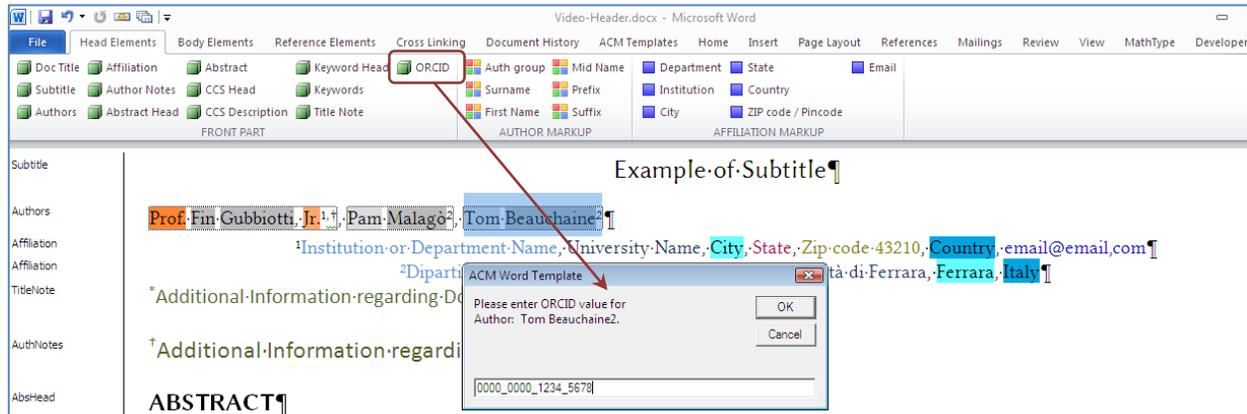


Keywords: Mark Keyword Head and Keywords separately.

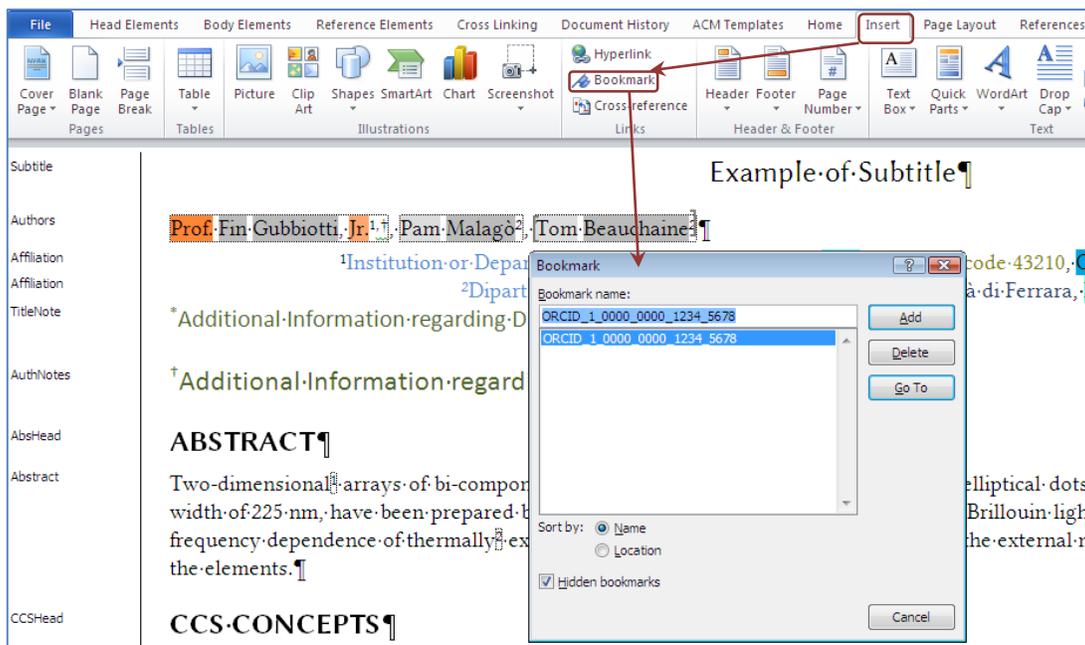


ORCID: To insert the ORCID value of a particular author, use the following process:

- Copy OCRID value (e.g. 0000-0001-1234-5678)
- Select the author name and Press the 'ORCID' button from 'Head Elements'
- Once the popup appears on your screen, insert the ORCID value.
- A specific bookmark will be generated with the ORCID number to author.

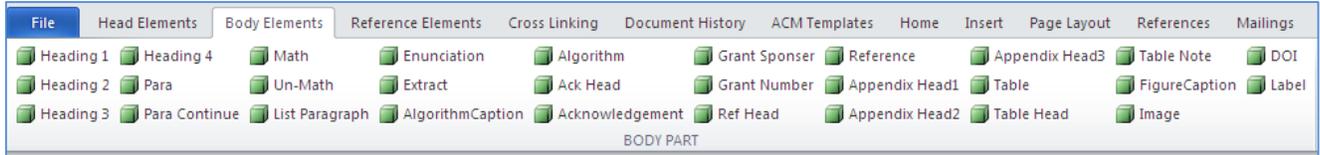


Note: Although the ORCID value will not appear in the manuscript, it can be cross-verified using the bookmark utility. It will have a naming convention like **ORCID_X**, where **X** denotes sequence number of ORCID.



Body Elements

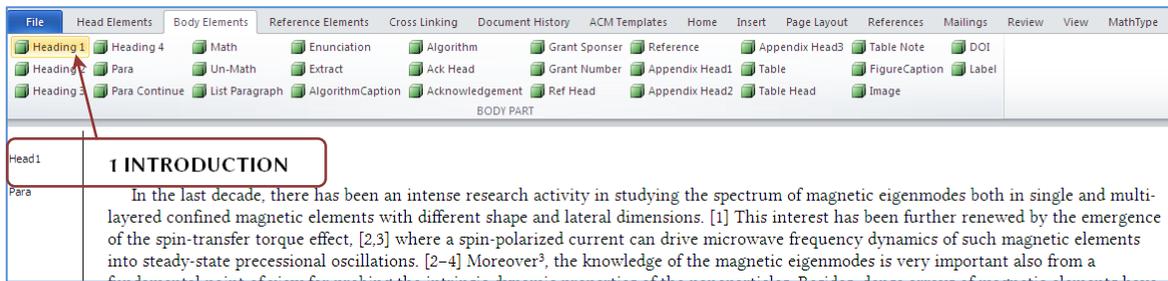
The **Body Elements** style bar contains various content classification environments. A short description of each classification environment used in the body matter markup is defined below. After clicking the **Body Elements** menu, you will get the following window to structure the manuscript using defined styles.



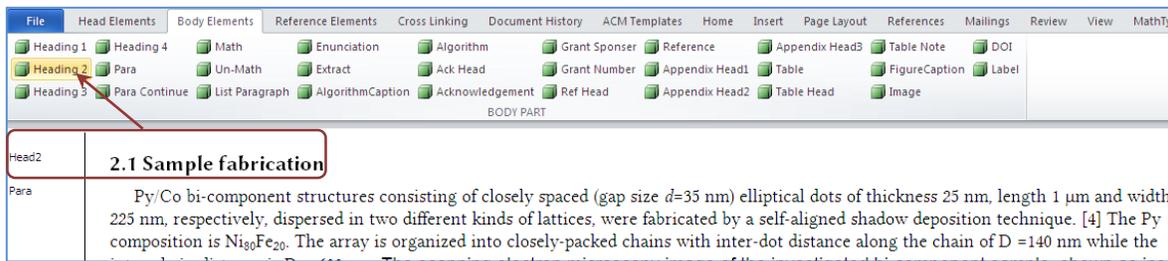
There are different sections such as Section Headings, Paragraphs, Equation, Extract/Quotation, Math Equations, Table/Figure etc. You can click and apply the desired style on the manuscript and the cursor will automatically jump to the next environment.

Each environment has its own formatting, which is required in terms of template creation and XML generation (next stage). For error-free validation and manuscript generation, one needs to mark each and every part of the content with the appropriate style, which is available in the template and suggested as follows:

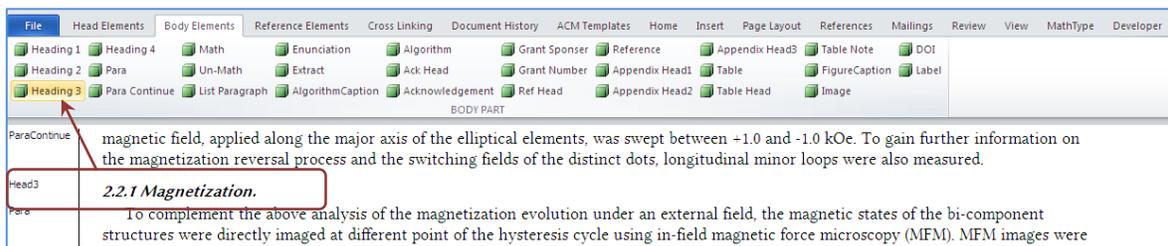
Heading 1: A paragraph style is used to mark section head level 1 and style as **Head1**.



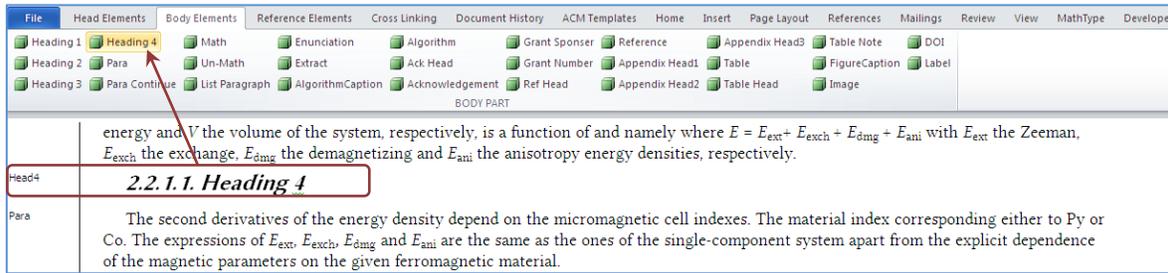
Heading 2: A paragraph style is used to mark section head level 2 and style as **Head2**.



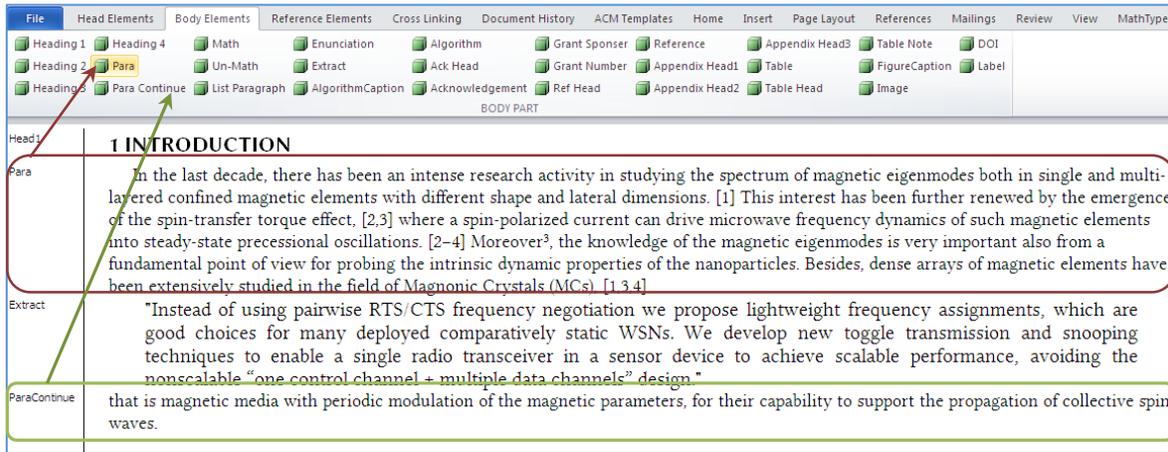
Heading 3: A paragraph style is used to mark section head level 3 and style as **Head3**.



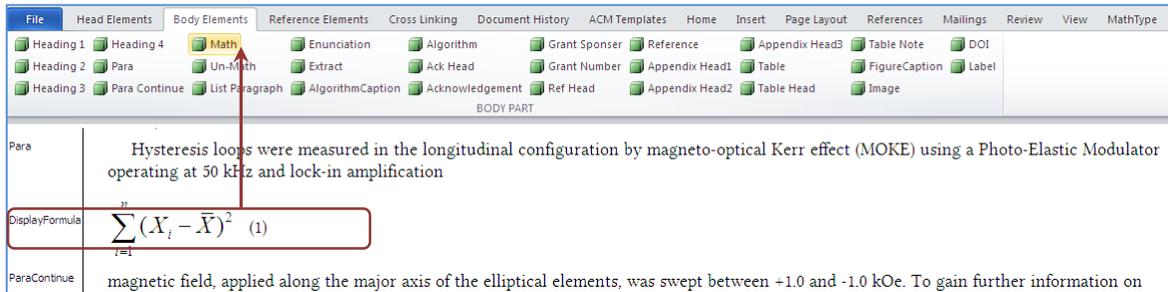
Heading 4: A paragraph style is used mark section head level 4 and style as **Head4**.



Paragraph and Para Continue: Paragraph of any section head should be marked as 'Para' and its continuation part, either after Display Math / Quotation / Listing, should be marked as 'Para Continue'

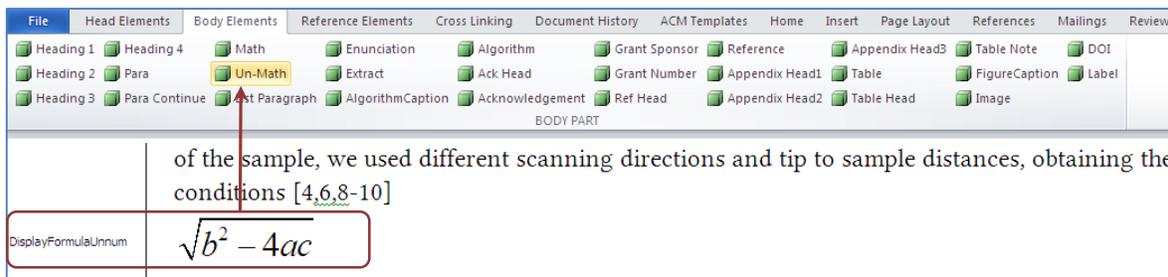


Math: A paragraph style used to mark display numbered math equation with style **DisplayFormula**.

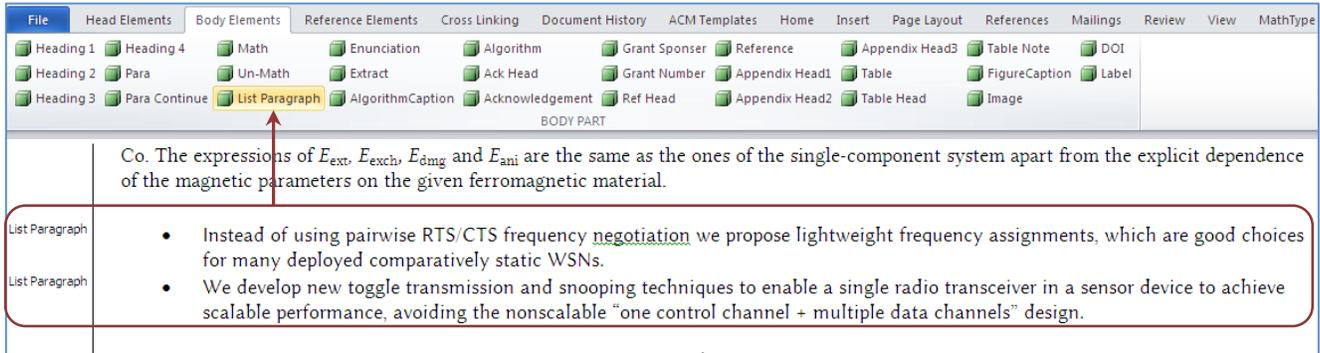


Note: Please insert one tab space between math equation and number.

Un-Math: A paragraph style is used to mark display unnumbered math with style **DisplayFormulaUnnum**.

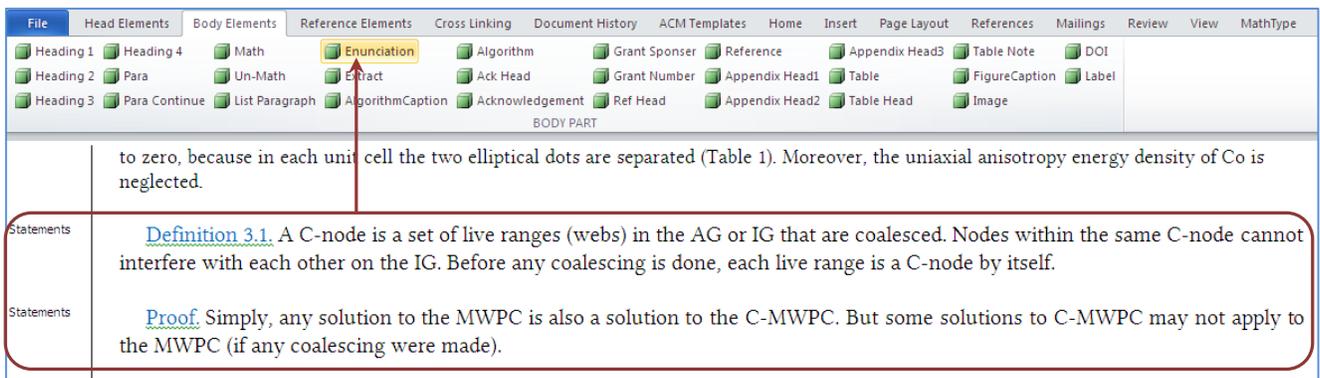


List Paragraph: A paragraph style is used to mark text with style "List Paragraph".

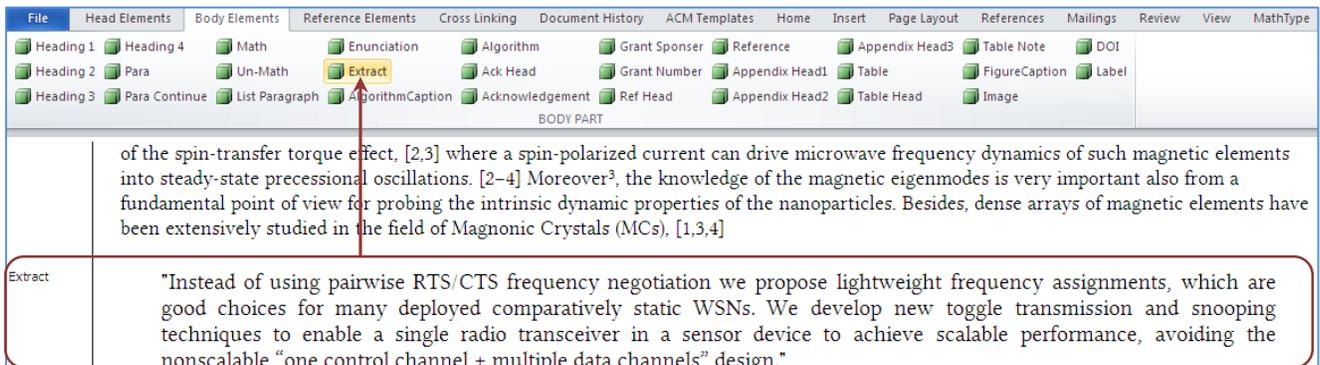


Note: One can also use the Microsoft Word standard process to generate the listing.

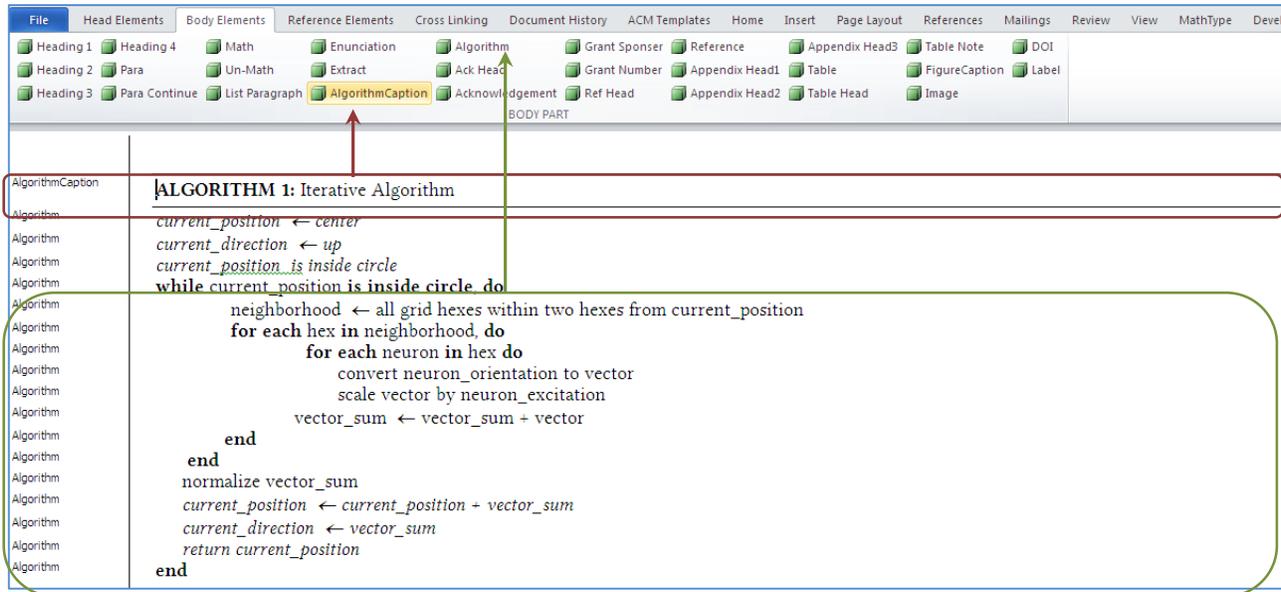
Enunciation: To mark enunciations, e.g. Theorem, Definition, Proposition etc. with style "Statements".



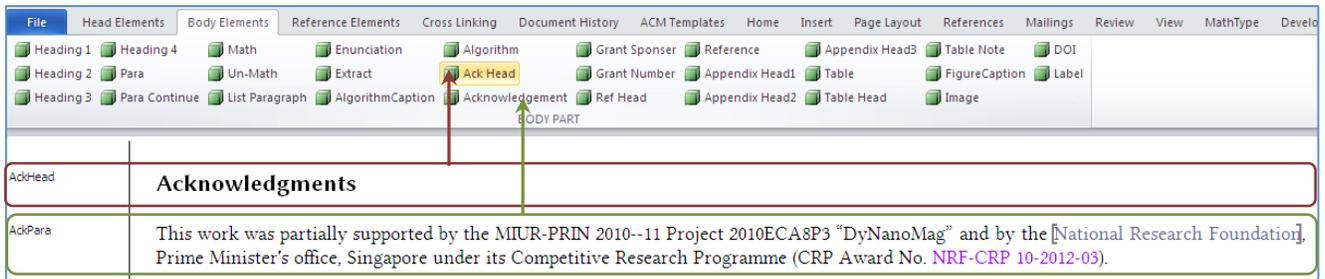
Extract/Quotation: A paragraph style is used to mark text with style "Extract".



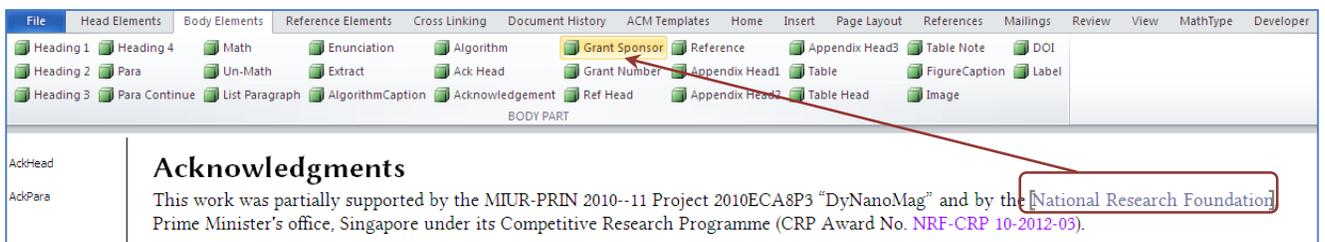
Algorithm: To mark the **AlgorithmCaption** and **Algorithm** text (computer code can also be marked using same style):



Acknowledgments: To mark Acknowledgments, or **Ack Head**, and the **Acknowledgement** paragraph style:



Grant Sponsor and Grant Number: A character style to identify and mark **Grant Sponsor** and **Grant Number**



Acknowledgments

This work was partially supported by the MIUR-PRIN 2010--11 Project 2010ECA8P3 "DyNanoMag" and by the [National Research Foundation], Prime Minister's office, Singapore under its Competitive Research Programme (CRP Award No. **NRF-CRP 10-2012-03**).

Ref Head and Reference: Paragraph styles used to mark the bibliography section head and bibliography entry

References

[1] Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? *Commun. ACM* 50(1), Article 5, 36–44. DOI: <http://dx.doi.org/10.1145/1188913.1188915>

[2] Bruce P. Douglass. 1998. Statecharts in use: structured analysis and object-orientation. In *Lectures on Embedded Systems*, Grzegorz Rozenberg (Eds.), Springer-Verlag, London, 368–394.

[3] Ian Editor (Ed.). 2008. The title of book two (2nd. ed.). University of Chicago Press, Chicago, Chapter 100.

[4] Harry Thornburg. 2001. Introduction to Bayesian Statistics. Retrieved March 2, 2005 from <http://ccrma.stanford.edu/~jos/bayes/bayes.html>

References

[1] Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? *Commun. ACM* 50(1), Article 5, 36–44. DOI: <http://dx.doi.org/10.1145/1188913.1188915>

[2] Bruce P. Douglass. 1998. Statecharts in use: structured analysis and object-orientation. In *Lectures on Embedded Systems*, Grzegorz Rozenberg and Frits W. Vaandrager (Eds.), Springer-Verlag, London, 368–394.

[3] Ian Editor (Ed.). 2008. The title of book two (2nd. ed.). University of Chicago Press, Chicago, Chapter 100.

[4] Harry Thornburg. 2001. Introduction to Bayesian Statistics. Retrieved March 2, 2005 from <http://ccrma.stanford.edu/~jos/bayes/bayes.html>

Appendix Heads: Specific paragraph styles are used to mark the appendix section heading levels, in the same manner as we did for body section heads

A APPENDIX Heading 1

The rules about hierarchical headings discussed above for the body of the article are different in the appendices. In the appendix environment, the command section is used to indicate the start of each Appendix, with alphabetic order designation (i.e., the first is A, the second B, etc.) and a title (if you include one). So, if you need hierarchical structure within an Appendix, start with subsection as the highest level. Here is an outline of the body of this document in Appendix-appropriate form.

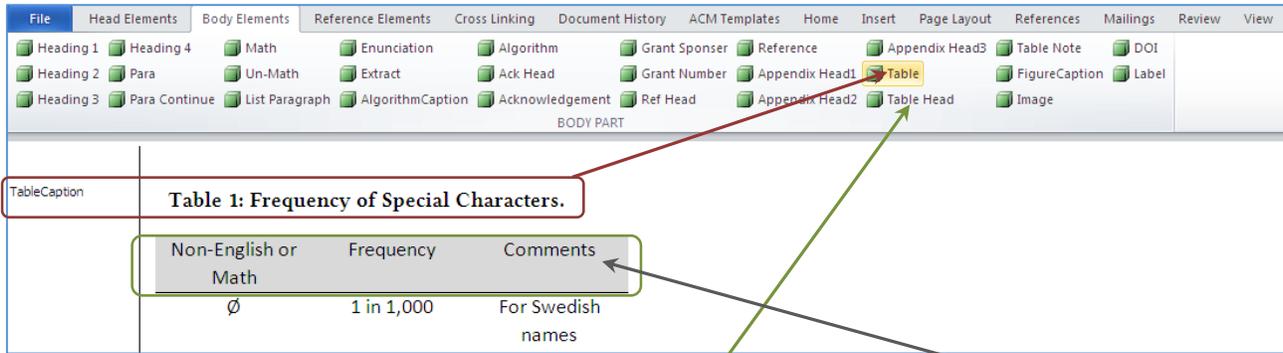
A.1 APPENDIX Heading 2

In summary, we have performed both an experimental and theoretical study of the spin eigenmodes in dipolarly coupled bi-component cobalt and permalloy elliptical nanodots.

A.1.1 Sample Fabrication (APPENDIX Heading 3)

Several eigenmodes have been identified and their frequency evolution as a function of the intensity of the applied magnetic field has been

Table: A paragraph style is used to mark the table caption of a table with style **TableCaption**.



Note: Select the table heading row(s) and press '**Table Head**'. It will apply a **grey color** to the respective rows.

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

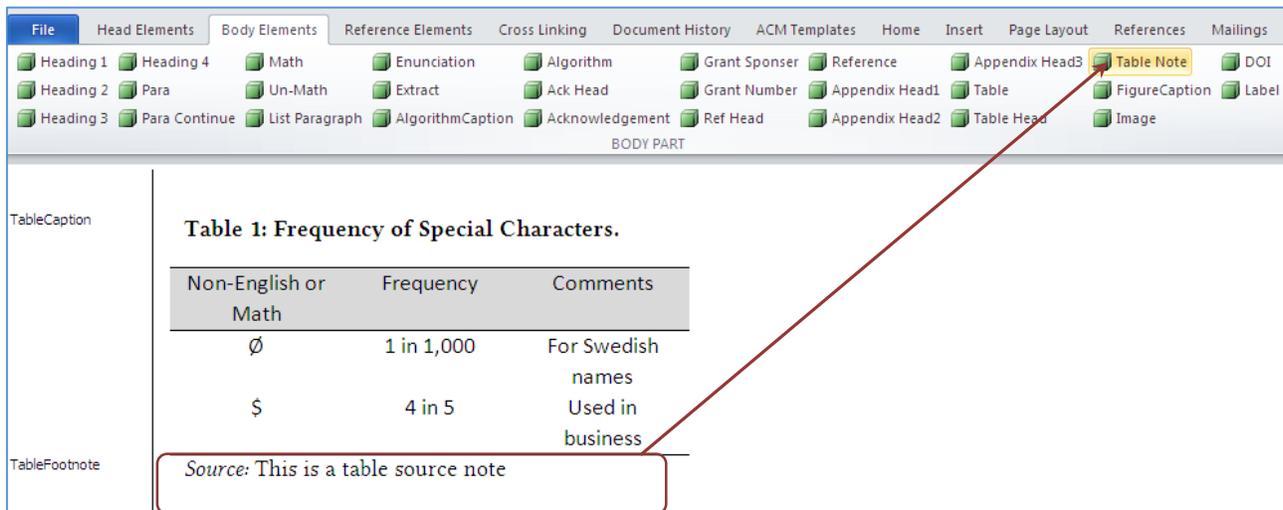
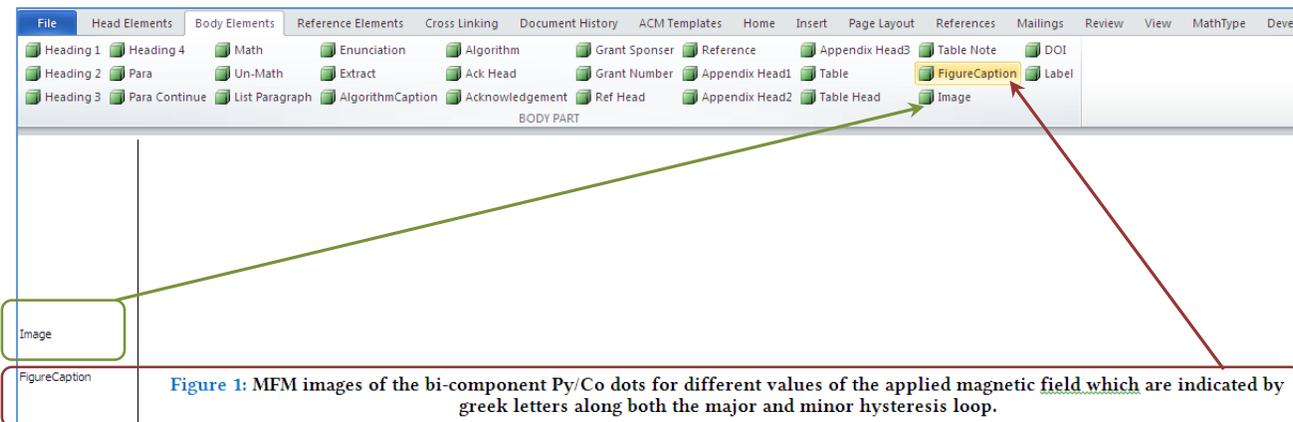


Figure: A paragraph style is used to mark the caption of a figure with style **FigureCaption**. Position the cursor on the figure caption, and mark it with the **FigureCaption** tag.

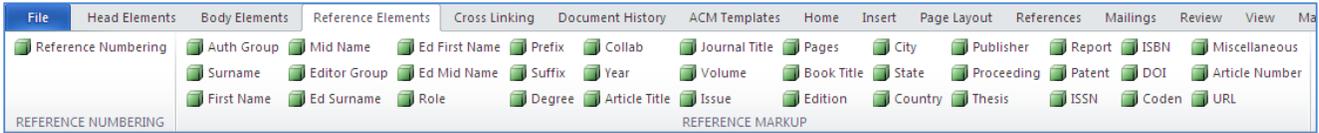


For graphics, use the style **Image**. Images are not displayed in "**Draft View**" mode. To see graphic, you must switch to "**Print View**" mode in order to properly tag images. Position the cursor on the figure, and mark it with the **Image** tag. Change back to "Draft View" mode, and continue tagging.

Note: For graphics, use the style **Image**. Graphics do not appear in draft view mode. To see a graphic, change to “Print” mode.

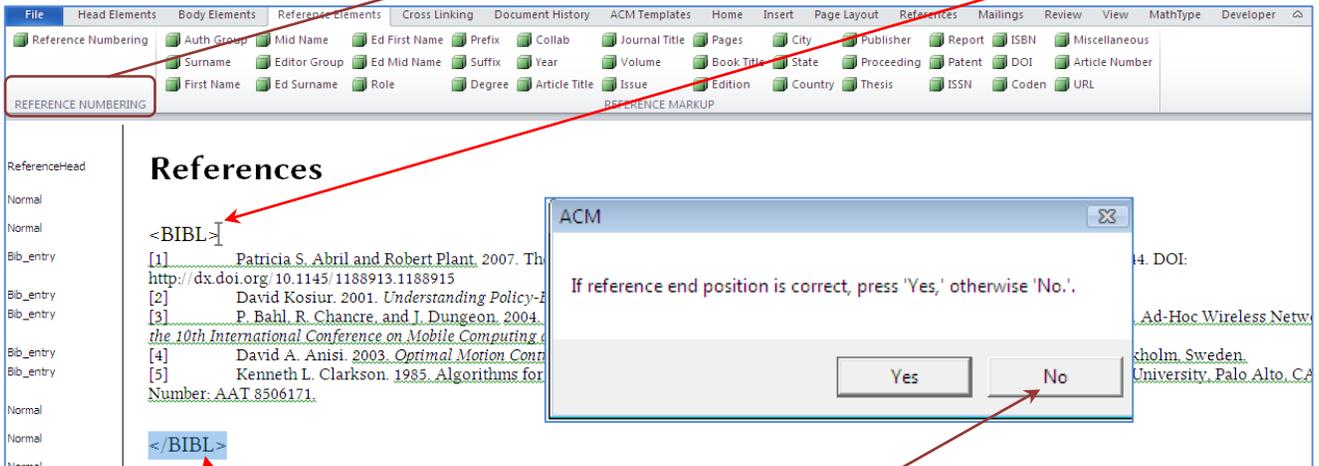
Reference Elements

The **Reference Elements** menu is used to mark each bibliography element such as Authors, Editors, Year, Article Title, Journal Title, Book Title, Volume, Issue, Publisher, Publisher Location, Edition, Pages, DOI, Proceedings, Report, Thesis, Patent, ISBN, ISSN etc.



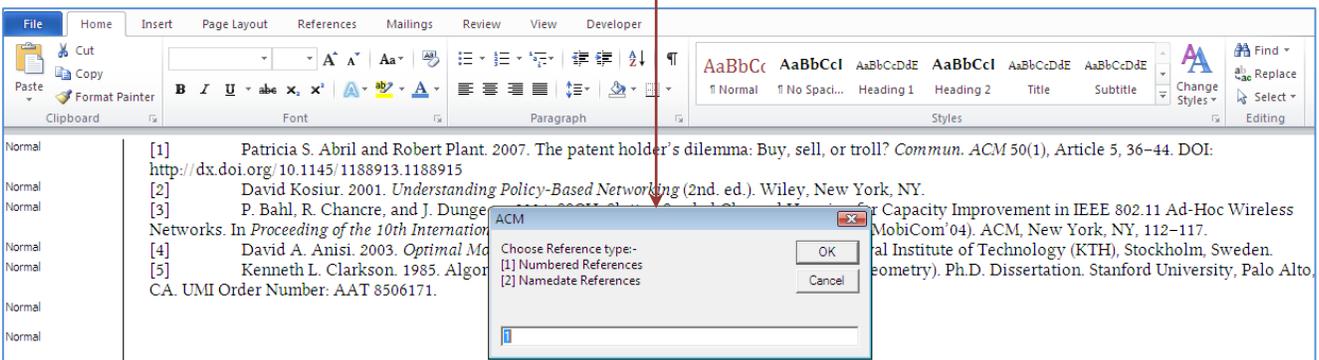
With the help of the above buttons, you can mark the required information with appropriate character style.

Reference Numbering: This is the first step to start the bibliography marking (it should be clicked while keeping the cursor at the beginning of the reference list). This option is used to generate the reference IDs based on the reference sequence. When we select the '**Reference Numbering**', it generates a start **<BIBL>** tag at the beginning of Reference Section and end tag **</BIBL>** at the end of Reference Section to verify the reference area.

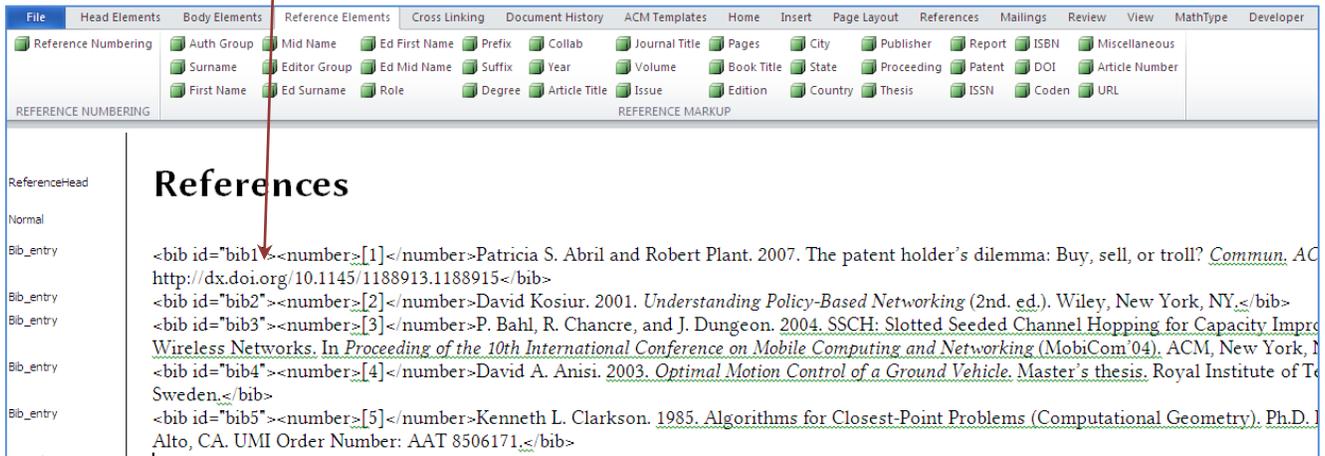


If the end position is OK/verified press '**Yes**' otherwise press '**No**' to change the position of **</BIBL>** tag. You can simply cut the **</BIBL>** tag and paste it after the last reference.

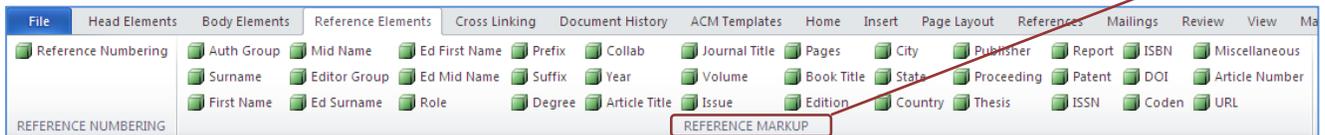
After pressing '**Yes**' it will ask you to '**Choose Reference Type**'. Based on your requirement you can select the options; if it is 'Numbered' write '1'(default value) and for 'Name date' style write '2' and press '**OK**'



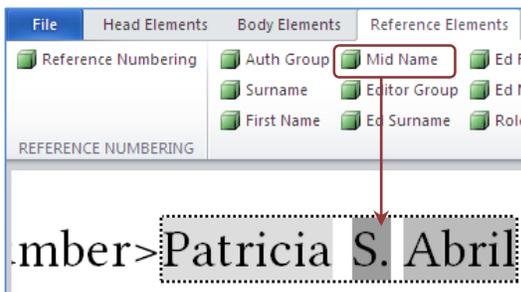
Now a start tag '<bib id="bib1">' will be inserted at the beginning of the reference and an end tag '</bib>' at the end of the reference.



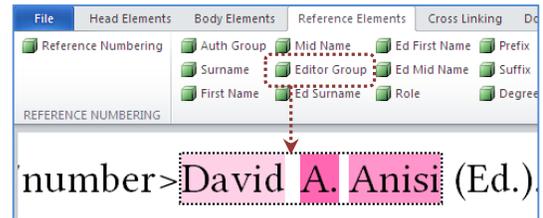
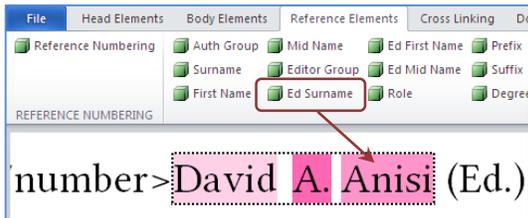
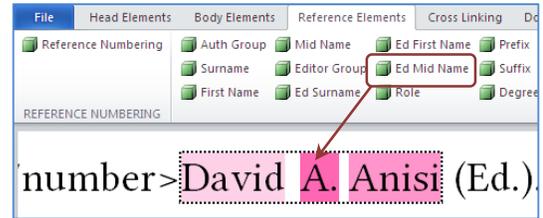
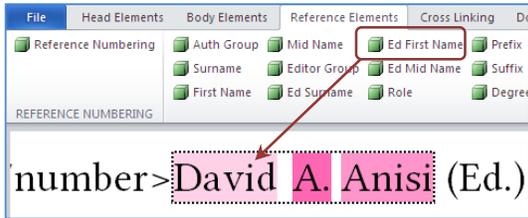
After this function, you can mark all the fields of reference as defined in the following 'REFERENCE MARKUP' panel. In addition, a short description of all these styles is available below.



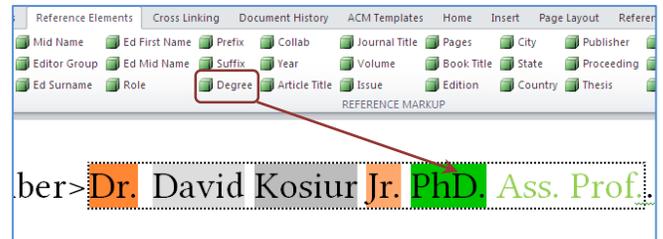
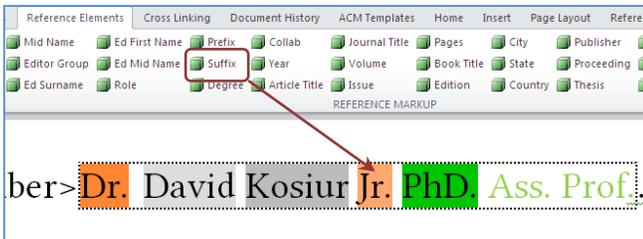
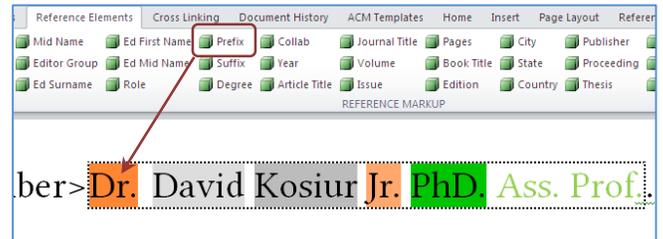
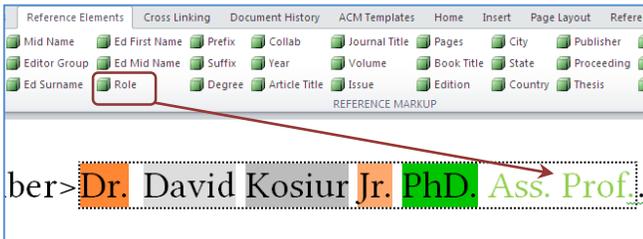
Auth Group | Surname | First Name | Mid Name: Character styles works similar to the Front Part author group to mark the author name. Firstly, one should mark author's First Name, Mid Name and Surname, then select the complete author name and press 'Auth Group'. A **dotted border** will be generated around the author name.



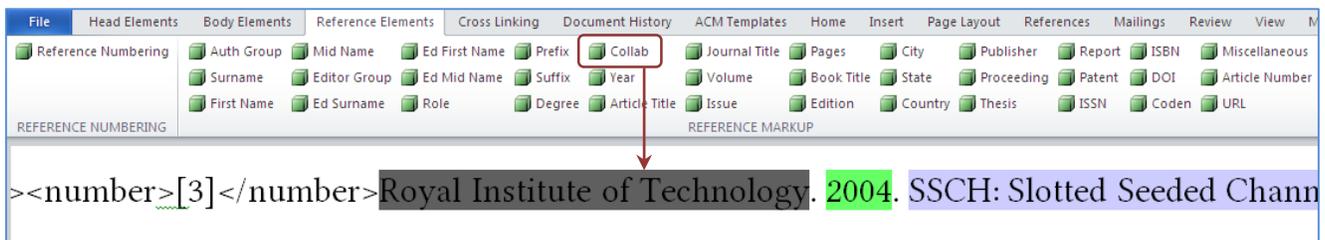
Editor Group | Ed Surname | Ed First Name | Ed Mid Name: Character styles work similar to author group styles to mark the editor name. Firstly, one should mark editor's First Name, Mid Name and Surname, then select the complete editor's name and press 'Editor Group'. A **dotted border** will be generated around the editor's name.



Role | Prefix | Suffix | Degree: These Character styles are also a part of Author Group or Editor Group.



Collab: A character style used to mark the institution or collaboration name that is appearing instead of author names.



Year: A character style used to mark the reference publication year.

File Head Elements Body Elements Reference Elements Cross Linking Document History ACM Templates Home Insert Page Layout References Mailings Review View M

Reference Numbering Auth Group Mid Name Ed First Name Prefix Collab Journal Title Pages City Publisher Report ISBN Miscellaneous
Surname Editor Group Ed Mid Name Suffix Year Volume Book Title State Proceeding Patent DOI Article Number
First Name Ed Surname Role Degree Article Title Issue Edition Country Thesis ISSN Coden URL

REFERENCE NUMBERING REFERENCE MARKUP

<number>[3]</number> Royal Institute of Technology. 2004. SSCH: Slotted Seeded Chann

Article Title: A character style used to mark the reference Article Title.

File Head Elements Body Elements Reference Elements Cross Linking Document History ACM Templates Home Insert Page Layout References Mailings Review View MathType Dev

Reference Numbering Auth Group Mid Name Ed First Name Prefix Collab Journal Title Pages City Publisher Report ISBN Miscellaneous
Surname Editor Group Ed Mid Name Suffix Year Volume Book Title State Proceeding Patent DOI Article Number
First Name Ed Surname Role Degree Article Title Issue Edition Country Thesis ISSN Coden URL

REFERENCE NUMBERING REFERENCE MARKUP

<bib id="bib1" type="Periodical"><number>[1]</number> Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll?
Commun. ACM 50(1), Article 5, 36-44. DOI: http://dx.doi.org/10.1145/1188913.1188915</bib>

Journal Title: A character style used to mark the reference Journal Title.

File Head Elements Body Elements Reference Elements Cross Linking Document History ACM Templates Home Insert Page Layout References Mailings Review View MathType Develop

Reference Numbering Auth Group Mid Name Ed First Name Prefix Collab Journal Title Pages City Publisher Report ISBN Miscellaneous
Surname Editor Group Ed Mid Name Suffix Year Volume Book Title State Proceeding Patent DOI Article Number
First Name Ed Surname Role Degree Article Title Issue Edition Country Thesis ISSN Coden URL

REFERENCE NUMBERING REFERENCE MARKUP

<bib id="bib1" type="Periodical"><number>[1]</number> Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? Commun. ACM
50(1), Article 5, 36-44. DOI: http://dx.doi.org/10.1145/1188913.1188915</bib>

Volume: A character style used to mark the reference Volume number.

File Head Elements Body Elements Reference Elements Cross Linking Document History ACM Templates Home Insert Page Layout References Mailings Review View MathType Develop

Reference Numbering Auth Group Mid Name Ed First Name Prefix Collab Journal Title Pages City Publisher Report ISBN Miscellaneous
Surname Editor Group Ed Mid Name Suffix Year Volume Book Title State Proceeding Patent DOI Article Number
First Name Ed Surname Role Degree Article Title Issue Edition Country Thesis ISSN Coden URL

REFERENCE NUMBERING REFERENCE MARKUP

<bib id="bib1" type="Periodical"><number>[1]</number> Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? Commun. ACM 50
(1), Article 5,
36-44. DOI: http://dx.doi.org/10.1145/1188913.1188915</bib>

Issue: A character style used to mark the reference Issue number.

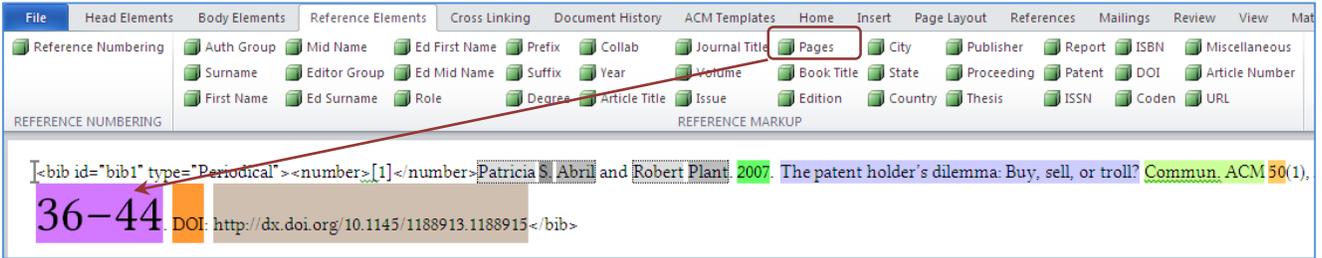
File Head Elements Body Elements Reference Elements Cross Linking Document History ACM Templates Home Insert Page Layout References Mailings Review View MathType Developer

Reference Numbering Auth Group Mid Name Ed First Name Prefix Collab Journal Title Pages City Publisher Report ISBN Miscellaneous
Surname Editor Group Ed Mid Name Suffix Year Volume Book Title State Proceeding Patent DOI Article Number
First Name Ed Surname Role Degree Article Title Issue Edition Country Thesis ISSN Coden URL

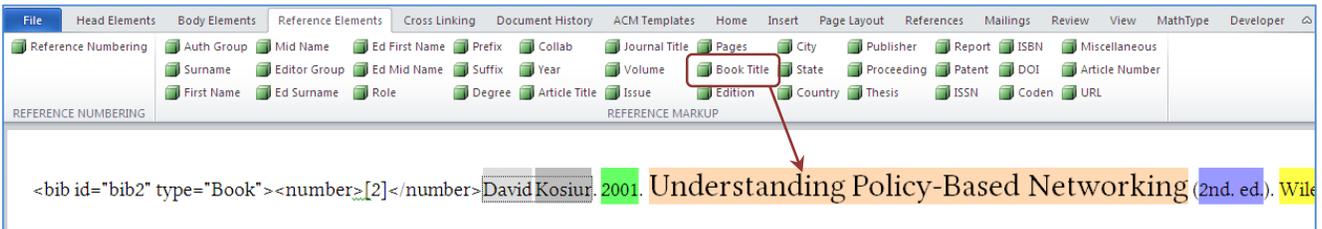
REFERENCE NUMBERING REFERENCE MARKUP

<bib id="bib1" type="Periodical"><number>[1]</number> Patricia S. Abril and Robert Plant. 2007. The patent holder's dilemma: Buy, sell, or troll? Commun. ACM 50(1), Article 5, 36-
44. DOI: http://dx.doi.org/10.1145/1188913.1188915</bib>

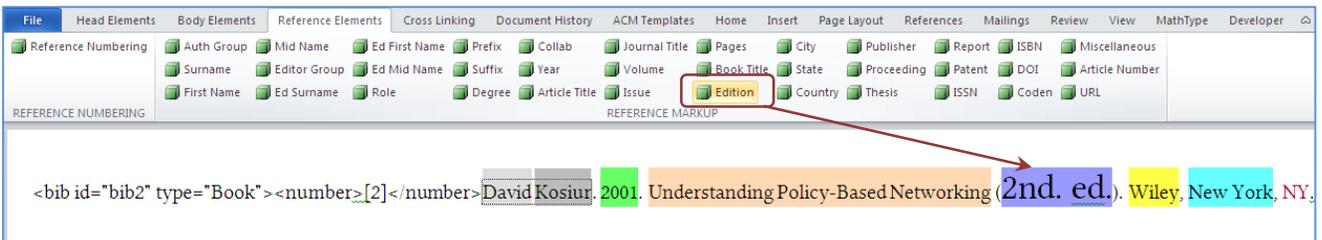
Pages: A character style used to mark the reference **Page** numbers.



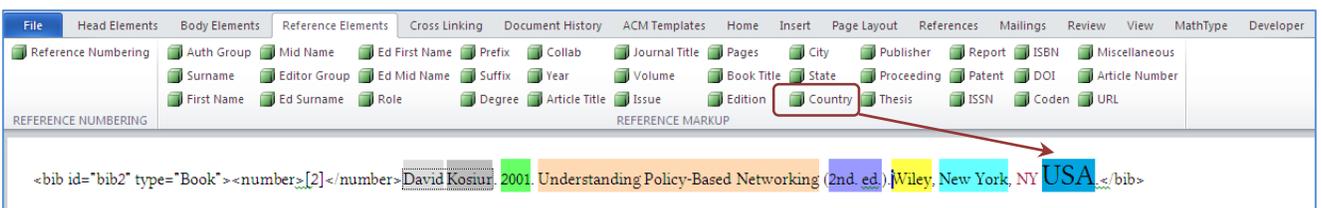
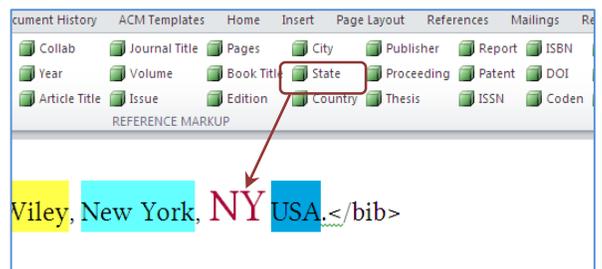
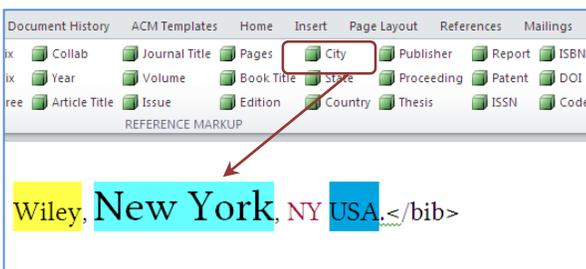
Book Title: A character style used to mark the reference **Book Title**.



Edition: A character style used to mark the **Edition** of Book in references.



City | State | Country: Character styles used to mark the reference **Publisher** and **conference location**.



Publisher: A character style used to mark the **Publisher** of book reference.

The screenshot shows the APTARA software interface with the 'Reference Elements' menu open. The 'Publisher' checkbox is checked. Below the menu, a reference entry is displayed: `< bib id="bib2" type="Book" > < number>[2]< /number> David Kosuri, 2001. Understanding Policy-Based Networking (2nd ed.) Wiley, New York, NY, USA. < /bib>`. The word 'Wiley' is highlighted in yellow, and a red arrow points from the 'Publisher' checkbox to it.

Proceeding: A character style used to mark the **Proceeding/Conference** title.

The screenshot shows the APTARA software interface with the 'Reference Elements' menu open. The 'Proceeding' checkbox is checked. Below the menu, a reference entry is displayed: `< bib id="bib3" type="Proceeding" > < number>[3]< /number> P. Bahi, R. Chancre, and J. Dugneon, 2004. SSCH: Slotted Seeded Channel Hopping for Capacity Improvement in IEEE 802.11 Ad-Hoc Wireless Networks. In Proceeding of the 10th International Conference on Mobile Computing and Networking (MobiCom'04). ACM, New York, NY, 112-117. < /bib>`. The text 'Proceeding of the 10th International Conference on Mobile Computing and Networking (MobiCom'04)' is highlighted in yellow, and a red arrow points from the 'Proceeding' checkbox to it.

Thesis: A character style used to mark the **Thesis/Dissertation** title.

The screenshot shows the APTARA software interface with the 'Reference Elements' menu open. The 'Thesis' checkbox is checked. Below the menu, a reference entry is displayed: `< bib id="bib4" type="Thesis" > < number>[4]< /number> David A. Anisi, 2003. Optimal Motion Control of a Ground Vehicle. Master's thesis, Royal Institute of Technology (KTH), Stockholm, Sweden. < /bib>`. The text 'Optimal Motion Control of a Ground Vehicle' is highlighted in yellow, and a red arrow points from the 'Thesis' checkbox to it.

Note: Text '**Master/PhD thesis**' should be marked as **Miscellaneous**.

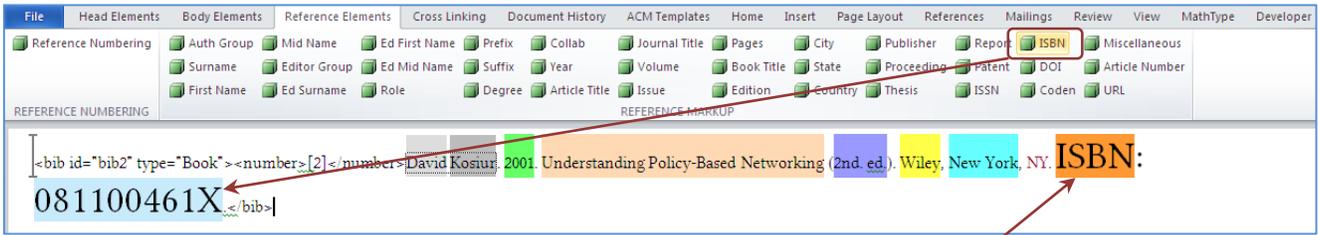
Report: A character style used to mark the **Report** title.

The screenshot shows the APTARA software interface with the 'Reference Elements' menu open. The 'Report' checkbox is checked. Below the menu, a reference entry is displayed: `< bib id="bib10" type="Report" > < number>[10]< /number> David Harel, 1978. LOGICS of Programs: AXIOMATICS and DESCRIPTIVE POWER. MIT Research Lab Technical Report TR-200. Massachusetts Institute of Technology, Cambridge, MA. < /bib>`. The text 'MIT Research Lab Technical Report TR-200' is highlighted in yellow, and a red arrow points from the 'Report' checkbox to it.

Patent: A character style used to mark the **Patent** information.

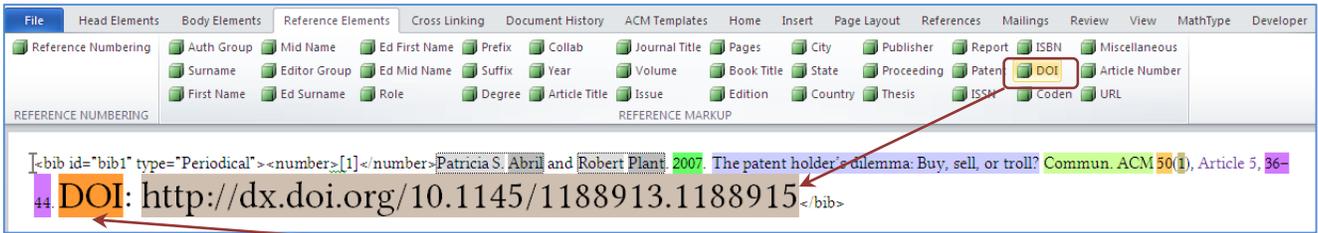
The screenshot shows the APTARA software interface with the 'Reference Elements' menu open. The 'Patent' checkbox is checked. Below the menu, a reference entry is displayed: `< bib id="bib9" type="Patent" > < number>[9]< /number> Joseph Scientist, 2009. The fountain of youth. (Aug. 2009). Patent No. 12345. Filed July 1st, 2008, Issued Aug. 9th, 2009. < /bib>`. The text 'Patent No. 12345' is highlighted in yellow, and a red arrow points from the 'Patent' checkbox to it.

ISBN: A character style used to mark the **ISBN** information.



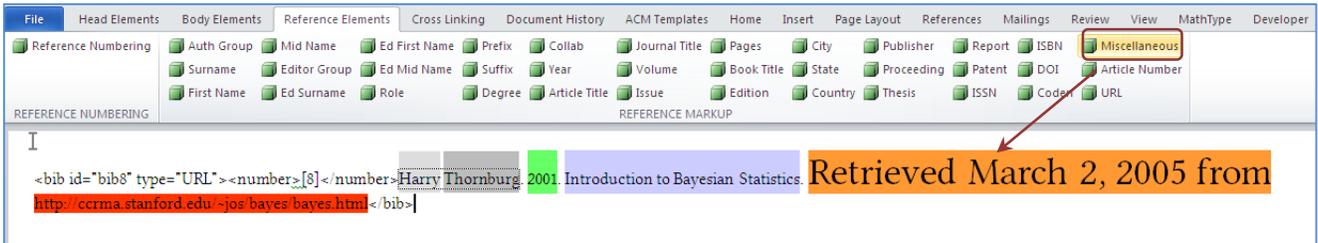
Note: Text 'ISBN' before the ISBN information should be marked as **Miscellaneous**

DOI: A character style used to mark the **DOI** information.

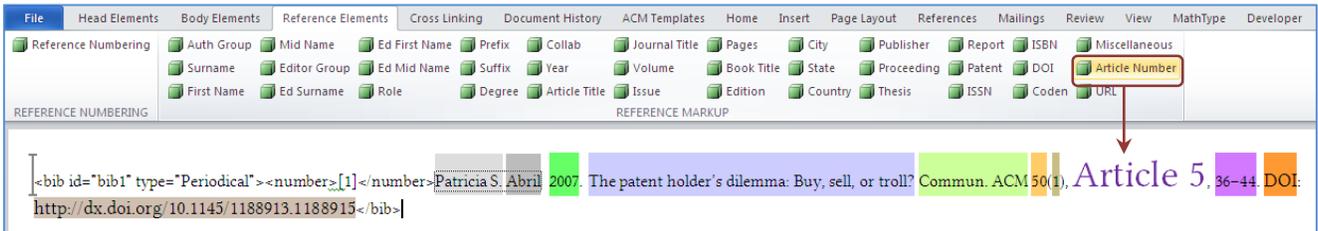


Note: Text 'DOI' before the DOI information should be marked as **Miscellaneous**

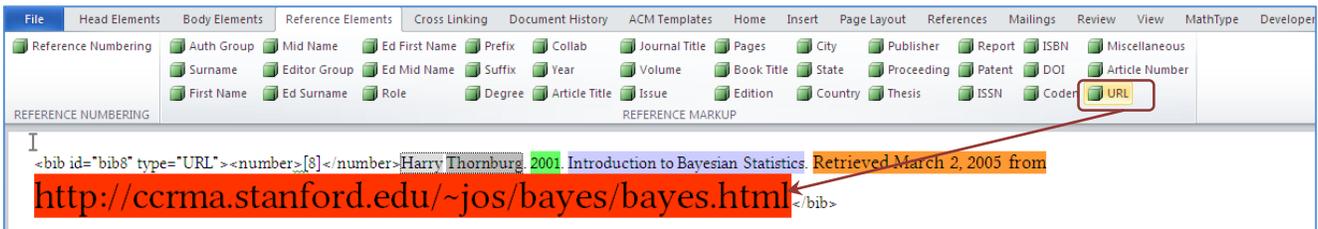
Miscellaneous: A character style used to mark the **non-specific** text.



Article Number: A character style used to mark the **Article/Chapter Number**.

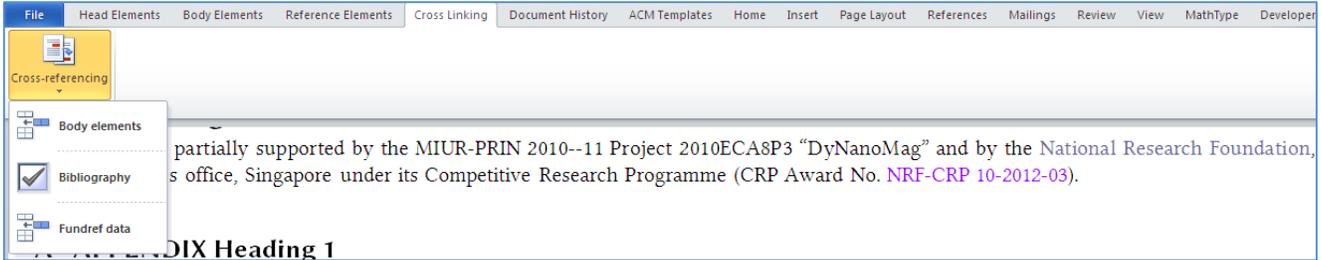


URL: A character style used to mark the **Web Address**.



Cross Linking

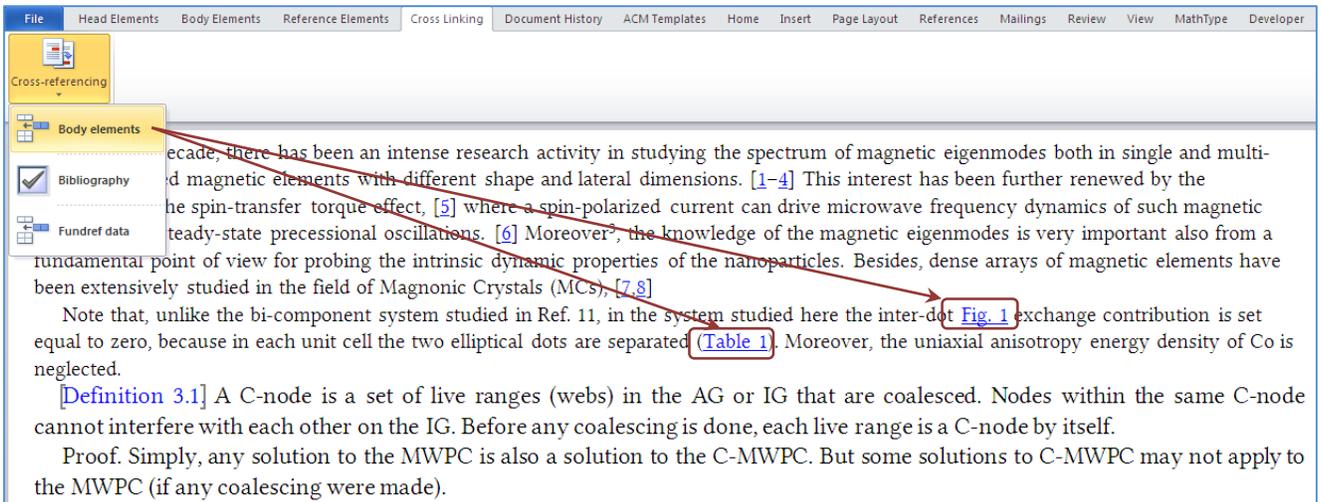
The Cross-Linking menu is used to hyperlink all float elements (figures, tables), bibliography, equations, funding data etc. with their citations. Under the Cross Linking menu there are three different sub-sections:



- Body elements
- Bibliography
- Fundref data

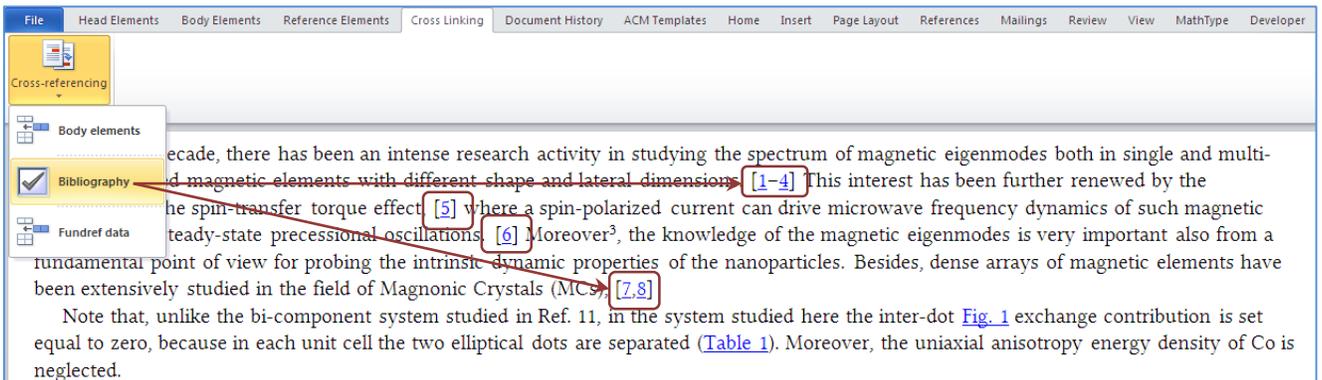
Body elements

It helps in marking all float, equations, sections citations automatically based on defined patterns.



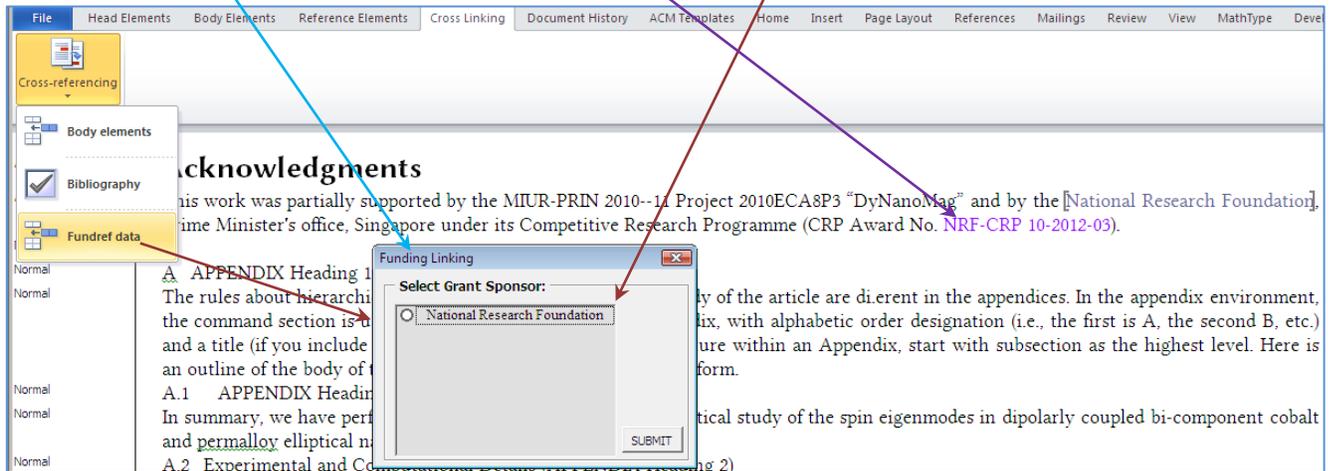
Bibliography

It helps in marking all bibliography citations automatically based on defined patterns.



Fundref data

It helps in marking all funding sponsor information with its specific number. For this purpose, click on 'Fundref data', a **Funding Linking** window will appear on screen. **Grant sponsors** list will show in this window. You just need to select the Grant sponsor against selected **Grant number** to crosslink the funding data.



Manual Cross-Linking

In case the cross-linking does not work as per the requirement, MS Word cross-references feature can be used to hyperlink referenced text, including footnotes, table footnotes, figures, sections etc.

You can also 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>

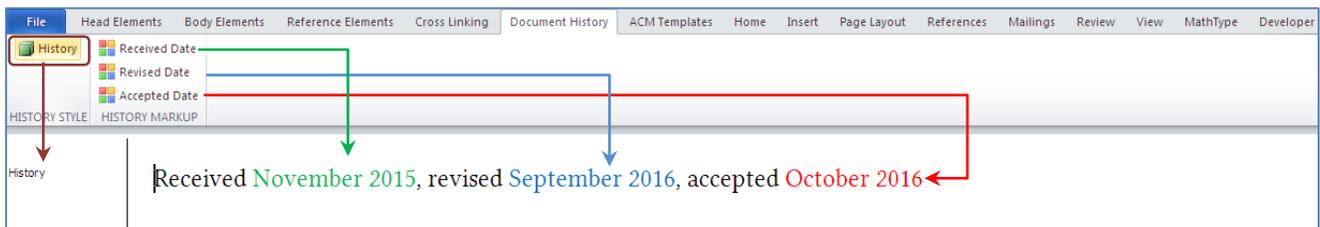
Example of Bookmarks:

ELEMENT	Bookmark name
Table	tb[table number] e.g. tb1
Figure	fig[figure number] e.g. fig1
Equation	eq[equation number] e.g. eq1

Document History

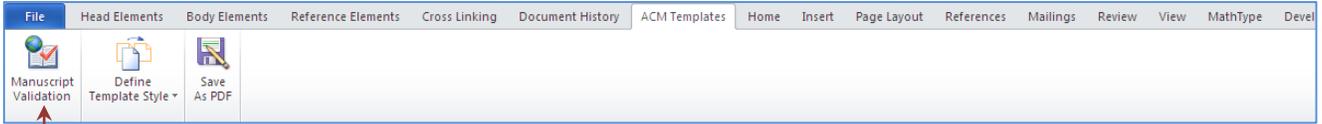
Document history identifies all the required elements used to represent the milestones of a manuscript, such as Received Date, Revised Date, and Accepted Date.

History: A paragraph style that is used to apply on history information. Authors may also include additional details through apply character styles on three publication dates (Received, Revised, and Accepted).



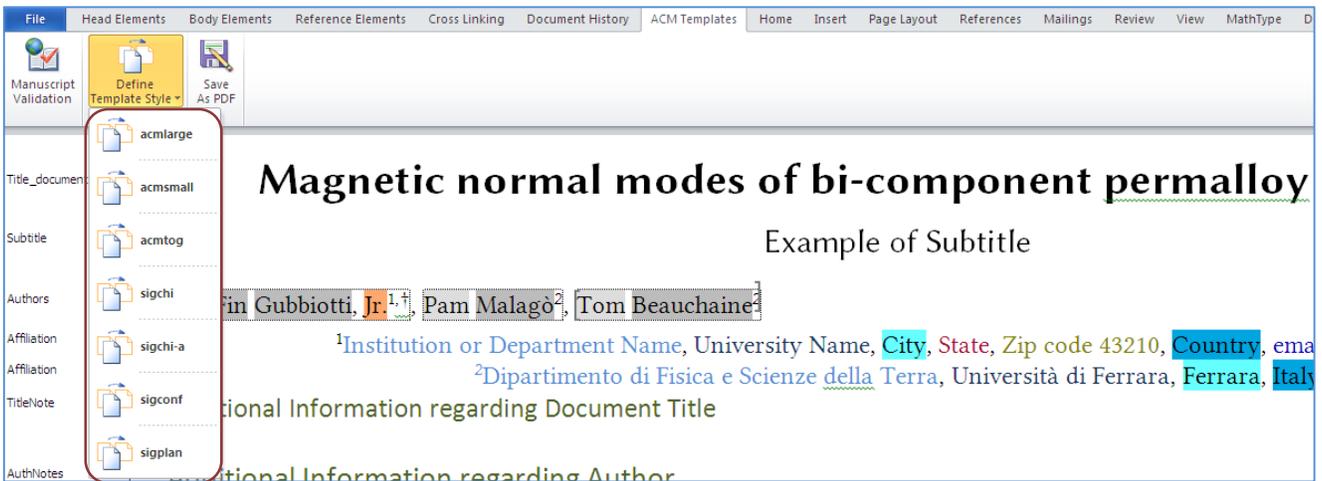
ACM Templates

This menu is used to validate the manuscript, apply the respective template layout, and to save the files as PDFs.



Manuscript Validation: This menu validates the manuscript based on the rules defined in the template to create a correct layout. When you click on **Manuscript Validation** button, error alerts or warnings will appear on the screen based on pre-defined rules.

Define Template Style: All ACM templates are defined/attached under this section. After successfully validating the manuscript, you can generate the final layout of the document as per the respective journal/proceeding requirement after selecting one of the following options:



Metadata (Bibstrip generation and Copyright text display)

You can add the required metadata for generating Bibstrip as well as adding the copyright text for the paper as shown in the below screenshot. This information is provided by ACM's rights management system. After you have chosen the required template from the provided template list, a form will appear on the screen, where the required information will need to be provided. *Please note this metadata information differs for journals and proceeding papers.*

Journal Metadata

 A screenshot of the 'ACM Journal Metadata' dialog box. The form contains the following fields:

- Journal Name: TOG (with a dropdown arrow) and ACM Trans. Graph.
- Volume: 4
- Issue: 1
- Year: 2017
- Month: April (with a dropdown arrow)
- Article Seq.: 1
- DOI: 10.3115/222233.112233
- Copyright Year: 2017
- Copyrt. Statement: -- Select -- (with a dropdown arrow)
- Price: A list box containing options: acmcopyright, acmlicensed, cagov, cagovmixed, none, rightsretained, usgov, usgovmixed.
- ISSN: (empty field)

Note: Write the journal name code in 'Journal Name' field. Journal Title, ISSN and price will be filled automatically. You need to fill other information and select the correct Copyright Statement option from the dropdown list. ACM's Journal code list can be found on [ACM's website](#).

Proceeding Metadata

The screenshot shows a web form titled "ACM Proceeding Metadata". The form has the following fields and values:

- ISBN:-** 978-1-4503-0000-0/18/04 (with a note: e.g. 000-0-0000-0000-0/00/00)
- DOI:-** 10.1145/1234567890
- Conference Name:-** ACM Woodstock conference
- Conference Short Name:-** WOODSTOCK'97
- Conference Location:-** New York, NY, USA
- Date (Month and Day only)**: July 9
- Year:-** 1997
- Copyright Year:-** 2018
- Copyright Statement:-** iw3c2w3 (selected from a dropdown menu)
- Price:-** (empty field)

A "Submit" button is located at the bottom right of the form.

Once the metadata is submitted, the system will autogenerate the **ACM reference format** and **permission block** text in the paper. If you have manually inserted the ACM reference format in the file, it needs to be verified and removed from the manuscript to avoid repetition.

NOTE: All the metadata fields should be filled (blank fields are not allowed). If the user does not have any field value to place in the metadata form, then he/she should fill a dummy value for that specific field. Some of the specific data fields are:

1:- **ISBN** value contains a combination of the ISBN, year (numeric 2 digit, e.g. 18 for 2018) and month (numeric) data values (e.g. **978-1-4503-0000-0/18/04**).

2:-**DOI** value should be filled, e.g. **10.1145/1234567890**.

3: **Date** value contains month and day, where day may be optional (e.g. Month day or Month).

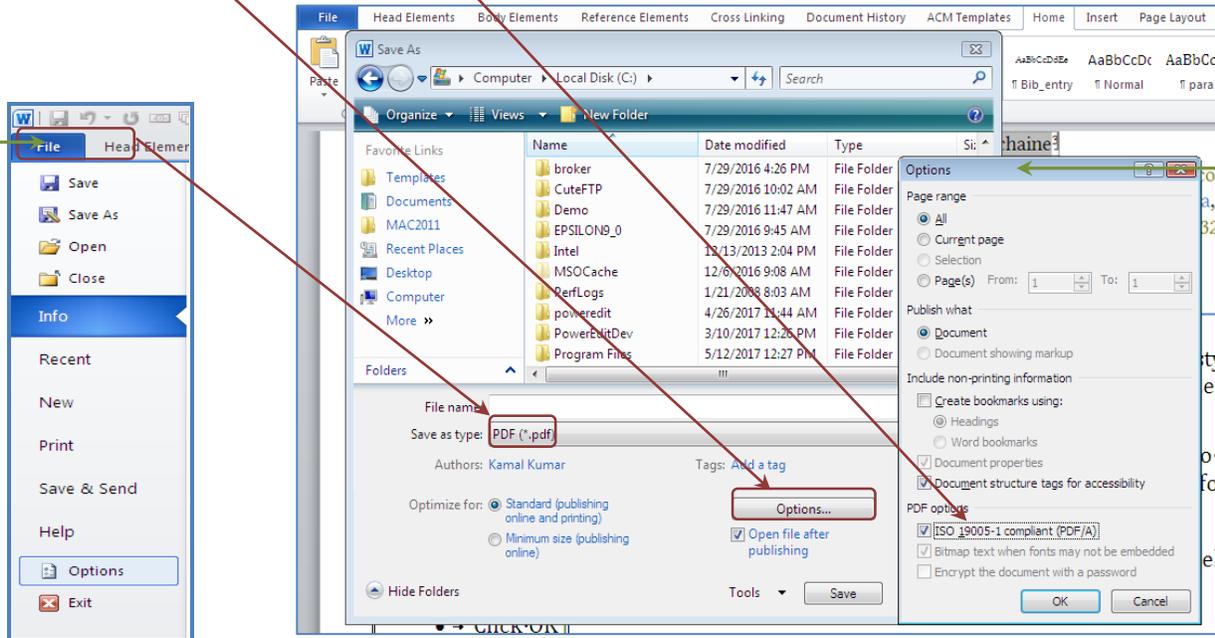
4: **Year** and **copyright Year** value should be in numeric.

iw3c2w3 and **iw3c2w3g** are two copyright statements that do not include the price value.

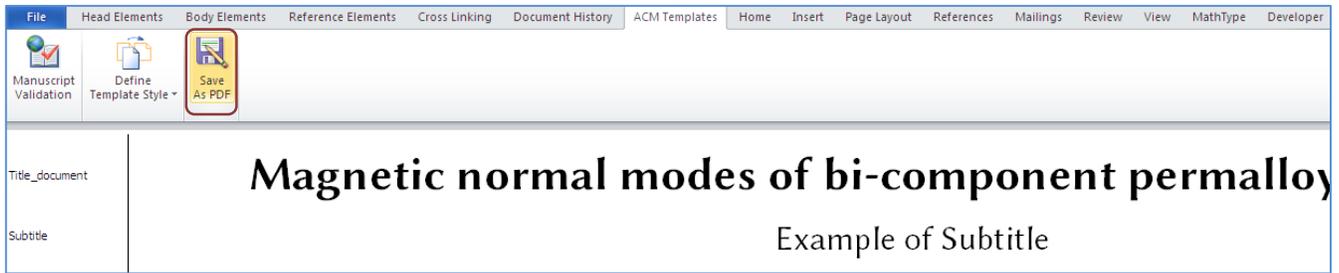
After applying the template option, a layout is created as per the defined styles in templates. You can also adjust the layout or reduce the image size to set the page layout manually in the Word file before saving to PDF.

Save As PDF: This option is used to convert a Word template layout into a PDF file as per ACM's specifications. Before executing this function, you should consider the following guidelines mentioned below:

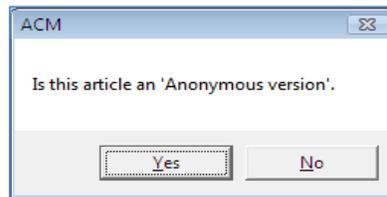
- File --> Save As in Word 2010 to 2016 with PDF as the file type
- There is an **Options** button that displays the **dialog**
- Under PDF options, select "**ISO 19005-1 compliant (PDF/A)**" and press 'OK'



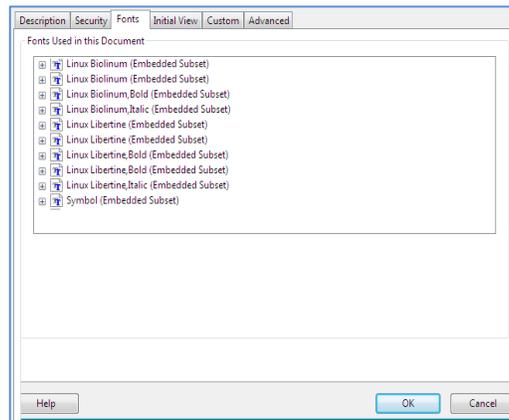
- Now you can save the file as PDF using below option



- If you wish to submit an anonymous version of the paper, click on the below-mentioned prompt while generating the PDF.



- PDF will be generated on the same location.
- Open the file in Acrobat Reader/Professional and check for embedded fonts by using the shortcut **Ctrl + D**.



8. Notes

The above-mentioned process demonstrates document preparation for submission to ACM Journals and Proceedings from scratch.

One can also use the sample documents provided along with the template file as a base to prepare the manuscript. The sample documents are provided in "Draft" mode and to view them in the final layout format apply the required template.

Please use the following steps to prepare your document using the sample documents as base:

- Use the sample file and paste your data in the required area.
- Make sure not to remove any of the applied styles in the existing document.

If you are adding any new data, please make sure to style it as per the instructions provided in previous sections. Use of any unrecognized and incorrect styles may affect the font embedding in the final PDF output.

- Carry out the steps for Cross-linking, Fundref data, adding Document History (specific to Journal submission) and finally Manuscript validation and placing the respective metadata (Bibstrip/copyright text)³ while applying the required template.
- The document will now become visible in the final layout format and you can create the PDF (as per the instructions provided in previous section) for submission.

9. 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 related screenshots for template.
3	Ver. 2.1	11 Nov 2016	Inserted some tips regarding metadata usage.
4	Ver. 2.2	03 July 2017	Changed layout and added some screenshots based on the updated template
5	Ver 2.3	06 Feb 2018	Modified metadata form and related screenshot for template.

³ The existing Bibstrip data, copyright text and permission block in the sample file are dummy values, so the user needs to provide the correct values required for the submission in the metadata dialog box.