Instructions for Applying the Primary Article Template

TO YOUR ACCEPTED ACM SUBMISSION DOCUMENT

Congratulations on having your paper accepted for publication in an ACM venue! The ACM Primary Article Template is an extension of the ACM **submission Template**. Applying the Primary Article Template to your approved submission document is the final step you will take before submitting your article for publishing within an ACM journal or conference proceeding. This document will provide a short checklist of tasks that you are required to complete before submitting your article to an ACM publishing venue. *Please remember to save as you go*!

Attaching the ACM Primary Article Template

☑ **Download the ACM Primary Article Template** (acm_mat_word_v2.dotm; Mac or Windows) from https://www.acm.org/publications/taps/word-template-workflow to your machine and extract the zip file.

☑ **Open your accepted Submission Document.**

☑ **Attach the "acm_mat_word_v2.dotm" file to your Submission Document** by doing the following:
  Attach the template for the appropriate version of MS Word as shown below:
  o **Word 2007:** Press the Windows button at the top of MS Word and click "Word Options;"

  o **Word 2010 and above:** Click on the **File** menu and select **Options**, which then opens the "Word Options" dialog box:
    - Select **Add-Ins** in the "Word Options" dialog box.
    - Click on the **Manage** Drop Down list and select **Templates**.
    - Click the **Go** button. The **Templates and Add-Ins** dialog box appears.

  o **For MAC:** Go to the **Tools** menu:
    - Click on **Templates and Add-Ins** option.
    - 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.
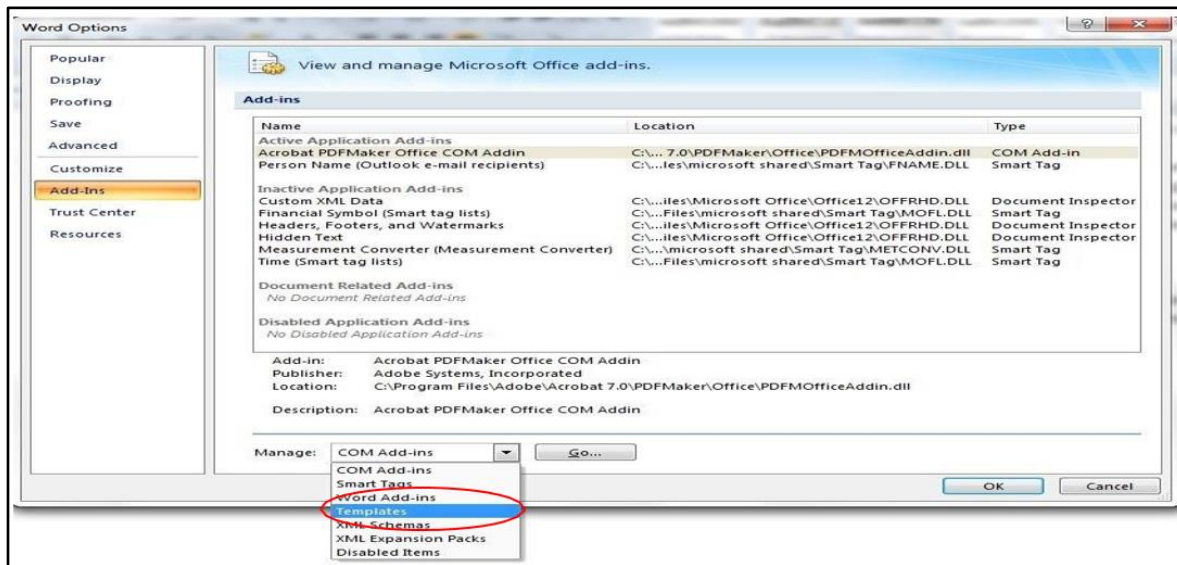
Select the template from the respective location where you have downloaded the template from ACM website and click on the **Open** button. In **Templates and Add-Ins** dialog box, click **OK**. The styles (including macros) stored in the selected template are now available in your document. (*Note*: If you get the security warning "**Macros have been disabled,**" select "**Enable Content**.") Once you have successfully attached the template, the word menu bar will have additional menu options added ("Reference and Crosslinking" and "ACM Templates".)
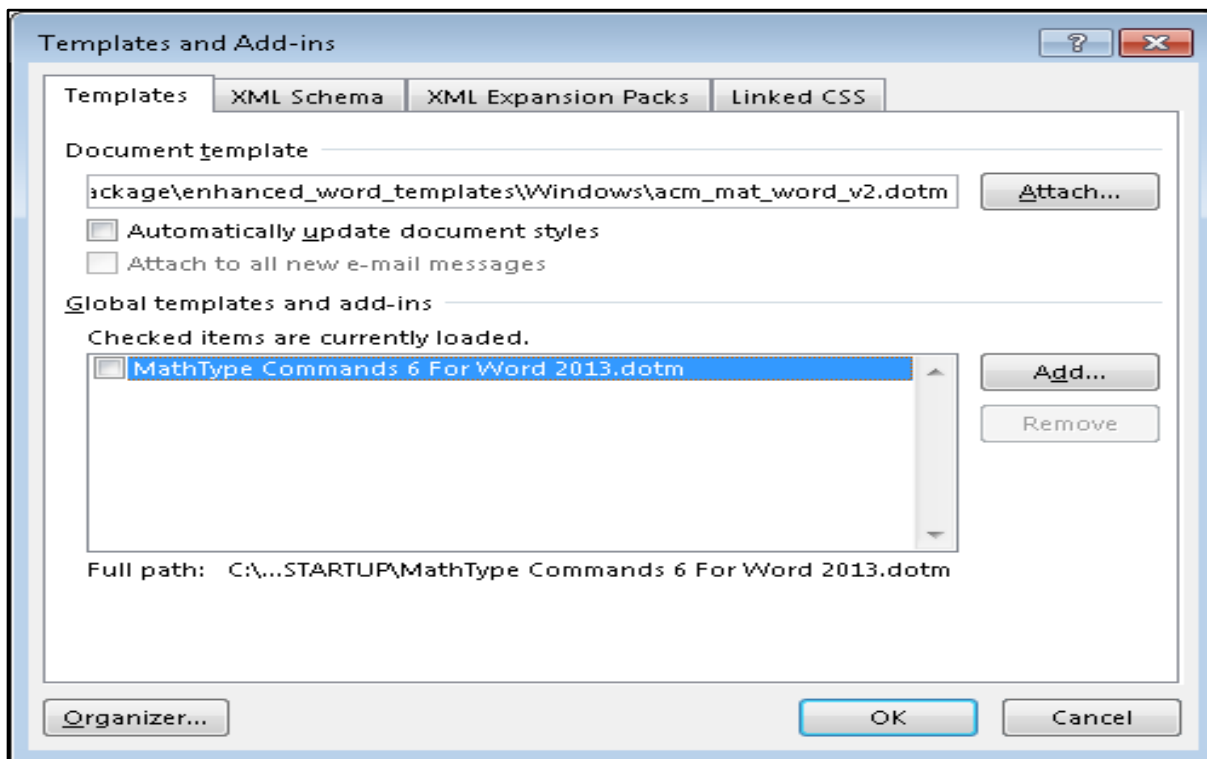
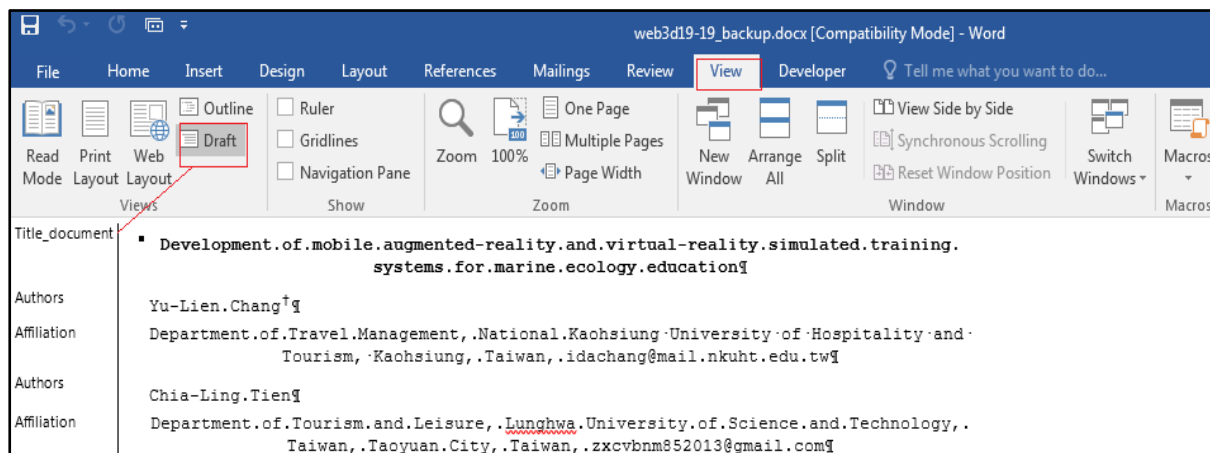# FOR MAC
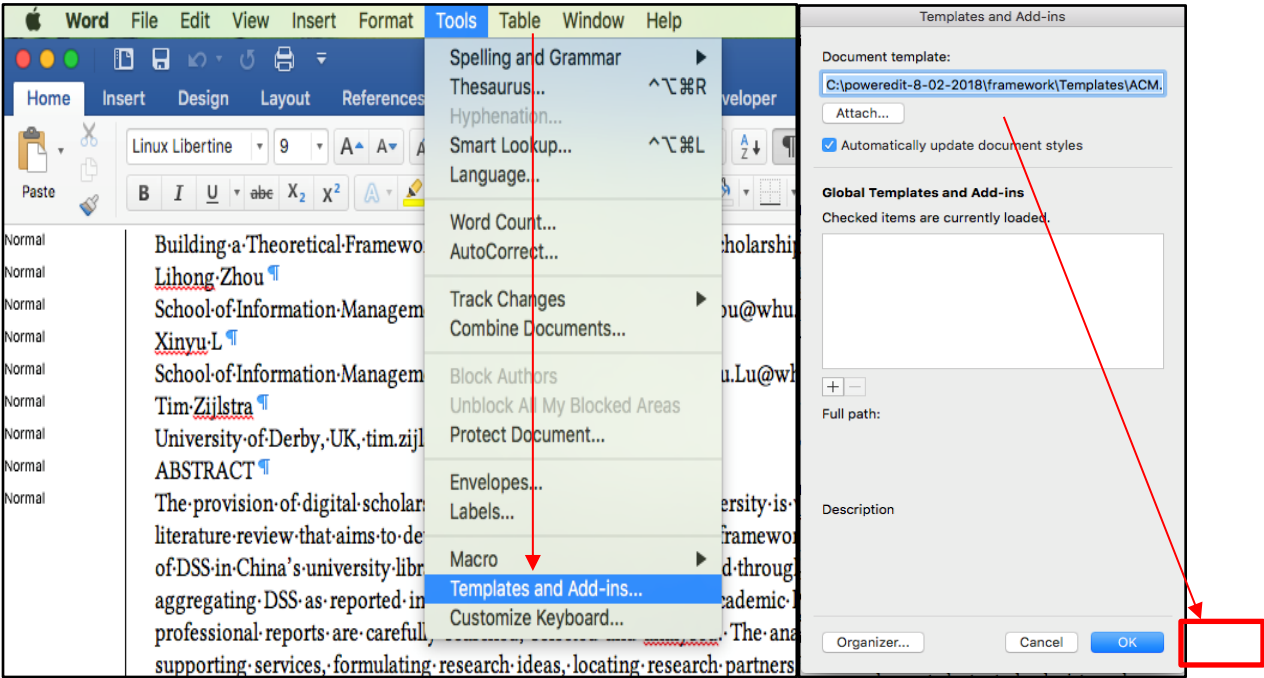
View Your Document in Draft Mode

☑ **We strongly recommend that you work in draft view.** [Click the **View** menu and select **Draft** option] so that you can simultaneously view and verify applied styles for section(s) of text you are working with.

The **Style panel** should appear on the **left-hand side** of the Word File. If it does not appear on the screen even after applying the **draft view**, then please refer to the submission template instructions regarding how to view the document in draft mode.

Now the paper should be in draft view with the style panel on the left-hand side of the document. All the paragraph styles are available in the **Style Pane** as well as in customized menu bar (under "Head Elements" and Body Elements" in the toolbar/ribbon). It is mandatory to apply the appropriate style to all the text elements in your paper to avoid errors when submitting for publication.
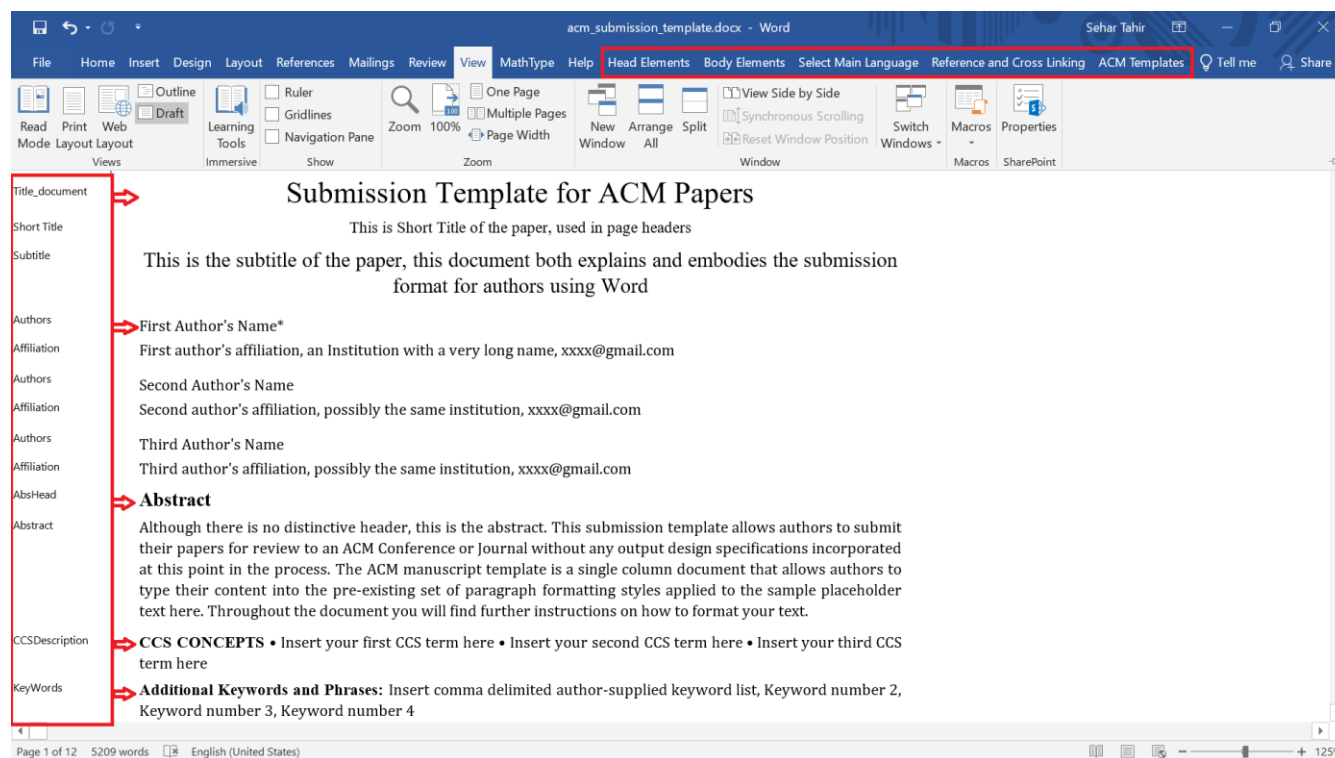
Check Paragraph Styles, Language and Supply Alt Text for Figures and Tables

☑ **Review each element in your paper to ensure that the correct "style" has been applied to the respective element** before moving on to the next steps. Use "Select Main Language" option, if main language of your paper is other than English (Please refer to the submission document instructions if needed for instructions on how to apply the styles to your text.)

☑ **Insert "alt text" (descriptive text) for any non-decorative figures and tables in your article.** (Please refer to the submission document instructions if needed for instructions on how to insert alt text to your figures and tables.)

Insert your ORCID iD

We strongly recommend that you insert your ORCID iD number. [If you do not have an ORCID ID you may apply for one at https://orcid.org/register.]

☑ **How to insert your ORCD in your document:** The acm_mat_word_v2.dotm template has an option to insert your ORCID under the Head Elements ribbon. Highlight the author's name in manuscript (that has the registered ORCID) and then click the ORCID button in the ribbon.
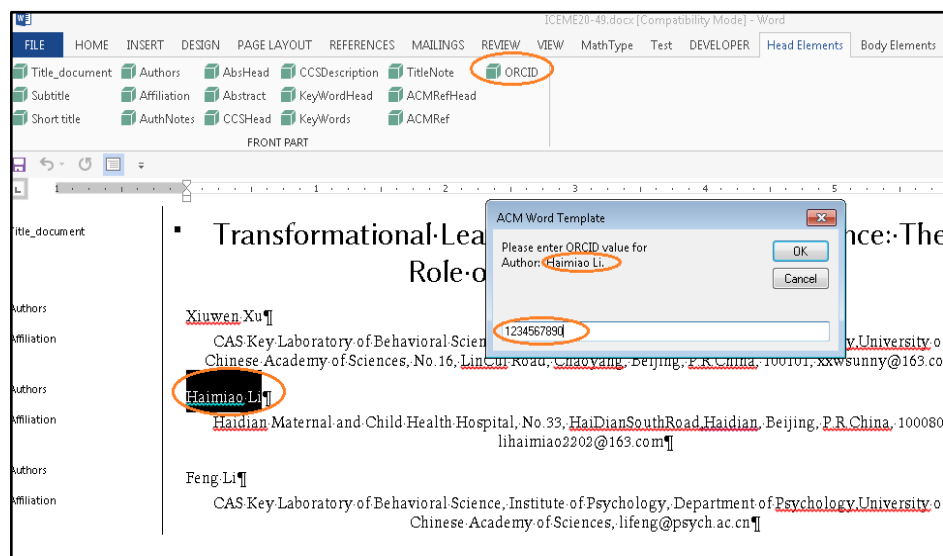
A prompt appears (as seen in the above screenshot) with the selected text to add the ORCID value. Insert the ORCID and select the OK button.

☑ **How to view your ORCID:** Verify the ORCID value by navigating to:
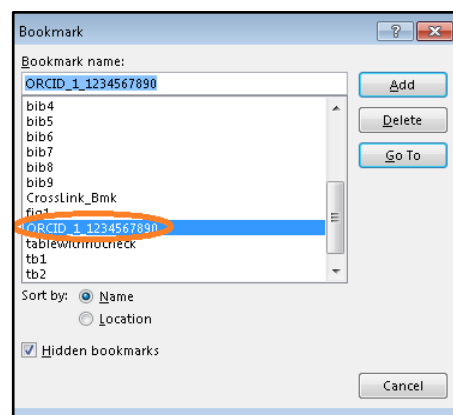

INSERT (from the top menu)--> Bookmark.
ORCID will be available for review as *ORCID_ (count) _ORCID value*
(e.g. ORCID_1_1234567890, ORCID_2_xxxxxxxxxxx)

Prefix = ORCID (fixed text)
Count= Sequence number of inserted ORCID.
ORCID value= actual ORCID value

▪ This value will appear in published HTML output of your paper;
▪ will also be included on your ACM Author Profile Page.

Run ACM Primary Article Template Macros

Once you have verified that the correct paragraph styles have been applied to your text, please do the following:

☑ Reference and Cross Linking: There are two types of reference formats: 1) numbered and 2) author year. If your article uses the numbered reference style:

1. From the "Reference and Cross Linking" menu, under "Cross-referencing" select "Float and Bibliography."

2. The first message prompt that will be displayed will ask you to confirm that the reference end position is correct and to select "yes" if it is, otherwise select "no" to fix it.

3. The second message prompt will ask you to choose the reference type you used in your article—type "1" for the numbered reference style or type "2" for the author year reference style.

If your article uses the author year reference style, then individual reference marking is **mandatory** for the author's name (surname, first name) and the year **before running the "Reference and Cross Linking" macro** otherwise it will prompt an error message during Manuscript Validation. In the author year style references, the author's name must have these character styles applied: **FirstName**, **Surname**, and then have the style **AuthGroup** (a dotted boundary) applied to the entire name. You can then run the macro as per the steps outlined above.

We find it useful to execute these steps to set up the citations correctly:

1. tag the authors and year in each reference
2. run the macro, which generates the label
3. copy and paste each label where the citation occurs.

☑ **Cross Linking:** The "Float and Bibliography" macro will also cross link all the float elements (figures, tables, equations...etc.) and the bibliography elements with their citations. This macro generates auto labeling to link the citations e.g. If author-year citation is like [name, year] in the body text, then the generated labels must be the same as the corresponding citation. **When it is completed correctly, you will receive a message prompt stating that the "process completed successfully."** *(Please give the macro a few minutes to run as Word may appear/state that it is "Not Responding.")* The "Fundref data" option marks all funding sponsor information with its specific number.

☑ **Manuscript Validation:** After you complete the above steps, run this macro (found under the "ACM Templates" menu) to check for any errors in the document. **If your document does not have any errors, you will receive a message prompt stating that the "process completed successfully."** If your document has any issues, error or warning alert messages will appear to prompt you to correct what is needed. Re-run the macro until it states that the "process completed successfully."