

# Instructions for Using the Microsoft Word 2010–2016 Proceedings Paper Template

## 1 Working with the Document Template

### 1.1 General Information

The template, splnproc1702.docm, has been designed for authors preparing a paper to be published in one of Springer's proceedings series. The template supports Word 2010 and newer. As Word for Mac 2016 does not yet support all features provided in Word 2010-2016 for Windows, a special template version splnproc1702\_mac.docm is provided for Mac users.

Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using a custom ribbon tab provided with the template.

For a detailed description of how to prepare your text, illustrations, and references, see the *Springer Guidelines for Authors of Proceedings*.

Please note that the template is provided as a sample document (.docm), while earlier versions came in the Microsoft Word template format (.dotm).
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Authors who prefer to work with templates in the .dotm format can request this format from our editorial as well.

### 1.2 How to Style Your Paper

If you have not yet started to write your paper, simply open the document splnproc1702.docm and overwrite its sample contents with your data. Use the buttons of the template's custom ribbon to format additional elements.

If you use copy & paste to transfer content from another document to the template, please note that the original formatting of the pasted text will usually be retained. It will not be automatically adjusted to the template's predefined styles. In this case you should select the pasted paragraphs and use the built-in macros to format them according to the Springer standard.

Finally name the document with your name and a short form of the title (e.g., Smith\_TitleOfMyPaper.doc).

### 1.3 Activate the Macros

The activation of the template's custom ribbon and macros depends on the security settings on your individual system. If you encounter problems in activating the macros, please check <https://support.office.com/en-us/article/Enable-or-disable-macros-in-Office-files-12b036f-d140-4e74-b45e-16fed1a7e5c6> or the documentation of the Microsoft Word version you are using.

## 2 What the Ribbon's Commands Do

The 'Springer Proceedings Macros' ribbon mainly consists of buttons for the available style elements in the template. All commands are applied to the highlighted text. If no text is highlighted, the selected style will be assigned to the paragraph that currently has the cursor in it.

We recommend that you first enter your text and then click the required button. For example, if you have just typed your affiliation and you are going to continue with writing your abstract, do not click 'Abstract' before having started a new paragraph. Otherwise the abstract format will be applied to the address information, where the cursor is still positioned.

The descriptions below show you how the ribbon buttons work in detail.

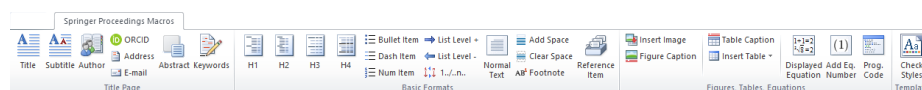


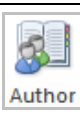
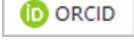
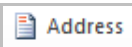
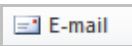
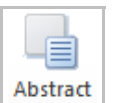



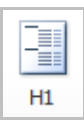
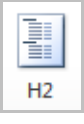
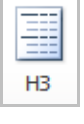
Fig. 1. Custom ribbon 'Springer Proceedings Macros'


### 2.1 How to Format the Header of Your Paper

Button	Effect	Description
	Formats the contribution title	<ul style="list-style-type: none"> <li>This button does not work if more than one paragraph is selected.</li> <li>If a subtitle follows the title, the space after the paragraph is adjusted automatically.</li> </ul>
	Formats a contribution subtitle	<ul style="list-style-type: none"> <li>This button does not work if more than one paragraph is selected.</li> <li>The spacing between the title and the subtitle is adjusted automatically.</li> </ul>
	Formats the authors' names	<ul style="list-style-type: none"> <li>This button does not work if more than one paragraph is selected.</li> </ul>
	Formats ORCID ids	<ul style="list-style-type: none"> <li>The current text selection is formatted as superscript.</li> <li>This button also checks for the correct syntax of the ORCID id '[0000-1111-2222-3333]'.</li> <li>Please note that ORCID ids will not be printed. In the eBook version, they will be replaced by a symbol that is hyperlinked to the related ORCID profile.</li> </ul>



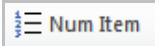
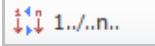
 Address	Formats affiliation and address information	<ul style="list-style-type: none"> <li>This button sets the paragraph format for any affiliation information including e-mail addresses and URLs.</li> <li>The font of e-mail addresses and URLs can be adjusted by using the ‘Email/URL’ button.</li> </ul>
 E-mail	Formats e-mail addresses and URLs	<ul style="list-style-type: none"> <li>This button changes the font of the current text selection to a typewriter font.</li> <li>If no text is selected, the word next to the current cursor position is formatted with the typewriter font.</li> </ul>
 Abstract	Formats the abstract	<ul style="list-style-type: none"> <li>In addition to applying the appropriate paragraph format, the word ‘Abstract’ is added at the beginning of the first paragraph.</li> </ul>
 Keywords	Formats the keywords	<ul style="list-style-type: none"> <li>This button does not work if more than one paragraph is selected.</li> <li>The word ‘Keywords’ is added at the beginning of the paragraph if not yet present.</li> </ul>



## 2.2 How to Format Headings

Button	Effect	Description
 H1	Formats a level 1 heading (numbered section heading)	<ul style="list-style-type: none"> <li>If you want to create a heading without a number, e.g., ‘References’, simply place the cursor at the beginning of the text and press the backspace key [←].</li> </ul>
 H2	Formats a level 2 heading (numbered subsection heading)	<ul style="list-style-type: none"> <li>If you want to create a heading without a number, simply place the cursor at the beginning of the text and press the backspace key [←].</li> </ul>
 H3	Formats a level 3 heading (bold run-in heading)	<ul style="list-style-type: none"> <li><i>If applied to selected text:</i> The selection is formatted as bold run-in heading.</li> <li><i>If applied to a paragraph:</i> The first sentence, i.e., up to the first period, is formatted in bold font style as run-in heading.</li> <li><i>If applied to an empty paragraph:</i> Bold font style is applied to any text then typed in. Once you have finished the heading, you should press the ‘Normal Text’ button to reset the character style to normal text again.</li> </ul>

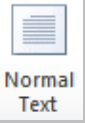
Button	Effect	Description
	Formats a level 4 heading (italic run-in heading)	<ul style="list-style-type: none"> <li>• <i>If applied to selected text:</i> The selection is formatted as italic run-in heading.</li> <li>• <i>If applied to a paragraph:</i> The first sentence, i.e., up to the first period, is formatted in italic font style as run-in heading.</li> <li>• <i>If applied to an empty paragraph:</i> Italic font style is applied to any text then typed in. Once you have finished the heading, you should press the ‘Normal Text’ button to reset the character style to normal text again.</li> </ul>

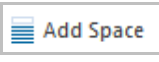
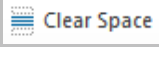
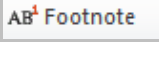
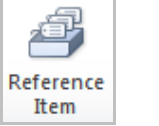
### 2.3 How to Create Lists

Button	Effect	Description
 	Creates an unnumbered list with bullet items/dash items on the 1 <sup>st</sup> level	<ul style="list-style-type: none"> <li>• This button applies a complete itemization scheme with multiple levels.</li> <li>• The only difference between the two buttons is that one starts with bullets and continues with dashes on the 2<sup>nd</sup> level, while the other starts with dashes and continues with bullets on the 2<sup>nd</sup> level.</li> <li>• Use the ‘list level’ buttons to set the levels and indents for nested lists.</li> <li>• Vertical space will only be added before and after a list. The spacing is adjusted automatically if you select a complete block of elements before clicking on one of the list buttons.</li> </ul>
	Creates a numbered list with Arabic numerals on its 1 <sup>st</sup> level	<ul style="list-style-type: none"> <li>• Contains a numbering scheme with multiple levels. The 2<sup>nd</sup> level uses alphabetic characters, the 3<sup>rd</sup> level uses lower case Roman numerals, and so on.</li> <li>• Use the ‘list level’ buttons to set the levels and indents of nested lists.</li> <li>• Vertical space will only be added before and after a list. The spacing is adjusted automatically if you select a complete block of elements before clicking on one of the list buttons.</li> </ul>
	Restarts or continues a numbered list	<ul style="list-style-type: none"> <li>• Only works for numbered lists.</li> <li>• If more than one paragraph is selected, the button only applies to the first paragraph.</li> </ul>



	Increases the level of an existing numbered or unnumbered list (increases the indentation)	<ul style="list-style-type: none"> <li>• Only works for text that has already been formatted with one of the ‘Bullet item,’ ‘Dash item,’ or ‘Num item’ buttons before.</li> <li>• Please only use this button with nested lists.</li> <li>• If you want to create, e.g., a numbered list with bulleted subitems, you should first select all items and click on the ‘Num item’ button. Then select the subitems and hit the ‘Dash item’ button. Finally, apply ‘List level up’ to the subitems. The indentation will be shifted to the next level and the dashes will be converted to bullets since bullets represent the second level of the ‘Dash item’ list template.</li> </ul>
	Decreases the level of an existing numbered or unnumbered list (decreases the indentation)	<ul style="list-style-type: none"> <li>• Only works for text that has already been formatted with one of the ‘Bullet item,’ ‘Dash item,’ or ‘Num item’ buttons and has been shifted to a higher level.</li> <li>• Please only use this button with nested lists.</li> </ul>



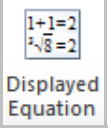
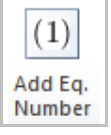
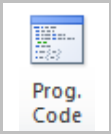
## 2.4 How to Format Text and Paragraphs

Button	Effect	Description
	Formats normal text	<ul style="list-style-type: none"> <li>• Depending on the current selection, this button either applies the default font or it applies the default paragraph format:</li> <li>• <i>If an entire paragraph (or nothing) is selected, and the underlying format is different from the standard paragraph format:</i> The standard paragraph format is applied to the selection.</li> <li>• <i>If an entire paragraph (or nothing) is selected, and the underlying format is already the standard paragraph format:</i> The standard character style is applied to the selection.</li> <li>• <i>If text is selected that does not follow the default character style:</i> The standard character style is applied to the selection.</li> <li>• <i>If text is selected that already follows the default character style:</i> The standard paragraph format is applied to the selection.</li> <li>• If you want to apply the standard paragraph format <i>and</i> remove a nonstandard character style, simply click on the button twice.</li> <li>• Please note that standard paragraphs are not indented after headings, captions, lists, etc., but they have a first-line indent in all other cases.</li> </ul>


Button	Effect	Description
 Add Space	Inserts vertical space	<ul style="list-style-type: none"> <li>This button adds 6 pt (2.1 mm) of vertical space before the selected paragraph.</li> </ul>
 Clear Space	Removes space before and after the current selection	<ul style="list-style-type: none"> <li>This button clears any vertical space before and after the selected text.</li> <li>If space remains after the button has been clicked, please check the preceding and/or the following paragraphs for their settings.</li> </ul>
 Footnote	Inserts a footnote	<ul style="list-style-type: none"> <li>This button inserts a footnote at the current cursor position.</li> <li>For remarks to the contribution title, the footnote character is automatically changed to a symbol (instead of a number).</li> </ul>
 Reference Item	Formats a reference entry	<ul style="list-style-type: none"> <li>This command helps you format numbered reference lists.</li> <li>The hanging indent of the reference items is automatically adjusted based on the total number of references.</li> <li>If you prefer unnumbered references, simply place the cursor at the beginning of each reference item and press the backspace key [←] to remove the number.</li> </ul>

## 2.5 How to Format Special Elements of Your Paper

Button	Effect	Description
 Insert Image	Inserts an image from an external file	<ul style="list-style-type: none"> <li>The image is always placed in an empty paragraph.</li> <li>If the cursor is not in an empty paragraph when clicking on this button, a new paragraph is added after the current one, and the image is inserted there.</li> </ul>
 Figure Caption	Formats a figure caption	<ul style="list-style-type: none"> <li>In addition to applying the appropriate paragraph format, 'Fig. [X]' is added at the beginning of the paragraph ([X] is an automatic counter that is updated whenever the document is opened).</li> <li>This macro does not work if more than one paragraph is selected.</li> <li>If the caption runs over multiple lines the paragraph alignment is automatically switched to justified.</li> </ul>

Button	Effect	Description
 Table Caption	Formats a table caption	<ul style="list-style-type: none"> <li>• In addition to applying the appropriate paragraph format, ‘Table [X]’ is added at the beginning of the paragraph ([X] is an automatic counter that is updated whenever the document is opened).</li> <li>• This macro does not work if more than one paragraph is selected.</li> <li>• If the caption runs over multiple lines, the paragraph alignment is automatically switched to justified.</li> </ul>
 Insert Table ▾	Inserts a table	<ul style="list-style-type: none"> <li>• This dropdown button provides the same functionality as Microsoft Word’s genuine table button that can be found on the ‘Insert’ ribbon.</li> </ul>
 Displayed Equation	Formats a displayed equation	<ul style="list-style-type: none"> <li>• Displayed equations are always centered between the text margins.</li> <li>• If you want to align the equal sign in multiline displays, please use the alignment feature of the equation editor.</li> </ul>
 Add Eq. Number	Adds an equation number to a displayed equation	<ul style="list-style-type: none"> <li>• This button only works if the selected paragraph has already been formatted with the ‘Equation’ button.</li> <li>• The automatic counter that is inserted in the right margin is updated whenever the document is opened.</li> </ul>
 Prog. Code	Formats program listings and command sequences	<ul style="list-style-type: none"> <li>• Please note that the paragraph format includes tabulators every 4 mm that can help you adjust the indentation of code blocks.</li> </ul>

## 2.6 How to Restore the Template Styles

Button	Effect	Description
 Restore Styles	Checks the template and restores all predefined styles	<ul style="list-style-type: none"> <li>• If the original template styles were altered or are not available anymore, you can restore them by clicking this button. Individual formatting will be retained.</li> <li>• Please note that some special spacing, i.e. between level 1 and level 2 headings or between unnumbered or numbered items, might be lost. It can be restored by clicking the related formatting button(s) again.</li> </ul>

### 3 Frequently Asked Questions

#### **I do not see the ‘Springer Proceedings Macros’ ribbon – what’s the problem?**

If you do not see the ‘Springer Proceedings Macros’ ribbon described in this document, it has probably been deactivated by your current macro security settings.

To read more about the macro security in Microsoft Office and how they are configured, please check the information available at <https://support.office.com/en-us/article/Enable-or-disable-macros-in-Office-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>.

#### **Clicking a formatting button on the ‘Springer Proceedings Macros’ ribbon throws the error ‘The predefined paragraph/character style ... could not be found in the template’.**

The typical reason for this issue is that styles associated with the formatting buttons were deleted or renamed. You can automatically restore them by clicking the “restore styles” button (see 2.6).

#### **I have copied text from another document into the template, but it is not or not fully adjusted to the Springer standard.**

There are three possible reasons: First, only formatting styles that already existed in your original document can be updated by the template. Second, only if those styles were used in your original document, can adjusting them have a visible effect. Third, please consider that individual modifications of certain styles are usually retained, even if the original styles are overwritten by the settings in the template. In all three cases, you should simply re-apply the appropriate styles using the formatting button of the ‘Springer Proceedings Macros’ ribbon.

#### **I have formatted a text element by clicking the respective button, but some of the selected style’s properties were obviously not applied.**

There might be a conflict between the underlying paragraph style and some individual character and paragraph formatting. Most buttons in the ribbon change the underlying style only and do not generally adjust individual formatting that might be present in the selected text. Solution: First reset the text formatting by clicking the ‘Normal Text’ button twice, then apply the desired style.

#### **The automatic numbering of sections and subsections seems to be corrupted.**

Please simply apply the H1 and H2 formats to the affected section headings or subsection headings once again to correct the numbering.



**I would like to use special characters in my text – how should I insert them?**

Reformatting running text, in which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters into your document from the menu point *Insert*→*Symbol*. In the Symbol dialog box, select the required character.

March 1, 2017