

ACM Author Gateway

Proceedings

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Preparing Your Article with Microsoft Word

Introduction

The ACM article template allows authors to use LaTeX or Microsoft Word to prepare high-quality articles for publication in the ACM Digital Library. An important concept for authors to understand is the separation of content and style. The input format - whether Word or LaTeX - is intentionally simple in appearance, making creation and editing simpler, as well as reviewing. Authors provide metadata - through associating styles with content in a Word document - "this is a paragraph, this is a subtitle," and LaTeX commands - `\title{}`, `\section{}` and so on. TAPS (The ACM Production System) takes Word or LaTeX documents as input, and produces well-formatted, high-quality PDF and HTML5 documents for publication. For more information on TAPS, please see our [TAPS Workflow](#) page.

The article creation process can be summed up in a few steps.

1. Prepare your source material using Word or LaTeX, starting with the Word submission template or a LaTeX document that uses the "acmart" document class (`\documentclass[manuscript]{acmart}`). The submission version is one column, with minimal styling of content.
2. Submit your article for review to a conference or journal.
3. If your article is accepted for publication, you will be asked to complete the ACM rights form, then prepare a final version of your article and submit the source to TAPS for processing.
4. Review the PDF and HTML versions of your article generated by TAPS, correct errors necessary, and reprocess or contact support and then approve the output. Your output will then be reviewed by the production editor for final approval.

Important to Note: Communication between the author and ACM regarding your rights form is done via e-mail; please make that e-mail from "rightsreview@acm.org" goes to your inbox, so that you don't miss any communication from ACM. Please do the same for tapsadmin@aptaracorp.awsapps.com as well so that the emails from TAPS also safely reach your inbox.

This document explains how to use Microsoft Word to prepare your ACM article for submission, and for publication. **If you are using LaTeX to prepare your ACM article, you should review [Preparing Your Article with LaTeX](#) instead.** The same topics are covered, and the emphasis there is on using LaTeX to accomplish the task.

The ACM Article Template: Using Microsoft Word

Authors who use Microsoft Word to prepare their articles need to first use the "submission template" which contains style information used to tag the elements of your article, and then the "primary article template" that contains macros for citation, reference, figure and image cross-linking, and manuscript validation.

Windows and Macintosh users will start with the same [submission template](#) Word document, adding their content to it and applying styles to each of the major elements - title, paragraph, figure, and so on - to it.

There are separate versions of the "primary article template" for **[Microsoft Word for Windows](#)**, **[Macintosh Office 2011](#)**, and **[Macintosh Office 2016](#)** - please download the version appropriate for your operating system and Microsoft Word version. (The Macintosh Office 2016 version also works with the Microsoft Office 365 version of Microsoft Word for Macintosh.) This is not a new document but rather a template/add-in to attach to the submission document you sent for review. Please choose the correct template version based on your platform.

Attaching the "primary article template" to your existing Word document is done in slightly different ways, dependent on your computer's operating system.

To set this up in Word (for Macintosh):

- select "Templates and Add-Ins" from the "Tools" menu.
- select the "Attach..." button and then select the primary article template file.
- select the "OK" button.

To set this up in Word (for Windows):

- select "Options" from the "File" menu.
- select "Add-Ins" from the "Word Options" dialog box.
- select "Templates" from the "Manage" option menu, and then select the primary article template file.
- (If you get a security warning about disabled macros, please select the "Enable Content" button.)