

Demonstration of paper preparation in MS Word: The paper written in Word

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Abstract

This document serves as a guide for authors preparing manuscripts in MS Word for publishing them in the journal Applied and Computational Mechanics (ACM). It gives a short description how to set up the document in MS Word before starting paper writing. Firstly, save this file with the name consisting of the surname of the first author and his/her given name in the form *Thefirst_Adam.docx* and then continue writing your manuscript according to the instructions stated in this template.

Keywords: file, demonstration, rules of writing

1 Introduction

The file *acmtempl.docx* corresponds to the required format of the paper. Authors can either save the file *amctempl.docx* as mentioned above or create a new file from an empty MS Word document which is based on *acmtempl.docx*. Overall, it is highly recommended to prepare the manuscript according to the ACM template while keeping its formatting style as simple as possible. For this purpose, you can use the predefined formatting styles.

2 The front matter

2.1 Specifying the title, authors and affiliations

The title of the paper is specified as stated above (including type face, alignment, spacing, etc.). Note that in accordance with the common practice, the title should be concise and informative and should be capitalised using sentence style (i.e., only the first word and proper nouns like names and so on should be capitalised).

Author names and affiliations are specified as stated above. The name of each author is composed of the first letter of author's given name and his/her surname (family name). Corresponding workplace address which is placed under authors' list is linked with one or more authors by an upper index. The star symbol is added after the mark of the corresponding author to make a link with the footnote text that specifies his/her phone number and e-mail address.

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2.2 Abstract and keywords

An abstract and keywords have the form defined above. The abstract should be concise and factual and should briefly state the purpose of the presented work, its principal results and conclusions. The length of the abstract should be appropriate, but no longer than 15 lines. Additionally, the abstract must be able to stand alone, so references should be avoided. If really necessary, only a complete citation should be used. The abstract is followed by a **maximum of 6 keywords** that are separated by a comma and without a full stop at the end.

3 The body of the paper

The main text of the manuscript is written using Times New Roman 12 font size. To emphasise certain words or parts of the text, use only the *italic font* instead of the bold one. If the manuscript requires the inclusion of footnotes, it should be done similarly as corresponding author's footnote and marked by an upper index[†]. The text should be partitioned into sections and subsections with headings formatted as above. The Acknowledgement(s) section and the section References have the same heading form, but are unnumbered. Titles of each section, subsection or paragraph should be capitalised using sentence style (i.e., only the first word and proper nouns like names and so on should be capitalised), see the titles of sections and subsections in this document.

The paper layout is defined as follows: left and right margins are 2.5 cm, top margin is equal to 3.1 cm, bottom margin to 2.5 cm. The distance between upper margin of the headings and upper margin of the paper sheet is equal to 2.3 cm.

Each manuscript should be written in clear and correct English (British or American, but not a mixture of them) and should have the minimum of 8 pages, in any case an even number of pages is required.

Note that every submitted manuscript will undergo an **initial review** that will evaluate its originality (using *Crossref Similarity Check*), content, quality of English, and interest to the ACM readers, before being sent for a standard peer-review.

4 Figures, tables and equations

All figures and tables should be embedded in the text at appropriate positions. Both colour or grayscale figures can be provided, but the colour ones will be used only for the online version of the journal. Keep in mind that figures and the results they present should be clearly visible and distinguishable also when printed in grayscale. If necessary, you are encouraged to submit additional figures suitable for grayscale printing only. **You are requested to provide all figures in separate files in vector format (eps, pdf or ps) or at least at 300dpi resolution (png, jpeg or tiff).** Captions of figures (tables) are always centred *below* (*above*) the corresponding object. In these captions, please omit the use of a full stop at the end.

Table 1. Table caption

Metal	Melting point [K]	Boiling point [K]
Aluminium	933	2 743
Iron	1 811	3 134

[†]Example of a footnote.

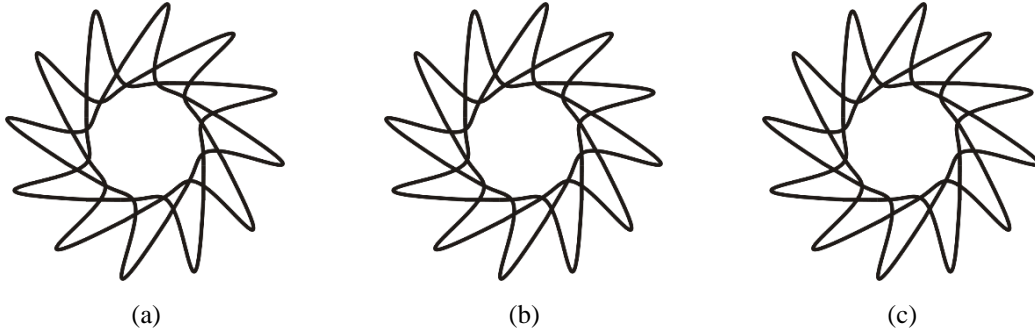


Fig. 1. Picture caption

All equations in the paper should be centred and integrated into sentences. An equation (in this case in matrix form) that is part of a sentence, for example,

$$\mathbf{x} = \mathbf{A}^+ \mathbf{y}, \mathbf{y} = [\sin \omega t, \cos \omega t]^T, \quad (1)$$

is separated by comma and followed by a standard punctuation at the end if appropriate.

5 Cross-referencing of figures, tables and equations

All figures and tables should be referred to in the manuscript. When referring to certain figures or tables, the following formatting styles should be used: Fig. 1, Fig. 1a-c, Figs. 1 and 3, Figs. 1a and 2c, Figs. 1–5, Table 1, Tables 1 and 2, Tables 1–3. The reference to an equation is created analogously and consists only of its number closed in parentheses. In the text, avoid the use of "eq.", "eqs.", "equation", "equations" etc. when referring to a specific equation(s). In other words, you should write "as stated in (1)" instead of "as stated in equation (1)". The only exception is if the context calls for it (e.g., "In this case, equation (1) can be simplified ...") or if the equation(s) number would begin a sentence. In such a case, "Equation" or "Equations" preceding the equation(s) numbers should be used in order to avoid the awkwardness of beginning a sentence with a numeral.

6 List of references and citations

References should be cited in the text by using standard formatting, for example: "Recent works [1], [2], [7] showed ...", "... recently [4] and [6] solved ...", "... as was stated in [3], [5] or [8] ...", "... Bathe and Zhang [1] introduced ..." or "... Lee et al. in [5] showed ...". References should be listed in alphabetical order according to the surname (family name) of the first author at the end of the manuscript. The requested format of the references is shown in the References section at the end of this document. All reference titles need to be capitalised using sentence style (i.e., only the first word and proper nouns like names should be capitalised); journal names should be written in full using the title case capitalisation (abbreviations are not allowed), DOI numbers (if applicable) and other reference data like page numbers, year, volume, publisher etc. have to be included in the requested format. Regardless of the chosen formatting method, note that all references stated in the list of references have to be cited in the manuscript and vice versa.

7 Conclusions

This section should summarise the main conclusions of the study, its novelty and contributions should be emphasised, advantages and disadvantages of the presented methods or approaches can be pointed out, further work in progress can be mentioned etc.

Finally, we would like to point out that only manuscripts in **PDF format** can be considered for publication. To submit the final version of your manuscript, you have to pack the source file (*.docx) and all figures (i.e., each figure in a separate graphic file in the aforementioned vector or bitmap formats, see Section 4) and upload the **zip file** using the on-line form at <http://www.kme.zcu.cz/acm> after logging in.

Acknowledgement(s)

The acknowledgement(s) should be stated here, for example: The work has been supported by the grant project ... and by the research project ...

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