**Maple Transactions MS Word Template Version 0.9**

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**Abstract.** The purpose of this document is to provide you with an MS Word template for your Maple Transaction submission.

Key Words and Phrases: Maple Transactions, MS Word, template.

**Recommended Reference Format**:

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**1 Introduction**

The editors of Maple Transactions chose to accept submissions written in MS Word, for

several reasons, including the following:

(1) Many authors for Maple Transactions will already be familiar with MS Word, so lusing this template should be straightforward.

(2) MS Word is well-developed and widely used word processor, that allows an easy switch

for anonymous author/anonymous reviewer refereeing (also called “double-blind”

refereeing) which Maple Transactions has adopted.

**2 Template Overview**

As noted in the introduction, MS Word can be used to prepare many different kinds of documentation including a double-blind initial submission of a full-length paper, a “camera-ready” journal article, a SIGCHI Extended Abstract.

**2.1 Template Styles**

The anonymous option is helpful for anonymous author/anonymous referee reviewing, which

Maple Transactions has adopted. The “review” option puts line numbers everywhere. These may

not quite line up with every line, but they are quite useful for communicating feedback to authors.

**3 Modifications**

Maple Transactions permits modifications of this template. The editors would like to keep a more-or-less uniform look to the online journal, but if the author feels strongly about something, the editors are likely to be sympathetic.

**4 Title Information**

The title of your work should use capital letters appropriately - https://capitalizemytitle.com/ has useful rules for capitalization.

**5 Authors and Affiliations**

Each author must be defined separately for accurate metadata identification. Multiple authors may

share one affiliation. Authors’ names should not be abbreviated; use full first names wherever

possible. Include authors’ e-mail addresses whenever possible.

**6 Rights Information**

Authors of any work published by Maple Transactions will need to complete a rights form.

Depending on the kind of work, and the rights management choice made by the author, this may

be copyright transfer, permission, license, or an OA (open access) agreement.

Regardless of the rights management choice, the author will receive a copy of the completed rights

form once it has been submitted.

Rights information is unique to the work; if you are preparing several works for an event, make

sure to use the correct set of commands with each of the works.

**7 Tables**

For an example see Table 1.

Table 1 Frequency of Special Characters

|  |  |  |
| --- | --- | --- |
| Non-English or Math | Frequency | Comments |
| Ø | 1 in 1,000 | For Swedish names |
| ***π*** | 1 in 5 | Common in math |
| $ | 4 in 5 | Used in business |
|  | 1 in 40,000 | Unexplained usage |

Table captions are placed above the table.

**8 Math Equations**

You may want to display math equations in three distinct styles: inline, numbered or non-numbered

display. Each of the three are discussed in the next sections.

**8.1 Inline (In-text) Equations**

A formula that appears in the running text is called an inline or in-text formula. For example, the fact that is easy to prove.

**8.2 Display Equations**

A display equation - one set off by vertical space from the text and centered horizontally – can be numbered. This is not that simple to do in MS Word. The display below is obtained by creating a table with one raw and three columns and then placing the equation in the middle column and the number in the right column

|  |  |  |
| --- | --- | --- |
|  |  | (1) |

Here is an unnumbered display equation:

**9 Including Maple or other Code**

Long Maple programs should not be included in the text; provide them instead in the supplementary

material (ideally, a link to a working Maple workbook with all code and commands). Short bits of

code, intended to be read as part of the text, are very welcome.

**10 Figures**

Your figures should contain a caption which describes the figure to the reader. Figure captions are placed below the figure. Every figure should also have a figure description unless it is purely decorative. These descriptions convey what’s in the image to someone who cannot see it. They are also used by search engine crawlers for indexing images, and when images cannot be loaded. A figure description must be unformatted plain text less than 2000 characters long (including spaces). Figure descriptions should not repeat the figure caption – their purpose is to capture important information that is not already provided in the caption or the main text of the paper. For figures that convey important and complex new information, a short text description may not be adequate. More complex alternative descriptions can be placed in an appendix and referenced in a short figure description. For example, provide a data table capturing the information in a bar chart, or a structured list representing a graph. For additional information regarding how best to write figure descriptions and why doing this is so important, please see https://www.acm.

org/publications/taps/describing-figures/. See Figure 1.

**A picture containing text

Description automatically generated**

Figure 1 Five Minutes to Twelve - Has online teaching made the printed learning resources obsolete? (Art by Bethani L'Hereux. Idea by Veselin Jungic inspired by Salvador Dali's painting "The Persistence of Memory".)

**11 Citations and Bibliographies**

The preferred style for citations and references is the IEEE Reference Guide. The styles used in the [ACM Citation Style and Reference Formats](https://acct-www.acm.org/publications/authors/reference-formatting) and the [APA Style for References](https://apastyle.apa.org/style-grammar-guidelines/references) are also acceptable.

For the reader’s convenience, in-text citations referring to external Web sites should include embedded hyperlinks where appropriate. See the “Bibliography” section of this document for several examples.

**12 Acknowledgments**

Identification of funding sources and other support, and thanks to individuals and groups that assisted in the research and the preparation of the work should be included in an acknowledgment section, which is placed just before the reference section in your document

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