

## A USER GUIDE FOR PROCEEDINGS

*Written in ProceeDings*

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**Abstract.** This guide shows you how to use the ProceeDings web-based editor for preparing your paper.

**Keywords.** First; Second; Third.

### 1. General

Papers should be maximum 10 pages long. You can view the page count by clicking on “Print” in the right-hand **Contribution Menu**. In that mode, you will be able to see a preprint of your paper. Note that the editors may still change the placement of figures and tables (but consecutive numbering is kept intact).

#### 1.1. BEFORE YOU START

We are aware that many authors use their accustomed word processor for preparing the final paper. Rather than forcing you to copy-and-paste every paragraph separately into this tool, we have prepared a *Import Text* wizard (see right-hand menu) where you can import the whole paper or abstract in one step. The same goes for your bibliography (*Import Bibliography* on the right-hand menu)

Should you need any technical assistance or have questions regarding the editor, you can contact the ProceeDings team via mail (press *Get Help/Ask Question*). ProceeDings supports all major browsers (Chrome, Firefox and Internet Explorer; older and/or mobile versions of Safari may exhibit some issues which are noted under Section ‘Compatibility with Safari’).

This document is intended as a basic reference. During editing, we also give you hints on how to use a specific paragraph in its tool bar (more under ‘How to use the web-based editor’ in the next section).

## 1.2. HOW TO USE THE WEB-BASED EDITOR

The publication editor is paragraph-based:

- Initially, you are in **viewing mode**: You can see all paragraphs in their respective style, but are not allowed to edit them.
- In that mode, you can also see the contribution's **menu**, consisting of a "todo list" and some buttons. The todo list gives you all validation errors of your paper (click on an entry to get to that specific paragraph). We also display a warning sign beneath each erroneous paragraph. Apart from todo list and buttons, you can also see the logout link at the top-right corner of the menu. You will be logged out automatically after 20 minutes of inactivity. A reminder will pop up well ahead of that time in the menu.
- To enter **editing mode**, click on a paragraph. Depending on the type of the paragraph, you will then see a text box (e.g. for headings, paragraphs, bullet points) or some other form of editing interface (e.g. upload form for figures).
- The structure of the editing interface is always the same: On top, you will find a tool bar giving you hints on what you can do in this specific paragraph. On the right hand side of the tool bar, there are up to three buttons - *Up* and *Down* move the paragraph through the body of text, while *Remove* deletes it. Underneath the tool bar, we show you all validation errors for that paragraph. Please fix these hit *Apply* in at the bottom of the interface to revalidate. There, you will also find *Save* and *Cancel*, which both bring you back into view mode.
- To insert a new paragraph, you must be in view mode. On the left margin of the paper, you will see insertion marks (">") before and after each paragraph. Point your mouse above these in order to see the **insert menu** from which you can then choose.

To sum up, ProceeDings tries to guide you through the process of editing, by giving you context-sensitive feedback on each paragraph you type. The validation errors for each paragraph are displayed in three locations: In the right-hand menu and as a warning sign on the right hand of a paragraph (when viewing) or underneath the tool bar (when editing).

During editing, you will likely want to use a spell checker. All modern browsers have a built-in spell checker which will highlight a misspelled word. If you need more than that, e.g. for checking grammar, please use your word processor for composing the text and then copy-and-paste into ProceeDings.

## 1.3. SUBMISSION

Once you are ready to submit, hit the *Submit Paper* button in the Contribution Menu. You can submit multiple times, as long as the submission deadline has not ended. Please make sure that your citations and cross-references are correct.

## 2. Demonstration of various paragraph styles

### 2.1. PARAGRAPH

Paragraphs use *markup* for formatting: To get **bold** text, surround it with \* characters, with no spaces in between \* and your text. This is important! Markup characters surrounded by spaces are treated as normal text, i.e. \* gives a normal asterisk.

Text enclosed in / will be printed as *italic*. To insert an equation into a paragraph, enclose it in between #, e.g.  $x^2$ . For a list of commands you can use in equations, refer to the help in the tool bar.

Citations are written *manually*, i.e. there is no “insert citation” command that lets you choose an entry from the list of references. Instead, you have to write the citation directly into the text, using Harvard style. Examples for citations are: (Gero 2012), (Gero and Kannengiesser 2012) or (Gero et al. 2013). More examples and an in-depth guide to citing is given in the help which you can access through the tool bar.

Likewise, cross references (e.g. figure 1, table 1) are to be entered manually. Examples are again available in the tool bar help. Note: Please be very thorough and check that figure or table numbers haven’t changed before submitting. If you reference sections by title (e.g. “see Background”), please also make sure that the section titles haven’t changed.

### 2.2. TITLE, SUBTITLE, HEADINGS

These paragraph styles are unformatted, i.e. you are not allowed to enter markup. We have title and subtitle (optional). Furthermore, we have three levels of headings (*Heading 1*, *Heading 2*, *Heading 3*) which are numbered automatically. Thus, please **do not** specify a number in the heading’s text (e.g. “1. Introduction”) as ProceeDings will do this for you.

### 2.3. BULLET POINTS AND ENUMERATIONS

Both bullet points and enumerations are to be added one item at a time. For example,

- this is the first item of a bullet list,
  - this is the second item of a bullet list
1. and this is the first item of an enumeration

You can use formatting markup in both cases. Bullet lists always have a “bullet symbol” (no custom symbol allowed). Enumerations are always numeric and begin at 1 (no custom enumerations such as (a.), (b.), (c.), i.), ii.), iii.) and so on).

### 2.4. TABLES AND FIGURES

Both tables and figures must be supplied as images. You can upload either a .jpg or .png file. Our proceedings has a single-column layout with a text width of 120mm, which is also the maximum width for all tables and figures. Note



Figure 1. This is a figure

that editors may adjust the width after you have submitted, in order to fine-tune your paper.

Please use a resolution of 300 dpi for photos or renderings and 600 dpi for line drawings. ProceeDings will calculate the resolution of your uploaded image and show you the computed value for cross-checking. The maximum allowed upload size is 9 MB or 11 MP (calculated by dividing width \* height by 1000000). For best results, please do not make your .png files transparent but use white as background.

For tables, the tool bar help gives you some guidelines on how tables should look like (i.e. layout examples). It furthermore walks you through the process of exporting a table from your word processor or spreadsheet software to a high-quality image.

All your figures and tables need to be referenced in the text (see Figure 1; see Table 1). Please make sure that all captions are filled with a short description of what is shown in the table/figure. Note that editors may demand that you shorten your captions or move excessive text into the paper's narrative if these are too long.

Table 1. This is a table

A	B	C	D
10	<b>(empty table)</b>		3.00 €
20			5.20 \$

## 2.5. EQUATIONS

The markup for producing inline equations has already been presented under section "Paragraph". You can also insert an own *formula* block, which displays number beneath the formula so that you can refer to it in the text (e.g. see Equation 1).

$$\int_a^b c^{aadria} dx \quad (1)$$

In a formula blocks, you enter the equation without enclosing them in # . For

a reference, see the help in the tool bar.

## 2.6. ALGORITHMS

For pseudocode or programs, you can use an *Algorithm* paragraph: This uses the supplied text as-is, including spaces and line breaks, and lays it out in typewriter text.

```
1. Fibonacci (n)
2. if n<2
3. then f<-n
4. else f1<-Fibonacci (n-1)
5. f2<-Fibonacci (n-2)
6. f<-f1+f2
7. return f
```

## 2.7. NOTES

Sometimes, you may want to note down an idea or make remarks that are not printed. For this, you can insert a *Note*. You can also leave notes in your paper, in order to communicate with the editorial team: After the submission, we will look through each one of them, and try to follow any instructions you might give us.

## 2.8. INSERTING REFERENCES

Under the references section, you can choose from seven different citation types that you can insert:

- *Conference Paper* and *Journal Article* are pretty self-explanatory
- *Authored Book*: a book by one or more authors
- *Edited Book*: a book which was compiled by one or more editors, containing chapters from several authors
- *Book Contribution*: A chapter in a book by one or more authors
- *Thesis*: A diploma thesis or dissertation
- *URL*: a citation of a web address

Note that citations are automatically ordered by ProceeDings.

## 3. Compatibility with Safari (or mobile browsers)

Upon saving an edited paragraph, ProceeDings reloads the page and scrolls to the paragraph that you have just edited. If you are using Safari or a mobile browser, this last step might not work (browser scrolls to top of page). If that is the case, please use e.g. Firefox (or mobile Firefox) instead.

## 4. Further help and organisational questions

As said, you can always contact the tech support team using the *Get Help/Ask Question* button. We will make sure that we respond within less than 24 hours (depending on the time of your enquiry). Should you have any organisational

questions, you can furthermore press *Contact Chair*.

### **References**

Peter, A., Newton, B. and Wills, C.: 2009, Visualising Architecture: A field study in rural England, *Proceedings of 11th Bogus Conference*, London, 12-14.