

Using the ACKMA Paper Template

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Version 1.1 September 2012

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Overview

The ACKMA conference proceedings are no longer produced in printed form but the full proceedings are created in PDF format, with individual papers in both PDF and HTML format.

In order to simplify the production of these proceedings an ACKMA Paper Template has been developed which allows the PDF format (two columns) and the HTML format to be easily created directly from your completed Paper Template document.

The advantage of this is that papers are only provided to the Proceedings Editors in one format with standardised document layouts. At the same time the body text is highly flexible with bullets, number lists, tables, images and figures readily included in the Paper Template.

Besides the actual Paper Template these instructions on how to complete your paper using the Paper Template are provided, as well as a number of examples of papers written using the Paper Template. The examples include the completed Paper Template as well as the final PDF and HTML files generated from the completed Paper Templates. See <http://www.ackma.org/papertemplate/> for details.

Getting Started

Within these instructions if text is placed between less than (<) and greater than (>) symbols it means that everything including the less than and greater than symbols should be replaced by whatever the text between the less than and greater than symbols is referring to. e.g. "<YourSurname>" would be replaced with "webb" - note the quotes and angle brackets ("<>") are not included.

If you are writing a paper then create a new folder on your computer to store the completed paper and any associated files. e.g. folder "ACKMA Paper 2012".

After downloading the template file (ACKMA Template.doc) and saving it in the "ACKMA Paper 2012" folder on your computer, take a copy of the file and name it <ConferenceNo><YourSurname>.doc. Where <ConferenceNo> is the number of the ACKMA conference that you will be preparing a paper for. e.g. 18 was Margaret River, 19 will be Ulverstone, Tasmania etc. If there are multiple authors for the paper then please use the First listed author's surname in the filename. If you are presenting more than one paper then the second paper's filename should be <ConferenceNo><YourSurname>1.doc and for any subsequent papers you should just increment the number by 1.

If your paper contains figures or photographs that are images then create a subfolder within your "ACKMA Paper 2012" folder called "<YourSurname>figs". Note if more than one paper then the subfolder should be called "<YourSurname>1figs".

Into this folder ("<YourSurname>figs") place any figures or photographs. The files should be named in the following way:-

<ConferenceNo><YourSurname>fig01.jpg
<ConferenceNo><YourSurname>fig02.jpg
<ConferenceNo><YourSurname>fig03.png
<ConferenceNo><YourSurname>fig04.gif

Note that up to 99 figures are supported within any one paper and the three common graphics file formats of jpg, png and gif are the only supported graphic file formats. Please use the highest quality graphics files that you have for the figures or photographs. They may be reduced in quality but if they are not of good quality to start with they cannot be improved.

Basic Instructions

The ACKMA Template uses a number of special tags within the document that allow scripts to process your completed paper into both the formats used for the ACKMA Proceedings as well as to HTML. Please leave these tags in the template and they will be automatically removed when the document is processed with the appropriate scripts.

Title, SubTitle, Author, Office and EmailAddress

The main Special Tags are:-

Title:
SubTitle:
Author:
Office:
EmailAddress:

These tags are included in the Paper Template as shown below with some examples of how they are completed.

Title: <The Title of your paper>

e.g. Title: Cape Range and Ningaloo Reef: A Semi-Arid Karst and Coastal Area Unlike Any Other

OR

e.g. Title: Cape Range and Ningaloo Reef
(See SubTitle: below)

SubTitle: <The SubTitle of your paper - Optional>

e.g. SubTitle: A Semi-Arid Karst and Coastal Area Unlike Any Other

Author: <The Author(s) of your paper>

e.g. Author: Dennis Williamson¹ and Professor Elery Hamilton-Smith²

Office: <The Office or Contact details of the Author(s) of your paper>

e.g. Office: Office:Director, Geoscene International (A Division of Scenic Spectrums Pty Ltd)¹

Past Chair, IUCN/WCPA Task Force on Caves and Karst ²

EmailAddress: Email: <The Author(s) email address(es)>

e.g. EmailAddress: Email: dennis.williamson@somewhere.net.au¹
elery@somewhere.com.au²

The tags in the five lines above are Title: , SubTitle:, Author: , Office: and EmailAddress:. Please note the space character after each tag word. The space following the tags is so that you can spelling check the document without generating errors because of combined words.

The text that you place in the document replaces the text between the angle brackets (<.....>). Please try and keep the Title to one line if possible. If that is not possible

then reduce the font to 8 point and try again. If it still does not fit on one line then try splitting the title into a Title and a SubTitle.

The Author(s) should be the full name and/or title (e.g. Dr or Professor) of the author(s) and if there are multiple Author(s) they should be separated with comma's (for three or more) with the last one separated with an and. For two authors separate them with and as shown in the example above.

The Office: tag may be your office details, a position that the Author holds or contact details. If multiple Author(s) have multiple contact details please use the numbered superscripts as shown in the example above.

Body, BodyEnd and EndRef

The other Special Tags are:-

Body:

BodyEnd:

EndRef:

The Body: tag indicates the start of the body of the paper. It is placed before the heading for the paper's abstract (See template).

The BodyEnd: tag indicates the end of the body of the paper and it is placed prior to any references (if applicable).

The EndRef: tag indicates the end of the references for the paper. If no references have been used in the paper then no EndRef: tag is required.

Abstract

The Section for your paper Abstract is in the Paper Template so just place your abstract in the Paper Template where it states <Put your abstract here>.

Please don't bother formatting your abstract as this will be automatically performed by the macros when producing your paper.

Introduction

The Section for your paper Introduction is in the Paper Template. If you do not wish to name this section Introduction just change the word Introduction to whatever you require.

Then just replace the text <Put the text of your Introduction here>, in the Paper Template, with your Introduction text

The Main Body of the Paper

Sections

The word Section:<space> is required to be placed in front of each section heading. This allows the headings to be formatted when your paper is automatically processed.

Following the Introduction section of your paper start the next paragraph with a section tag followed by the section heading **e.g.**

Section: Title of Your First Section To Be Inserted Here

Further sections can be added anywhere in your paper. Just put Section:<space> at the beginning of each of your section headings.

Fonts and Styles

In general throughout your paper you should not need to change the font or styles of any of the text. The fonts and styles have already been selected for the final proceedings document and this template will automatically be converted to the standard fonts and styles.

Bold, Underline or Italics

The use of **Bold** and/or *Italics* and/or Underline can be used within the body text in any location. Just use standard Microsoft Word **bold** or *Italics* or Underline or combinations of any of these in the text of your paper. Please note that these should NOT be used on the Section: line, or any other Tag lines.

Special Characters

A number of special characters can be entered into Microsoft Word documents and are acceptable in the ACKMA Paper Template. A complete listing of these "special" characters is available as the Character columns on the following web page:-

<http://www.tedmontgomery.com/tutorial/htmlchrc.html>

If possible please refrain from using Wingdings or Webdings as these are more difficult to convert into HTML format.

References

The References section is already in the ACKMA Paper Template and occurs just after the BodyEnd: tag.

If you do not have any References please just delete the Section: References and any Reference Examples.

The format for the References is shown in the examples given in the ACKMA Paper Template as well as the completed paper examples.

The basic reference format is:-

AuthorSurname, Initial. Initial., and AuthorSurname1, Initial1. (Year). *Title of the Reference in Italics*. Publisher/Journal/Book/Internet URL (in normal text).

Acknowledgements

The acknowledgements section is included in the ACKMA Paper Template but is purely optional. If not required then please delete the Section: Acknowledgements lines.

More Detailed Instructions

Tables

If you require a table within your paper please use the standard Microsoft Word Table format. You can use background colours on the table heading rows to highlight the headings. These will be transferred into the proceedings document and converted to HTML.

Formatting such as **bold** or *Italics* can also be used on text within the table cells. The Caption: tag can be used beneath a Table if you want a caption that describes the tables contents or numbers the table. .e.g Table 1

See the Allowed Tags table below as an example of acceptable tables.

Images

As indicated previously in the section Getting Started (above) if you have images that you want inserted in your paper then please follow these instructions for Folder and image naming conventions.

Inserting an Image into your Paper

To insert an image into your paper just place the tag INSERTIMAGE: on a line by itself. The following line MUST contain Caption:<space> followed by your caption text. NOTE that if you do not want to caption your image then please just have Caption: on a line by itself and no caption will appear.

The images will automatically be inserted into your paper in the order of the numbered images e.g. <ConferenceNo><YourSurname>fig01.jpg will be inserted first followed by <ConferenceNo><YourSurname>fig02.jpg etc.

Image Size and Format

Please provide the images in the largest size that you have available (less than 8Mb please) and in either JPG, GIF or PNG file formats.

Captions

The Caption:<space> tag can be used to describe or number a Figure, Table or Image. Please do not place formatting in the caption text as the captions are automatically formatted by the Template scripts.

If you require a multi-line caption then please use soft returns (Shift-Enter) at the end of each line in the multi-line caption.

Numbered Lists

Should you require a numbered list within your paper, create the numbered list using the word "Numbering" toolbar button. Once the list is created place the StartNumbers: tag on the line immediately above the numbered list and place the EndNumbers: tag on a line immediately after the list. e.g.

StartNumbers:

1. Item 1
2. Item 2
3. Item 3

EndNumbers:

Bulleted Lists

Should you require a bulleted list within your paper, create the bulleted list using the word "Bullets" toolbar button. Once the list is created place the StartBullets: tag on the line immediately above the bulleted list and place the EndBullets: tag on a line immediately after the list. e.g.

StartBullets:

- Item 1
- Item 2
- Item 3

EndBullets:

Nested Lists

Should you require one list within another e.g. a bulleted list within a numbered list (see below)

1. Numbered Item 1
2. Numbered Item 2
 - Bullet Item 1
 - Bullet Item 2
3. Numbered Item 2

Once the list above has been created then place the StartNumbers: tag on line immediately above the bulleted list and place the EndNumbers: tag on a line immediately after the list. Then place the StartBullets: tag on a line immediately above the first Bullet item and then the EndBullets: tag on a line immediately following the last Bullet item. e.g.

StartNumbers:

1. Numbered Item 1
2. Numbered Item 2

StartBullets:

- Bullet Item 1
- Bullet Item 2

EndBullets:

3. Numbered Item 2

EndNumbers:

Indentation

If you require a paragraph or text within your paper to be indented e.g. for a quotation. Create the text with no indentation, and then place the tag INDENT:<space> at the beginning of the first line of text e.g.

INDENT: “ *the integration of karst knowledge by providing a comprehensive, community-driven central repository of this knowledge, including gray literature, raw data, and published journal articles.*”

<p style="text-align: center;">Australasian Cave & Karst Management Association (Inc.) Conference Paper Template Documentation</p>

Note that the indented text or paragraph can contain any formatting such as *Italics*, **Bold** or Underline etc that you require.

All other ACKMA Tags

Allowed Tags

Tag	Used For	Required?
Section: Abstract	The start of the paper abstract.	YES
Section:<space>	The first section should occur directly after the abstract and should be Introduction or similar. This separates the Abstract from the paper. All other sections are optional.	YES
InsertImage:	Used to insert an image into the document. The images are stored externally in a folder and inserted into the paper as required by the ACKMA macros.	For inserting an Image
Caption: <space>	The caption tag describes an image that has been inserted or a Table or Figure that requires a caption. If an image is being inserted but no caption is required the Caption: tag should be placed after the InsertImage: tag but with no text on the line.	Optional except after an InsertImage: tag where it is required.
StartBullets:	Used as the line prior to the beginning of a list of bulleted items.	As the first line of a list of bulleted items.
EndBullets:	Used as the line at the end of a list of bulleted items.	As the last line of a list of bulleted items.
StartBullets1:	Used as the line prior to the beginning of a secondary list of bulleted items. i.e. A list of indented bullets within a list of bullets.	As the first line of a secondary list of bulleted items.
EndBullets1:	Used as the line at the end of a secondary list of bulleted items. i.e. A list of indented bullets within a list of bullets.	As the last line of a secondary list of bulleted items.
StartNumbers:	Used as the line prior to the beginning of a list of numbered items.	As the first line of a list of numbered items.
EndNumbers:	Used as the line at the end of a list of numbered items.	As the last line of a list of numbered

Australasian Cave & Karst Management Association (Inc.) Conference Paper Template Documentation		
Tag	Used For	Required?
		items.
StartNumbers1:	Used as the line prior to the beginning of a secondary list of numbered items. i.e. A list of indented numbers within a list of numbers.	As the first line of a secondary list of numbered items.
EndNumbers1:	Used as the line at the end of a secondary list of numbered items items. i.e. A list of indented numbers within a list of numbers	As the last line of a secondary list of numbered items.
Indent: <space>	Used to indent a paragraph within the paper in the Proceedings document and the HTML.	Optional, if applicable
Section: References	The start of the list of references in the Proceedings document	Optional, if applicable
Section: Acknowledgements	The start of the acknowledgements in the Proceedings document	Optional, if applicable

Table 1

Spelling Check

The ACKMA Dictionary

Download and Setup

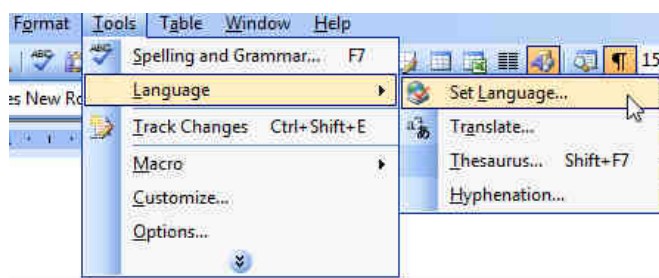
Download the ACKMA dictionary zip file from the ACKMA website (<http://ackma.org/papertemplate/ACKMADicV1.1.zip>) and place the ACKMA dictionary zip file into a new folder called "Dictionary", anywhere on your computer. Extract/Copy the files from the zip file to the new "Dictionary" folder. If you are using a version of Microsoft Windows then to configure the ACKMA dictionary for use in Microsoft Word (2000 or 2003 or 2010) just double click on the file "InstallACKMADicFile.vbs". This script will configure the ACKMA dictionary as your default custom dictionary, but any other dictionaries will remain available.

If you are using a Macintosh with Microsoft Word add the ACKMA.DIC file manually as a Custom Dictionary and configure it as your default custom dictionary.

When a new ACKMA dictionary becomes available you will be advised via the mailing list. Just download the ACKMA dictionary zip file and extract the files to the same "Dictionary" folder on your computer. When asked if you wish to overwrite files say yes and the new ACKMA dictionary will then be available in Microsoft Word.

Setting the Language

Before submitting your final paper please perform a Microsoft Word "Spelling and Grammar" Check. Before performing the spelling check select all of the text in your document and then choose the set language option. In Microsoft Word 2003 this is located just below the Spelling and Grammar option. (see below)



Select the language English (Australia) or English (New Zealand). Once this is selected then perform the spelling check (see below).

Using the ACKMA Dictionary

When you perform a spelling check with Microsoft Word it will be using the ACKMA dictionary by default, so when you locate words that relate to cave and karst management, and you know they are spelt correctly, choose the option "Add to Dictionary" and they will be stored in the ACKMA dictionary on your computer.

If you add some new words to the ACKMA dictionary then email the updated dictionary (the ACKMA.dic file) to webmaster@ackma.org and it will be merged into the master ACKMA.dic file and placed online for everyone to use.