CHI 97 Publications Format

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ABSTRACT
In this paper, we describe the formatting requirements for CHI 97, and we offer a number of suggestions on writing style for the international CHI readership.

Keywords
Guides, instructions, author's kit, conference publications

INTRODUCTION
The *Proceedings* and *Extended Abstracts* of CHI 97 are the records of the conference. As in previous years, we hope to give the books a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to download a template from [2], and replace the content with your own material.

PAGE SIZE
All material on each page should fit within a rectangle of 18 x 23.5 cm (7" x 9.25"), centered on the page, beginning 1.9 cm (.75") from the top of the page, with a .85 cm (.33") space between two 8.4 cm (3.3") columns.

TYPESET TEXT
Prepare your submissions on a typesetter or word processor.

Normal or Body Text
Please use a 10-point Times Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman in which these guidelines have been set. The goal is to have a 10-point text, as you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. The Press 10-point font available to users of Script is a good substitute for Times Roman. If Times Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times.

If you do not have a laser printer, you may be able to arrange for a business to print your document for you. If no laser printer is available, then use the best alternative printer you have. If you have no access to any printer, then your material should be typewritten onto larger pages and reduced 25%. Please ask the conference office for assistance.

LEAVE BLANK THE LAST 2.5 cm (1") OF THE LEFT COLUMN ON THE FIRST PAGE FOR THE COPYRIGHT NOTICE.

Title and Authors
The title (Helvetica 18-point bold), authors' names (Times Roman 12-point bold), and affiliations (Times Roman 12-point) run across the full width of the page – one column 17.8 cm (7") wide. We also recommend phone number and e-mail address. See the top of this page for three names with different addresses. If only one address is needed, center all address text. For two addresses, use two centered tabs, and so on. For more than three authors, you may have to improvise[1].

Abstract and Keywords
Every submission should begin with an abstract of about 100 words, followed by a set of keywords. The abstract and keywords should be placed in the left column of the first page under the left half of the title. The abstract should be a concise statement of the problem, approach, findings, and conclusions of the work described.

First Page Copyright Notice
Leave 2.5 cm (1") of *blank space* at the bottom of the left column of the first page for the copyright notice.

Subsequent Pages
For pages other than the first page, start at the top of the page, and continue in double-column format. Right margins should be justified, not ragged. The two columns on the last page should be of equal length.

References and Citations
Use the standard *Communications of the ACM* format for references – that is, a numbered list at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [1]. See the examples of citations at the end of this document. Within this template file, use the style named references for the text of your citation.

References should be published materials accessible to the public. Internal technical reports may be cited *only if* they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any

1. If necessary, you may place some address information in a footnote, or in a named section at the end of your paper.

reader. Proprietary information may *not* be cited. Private communications should be acknowledged, not referenced (e.g., "[Robertson, personal communication]").

Page Numbering, Headers and Footers

Do not include headers, footers or page numbers in your submission. These will be added when the publications are assembled.

SECTIONS

The heading of a section should be in Helvetica 9-point bold in all-capitals. Sections should be unnumbered.

Subsections

The heading of subsections should be in Helvetica 9-point bold with only the initial letters capitalized. (Note: For subsections and subsubsections, a word like *the* or *a* is not capitalized unless it is the first word of the header.)

Subsubsections

The heading for subsubsections should be in Helvetica 9-point italic with initial letters capitalized.

FIGURES

Figures should be inserted at the appropriate point in your text. Figures may extend over the two columns up to 17.8 cm (7") if necessary. Black and white photographs (not Polaroid prints) may be mounted on the camera-ready paper with glue or double-sided tape. A service bureau can make a special print of your black and white photography for printing purposes (optional). To avoid smudges, attach figures by paste or tape applied to their *back* surfaces only. Each figure should have a figure caption in Times Roman.

Color figures should appear on separate pages so that they may be collected into a color section in the proceedings. Color figures are a large expense for the conference. Include them only if they are absolutely necessary – and *only* if your submission category permits them.

LANGUAGE, STYLE AND CONTENT

The written and spoken language of CHI 97 is English. Spelling and punctuation may consistently use any dialect of English (e.g., British, Canadian or US). Hyphenation is optional. Please write for an international audience:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.
- Use common and basic vocabulary (e.g., use the word "unusual" rather than the word "arcane").
- Briefly define or explain all technical terms.
- Explain all acronyms the first time they are used in your text – e.g., "World Wide Web (WWW)".
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Explain "insider" comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used a Macintosh or a particular application).
- Explain colloquial language and puns. Understanding phrases like "red herring" requires a cultural knowledge of English. Humor and irony are difficult to translate.
- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies and numbers (e.g., "1-5-97" or "5/1/97" may mean 5 January or 1 May, and "seven o'clock" may mean 7:00 am or 19:00).
- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower, man-months*). Use inclusive language (e.g., *she or he*, *s/he*, *they*, *chair*, *staff*, *staff-hours, person-years*) that is gender-neutral. If necessary, you may be able to use "he" and "she" in alternating sentences, so that the two genders occur equally often. See [5] for further advice and examples regarding gender and other personal attributes.

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Columns on Last Page Should Be Made Equal Length