

INTERACT 2003 Submission Style Guide

Author Name, Author Name 2 & Author Name 3

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Abstract: You are invited to write a submission for presentation at the INTERACT 2003 conference in Zurich, September 1-5 2003. Accepted submissions will be published in the INTERACT 2003 conference proceedings. This document introduces the INTERACT 2003 submission style guide using the template created in Microsoft Word format. Authors are advised to read this document before they start to prepare their submission in camera-ready copy format.

Keywords: style, guide, HCI, Zurich

1 Guidelines for Submission

These guidelines should be read in conjunction with the Call for Participation, available electronically on the INTERACT 2003 Conference Official Web site at <http://www.interact2003.org> or by request from the INTERACT Submissions Office (address given below).

2 Scope and Purpose

Papers should present new work related to one or more of the conference topics listed in the Call. Full papers must not exceed 8 printed pages. Other tracks should consult the track chair or see the web pages (<http://www.interact2003.org>) for details of submission length. All submissions must represent original contributions, and be substantially different from any paper the authors have published previously, or submitted for publication elsewhere.

3 Format, Style and Content

3.1 Page size

All material on each page should fit within a print area of 225 by 160 mm (not including headers and footers). Try to centre your paper on the page.

The first page of the paper has a different format from all the following pages.

The first page is positioned 35mm from the top of the page, at least 15 mm from the left margin, centred on the page.

The second and all subsequent pages are positioned 20mm from the top of the page, and at least 15 mm from the left margin, centred on the page.

On the last page, both columns of text should be centred on the page and balanced evenly across the page (leaving a similar amount of blank area in both columns at the end of the page). You may need to make adjustments to ensure that this happens.

The target page size for the printed proceedings is 260 by 190 mm. A larger page size, up to A4, may be used for the submission, but the print dimensions remain the same. There will be no reduction or enlargement in the final printing.

Normal or body text should be left and right justified in double column format (except for the title, abstract and keywords - see below) with a space of 10 mm between two 75 mm wide columns.

3.2 Title and Authors

The title should be in Times Roman 18-point, centred, as a single column across the page. The first line of the title should be at least 35 mm from the top of the page. Leave two blank lines after the title.

The author name(s) should follow the title in 14-point Times Roman, centred, bold, single column across the page, followed by one blank line.

The author affiliations should follow in 14-point Times Roman, centred, single column across the page, followed (optionally) by email addresses, and then by one blank line.

3.3 Abstract and Keywords

Every submission should begin with an abstract of not more than 150 words, followed by up to 7 keywords.

The abstract should be a concise statement of the problem, approach, findings, and conclusions of the work described. The abstract starts with the title Abstract: (in bold) followed by text, not more than 150 words long. The abstract should be in Times Roman 10-point, left and right justified, as a single column across the width of the page, followed by one blank line.

The keywords section starts with the title Keywords: (in bold) followed by a list of keywords separated by commas, and should be in Times Roman 10-point, left and right justified, as a single column, across the width of the paper, followed by two blank lines.

3.4 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. Sans-serif or non-proportional fonts should be used 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.

The text should be left and right justified (not ragged), in double column format with a space of 10 mm between the two 75 mm wide columns.

The first line of each paragraph in the text is indented about 0.5cm, unless it is the first paragraph after a heading in which case it starts at the left-hand margin.

3.5 References and Citations

Use the Harvard system if possible. References should be cited in the text by name and date, for example (Apperley, 1989) or (Benbow, 1980; Keller, 1999) or (Card et al, 1983). A list of cited references is included at the end of the submission, as a separate un-numbered section, in alphabetical order of author name, and then chronologically within author name.

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 reader. Proprietary information may not be cited. Private communications should be acknowledged, not

referenced (for example, "[Robertson, personal communication]").

Papers should not normally have more than 15 references.

The reference section starts immediately after the last paragraph in the text body. It starts with the title References (in bold) preceded by two blank lines. The references follow in the same double column format as in the body text, except that the font for references is in 9-point Times Roman font. The second and subsequent lines in each reference are indented about 0.8cm. The following words are to be placed in italics: the name of a referenced book, a chapter, or section of a book, the name of the Journal in which a referenced article appears or the name of the Proceedings of a conference in which a paper was presented.

Each reference is followed by one blank line.

3.6 Figures

Figures will be printed in the Proceedings in black & white only. Colour figures cannot be accommodated in the printed proceedings.

Figures should be inserted at the appropriate point in your text and normally should be no more than one column in width. If necessary, figures may extend over the two columns, up to 160mm in width. Each figure should have a figure caption in Times Roman (9-point) beneath the figure. The caption should be centred and labelled Figure n: in 9-point bold mixed case. This should be followed by the title of the figure in 9-point mixed case.

An example of a figure is shown in Figure 1.

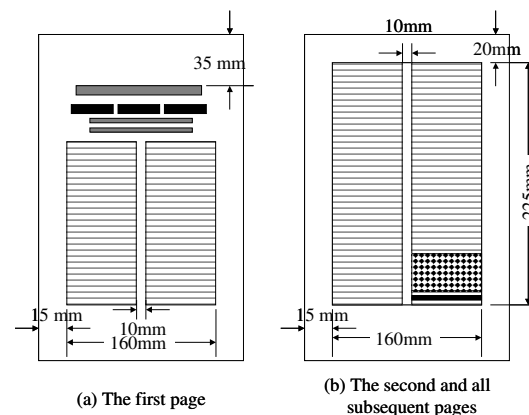


Figure 1: The appearance of pages.

3.7 Tables

Tables will be printed in the Proceedings in black & white only. Colour tables cannot be accommodated in the printed proceedings.

Tables should be inserted at the appropriate point in your text and normally should be no more than one column in width. If necessary, tables may extend over the two columns, up to 160mm in width.

Tables have borders, as shown in the example. In addition, the whole table is separated from the main body of the text by a single 1/2 point line, to match the width of the column in which the table is placed (either 75mm or 160mm in width).

All text within the table should be in 9-point Times Roman font. Each table should have a table caption in Times Roman (9-point) beneath the table. The caption should be centred and labelled Table n: in 9-point bold mixed case. This should be followed by the title of the table in 9-point mixed case. If the text in the title is less than one line in length, it should be centred. If the text in the title is more than one line in length, it should be left-justified.

An example of a table is shown in Table 1.

Heading 1	Heading 2	Heading 3
Row 1	Text	111.11
Row 2	Text	222.22
Row 3	Text	333.33
Row 4	Text	444.44
Row 5	and so on, as required	555.5555

Table 1: An example of a table.

3.8 Page Numbers, Headers, Footers

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

3.9 Headings

First order headings should be in 14-point bold mixed case, where upper case is used for the first letter of the word only, left justified, preceded by two blank lines. First order headings should be numbered consecutively with no period (full stop) appearing after the number (3 is correct but not 3.).

Second order headings should be in 12-point bold, mixed case, where upper case is used for the first letter of words only, left justified, preceded by one blank line. Second order headings should be numbered consecutively, using a hierarchical system. No period (full stop) appears after the number (3.4 is correct but not 3.4.).

Lower level subsections should be avoided if possible.

3.10 Language, Style and Content

Papers should report original and recent work and must not be submitted to another conference or journal. The written and spoken language of INTERACT 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 and complex sentence structures.

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. Humour and irony are often difficult to translate.

Use unambiguous forms for culturally localised concepts, such as: times, dates, currencies and numbers.

Use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months) should be avoided wherever possible. Rather use inclusive language, such as, they, she or he, chair, staff, staff-hours, person-years, that are gender-neutral.

3.11 Template file

This document is an example of the recommended format. It defines styles for *Title*, *Author*, *Address* lines, *Abstract* (and keywords), major headings (*Heading 1*), minor headings (*Heading 2*), *1st para* first paragraph after a heading, *Body text*, *Bullet* lists within body text, headings for references (*Reference*

Heading), and entries in the *Reference* list (*Normal* is the same as *Body* without the leading indent). There is an extra single-column section containing white space after the references, to force balancing of the columns on the final page.

4 Submission Procedure

Electronic submission is strongly recommended. For submissions in categories that use an anonymous reviewing process (i.e. long papers, interactive posters, system demonstrations, short papers, special interest groups, and student posters) a copy of the submission must be provided, in which author information and obvious self-citations are replaced with asterisks (*) characters. For submission in other categories a complete copy of the paper with authors' names, affiliations, and addresses in the final publication format should be submitted.

In case of electronic submission, your materials are received through our conference WEB page at <http://www.interact2003.org>. Please follow the Instructions on Electronic Submission and submit the above materials in Portable Document Format (PDF).

PDF files can be produced from source files with programs such as Adobe Acrobat, or by first producing a PostScript file (e.g. choose "print to file" with a standard postscript driver) and then converting the file to PDF with software such as pstill or GhostScript. PostScript files can also be converted using free online conversion services such as ps2pdf found at <http://www.ps2pdf.com>.

The resulting PDF file should be loaded into the Adobe Acrobat Reader Version 5 for testing. Your PDF file should be printed from the viewer to ensure that the printed version adheres to the INTERACT 2003 formatting instructions and page limits, and that the size and clarity of tables and figures (in particular bitmaps) are of good quality for printing as black-and-white prints.

Viewer software is available at no cost from <http://www.adobe.com/products/acrobat/readermain.html>. Submissions that contain Asian and other non-European fonts cannot be read with the version of Acrobat to be used by most reviewers. Verify that your submission is readable by testing with a European version of Acrobat reader.

In case of non-electronic submission, send 6 hard copies of the materials by the deadline date. Include a cover page containing the paper title, author names, contact persons, address, abstract, and keywords.

Submission of non-electronic materials is received at:

INTERACT SUBMISSIONS

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IBM Research, Zurich Laboratory
Saumerstrasse 4
CH-8803 Rueschlikon
Switzerland

tel: +41 1 724 8263

fax: +41 1 724 8953

e-mail: submissions@interact2003.org

Faxed submissions cannot be accepted. Acknowledgement of receipt of submissions will be sent by e-mail within 7 days of receipt.

Authors for papers, tutorials, and doctoral consortium will be informed of the outcome of the review process by Sunday, 23 March 2003. The final version of the paper, incorporating any changes recommended by the reviewers, must reach the INTERACT SUBMISSIONS address before Sunday 4 May 2003 to ensure inclusion in the proceedings.

Authors of panels, system demonstrations, interactive experience, workshops, future developments in HCI, HCI societies worldwide, and organizational overviews will be informed of the outcome of the review process by Sunday 6 April 2003. The final version of the paper, incorporating any changes recommended by the reviewers, must reach the Secretariat before Sunday 11 May 2003 to ensure inclusion in the proceedings.

For other submission categories, authors will be notified by Sunday 25 May 2003. Revision of the original submission cannot be accommodated.

Authors must have signed the IFIP copyright agreement and the presenting author for each accepted paper must register for INTERACTS 2003 by Wednesday 4 June 2003. Otherwise the paper will not be included in the conference proceedings.

References

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- Benbow, C.P. & Stanley, J.C. (1980), Sex Differences in mathematical ability: fact or artifact, *Science*, 210, 1262-4.

Card, S.K., Moran, T.P. & Newell, A. (1983), *The Psychology of Human-Computer Interaction*, Lawrence Erlbaum Associates.

Keller, K.D. (1999), The Usability of a Computer-based Work System, in M.A. Sasse & C. Johnson (eds.),

Human-Computer Interaction – INTERACT '99: Proceedings of the Seventh IFIP Conference on Human-Computer Interaction, IOS Press, pp.558-565.