How to Produce the Camera-Ready Document

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ABSTRACT

This is a sample paper using the format and guidelines required for the CHI 96 *Proceedings* and *Conference Companion*. It includes instructions for preparing a camera-ready copy of your accepted submission.

Keywords

Guide, formatting, author's kit, conference publications

INTRODUCTION

The *Proceedings* and *Companion* of CHI 96 represent the final archival records of the conference. To give the books a high-quality appearance, we ask that authors follow these guidelines. Basically, we ask you to make your document look as much like this document as possible.

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PAGE LIMIT AND PAGE SIZE

Submissions in different categories have different page limits that must be adhered to. Papers and Design Briefings should be no more than 8 pages, SIG and Workshop Summaries - 1 page (no abstract), and the remaining categories - 2 pages.

All material on each page should fit within a rectangle of 18 x 23.5 cm (7" x 9.25"), centered on the page, with a top margin of 1.9cm (.75"), and a .81 cm (.32") space between the two columns. Use either US Letter or A4 paper. Right margins should be justified, not ragged.

TYPESET TEXT

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The title (18-point bold), authors' names (12-point bold), and affiliations (12-point) run centered across the full width of the page--one column 17.8 cm (7 in) wide. We also include phone number and e-mail address. See the top of this page for three names with different addresses. Note that each has its own column, using a centered tab (you can also do this with centered columns in a table with invisible borders). If only one address is needed (for one or more authors), center all address text. For more than three authors, you may place some address information in a footnote.

Abstract and Keywords

Every submission (except summaries of SIGs and Workshops) should begin with an abstract of no more than 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 summary of the work described. Keywords should help readers determine if the paper contains topics they are interested in.

First Page Copyright Notice

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For pages other than the first page, start at the top of the page, and continue in double-column format. It is preferable (but not required) that the two columns on the last page are of approximately equal length.

References and Citations

Use the standard *Communications of the ACM* format for references: a numbered list at the end of the article, ordered alphabetically by first author, and referenced in the text by numbers in brackets [2]. See the examples of citations at the end of this document.

References should be published materials accessible to the public. Internal technical reports may be cited *only if* they may be obtained by any reader and are easily accessible (you should give the address to obtain it within your citation). Proprietary information may *not* be cited. Private communications should be acknowledged, not referenced (for example, [Tauber, M., personal communication]).

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SECTIONS (Stylesheet Name: heading 1)

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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. (To avoid smudges, attach figures by paste or tape applied to their *back* surfaces only.)

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LANGUAGE, STYLE AND CONTENT

The written and spoken language of CHI 96 is English. Spelling and punctuation may consistently follow any dialect of English (e.g., British, Canadian or US). 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 (for example, use the word "unusual" rather than the word "arcane").
- Briefly define or explain all technical terms.
- Explain all acronyms when they first appear in your text (for example "World Wide Web (WWW)")
- Explain "insider" comments. Be sure that your whole audience will understand any reference whose meaning you do not explain (for example, do not assume that everyone has used a Macintosh or MS-DOS).
- Avoid or explain puns, jokes and colloquial language. Humor and irony are difficult to translate.
- Use unambiguous forms for representing culturally localized concepts, such as times, dates, and currencies. (for example, 1/5/96 could be either January 5th or 1 May, and 7:00 could be 7 am or 1900).
- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*). Use inclusive language (such as *she or he*, *s/he*, *they*, *chair*, *staff-hours, person-years*) that is gender-neutral. See [4] for further advice and examples regarding gender and other personal attributes.

Authors are responsible for making sure that their work is conducted in a professional and ethical manner [1], including fully informed consent of participants in studies, protection of personal data (e.g., [3]), and permission to use others' copyrighted materials.

INFORMATION AND QUESTIONS

For more information, contact the CHI 96 Office at chi96-office@acm.org, +1 410 263 5382, +1 410 267 0332 (fax).

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