How to Produce the Camera-Ready Document

Michael J. Muller
U S WEST Advanced Technologies
4001 Discovery Drive
Boulder CO 80303 USA
+1 303 541 6564
michael@advtech.uswest.com

Bonnie Nardi
Advanced Technology Group
Apple Computer
1 Infinite Loop
Cupertino, CA 95014 USA
+1 408 974 8708
nardi@apple.com

Michael J. Tauber
Dept. of Computer Science
University of Paderborn
Warburgerstr. 100
D-33095 Paderborn
+49 5251 60 2637
tauber@uni-paderborn.de

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.

One way to do this is to download this document from the online author kit [2] in the file format you wish to use, and then replace the text shown here with your own. Available formats are Microsoft Word, FrameMaker, and LaTeX. Each one has a style sheet for applying styles like Normal, Author Name, Heading 1, etc.

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
Submissions should be prepared on a word processor or by a typesetter. Use a 10-point Times Roman font, or other Roman font, as close as possible in appearance to font used here. Note that different components (such as title, authors, and headings) use the same font, but with different sizes and style.

Please do not use different fonts except for special purposes, such as varying Style sheet names from regular text. Fonts similar to Times Roman include Times, Computer Modern Roman, and Press.

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 please ask the conference office for assistance.

Title and Authors
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
This document you are preparing is a summary description of your CHI 96 contribution. In this case, you, the author(s), retain the copyright. You need to include the wording to indicate this. The correct wording to be used is already in place at the foot of the first column of text on this first page in bold italic Times Roman 10 point:

Subsequent Pages

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]).

Page Numbering, Headers and Footers

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

SECTIONS (Stylesheet Name: heading 1)

The title of a section should be in Times Roman 10-point bold in all capitals. Please do not number the sections.

Subsections (Stylesheet Name: heading 2)

The title of subsections should be in Times Roman 10-point bold with only the initial letters of each word capitalized. For subsections and subsubsections, a word like *the* or *a* is not capitalized unless it is the first word of the heading.

Subsubsections (Stylesheet Name: heading 3)

The heading for subsubsections should be in Times Roman 10-point italic with initial letters of each word capitalized.

FIGURES

Figures should be inserted at the appropriate point in your text and may extend over the two columns up to 17.8 cm (7") if necessary. Black and white photographs (no Polaroids) may be mounted on the camera-ready paper with glue or double-sided tape (attach figures by paste or tape applied to their *back* surfaces only.)

Color figures must appear on separate pages so that they may be collected into a color section in the proceedings. These are expensive for the conference, include them only if they are absolutely necessary. Keep in mind that it will be much easier to include them in the electronic version of your document.

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).

ACKNOWLEDGMENTS

Our thanks to the many volunteers who have worked on this document.

REFERENCES

1. Anderson, R.E. Social impacts of computing: Codes of professional ethics. *Social Science Computing Review 10*, 2 (Winter 1992), 453-469.
2. CHI 96 Electronic Author Kit, Available as <https://chi1996.acm.org/pubform/>.
3. Mackay, W.E. Ethics, lies and videotape... in *Proc. CHI'95* (Denver CO, May 1995), ACM Press, 138-145
4. Schwartz, M., and Task Force on Bias-Free Language. *Guidelines for Bias-Free Writing*. Indiana University Press, Bloomington IN, 1995.