

# Standard UIST Conference Format: Preparing Submissions for Papers

*John Doe*  
Blocks Corporation  
3333 Meadow Rd.  
Suite 4200  
Plato Alama, TX 92564,USA  
Tel: 1-301-403-4333  
doe@blocks.com

*Marie Dupont*  
BLA  
43 rue des Jardins  
99001, Menthe la Jolie, France  
Tel:33-1-63-34-34-55  
dupont@bla.bla.fr

## ABSTRACT

Each paper should begin with an abstract, followed by a set of keywords, both placed in the left column of the first page under the left half of the title.

**ACM Classification:** H5.2 [Information interfaces and presentation]: User Interfaces. - Graphical user interfaces.

**General terms:** Design, Human Factors (Your general terms must be any of the following 16 designated terms: Algorithms, Management, Measurement, Documentation, Performance, Design, Economics, Reliability, Experimentation, Security, Human Factors, Standardization, Languages, Theory, Legal Aspects, Verification)

**Keywords:** Guides, instructions, formatting

## INTRODUCTION

All body text should be in Times Roman 10 point, with 12 points between successive baselines.

The *UIST* Conference Proceedings represent the final archival records of the conference. As in previous years, we are striving to give the book a single, high quality appearance. To do this, authors must follow some simple guidelines.

In essence, we ask you to make your paper look exactly like this document. You should match the type style, type size, line spacing, indentation, and layout format as closely as you can. In fact, if you received this document online, you can use it as a template. Just replace the text by your text, while keeping the same format. An RTF version of this document is available on the Web from the "Author's Guide" at the UIST conference home page (<http://www.acm.org/uist/>).

Use an A4 or 8.5"x11" sheet of paper. Center the image on the page. The whole image of your text should completely

Keep this space free for the ACM copyright notice.

fit in a 17.8 cm x 24 cm box (7" by 9 1/4"). We have included here recommendations to help you match this sample with the facilities you might have, such as Microsoft Word on Macintosh or PC.

## TITLE AND AUTHORS

The title, author's names and affiliations run across the full width of the page. We also recommend phone number and e-mail address, if available. (See the top of this page for two names with different addresses. If only one address is needed, center all text in the page)

- Title area: 1 column, 5.9 cm (2 1/3") length, 17.8 cm (7") width.
- Title: bold 18 point Helvetica—mixed cases
- Names: italic 12 point Times Roman
- Addresses, Tel, E-Mail: plain 12 point Times Roman

Do not write "first contact" in the proceeding submissions, only on the cover sheet.

## FIRST PAGE COPYRIGHT NOTICE

Remember to leave at least 2.54cm (1") of blank space at the bottom of the left column of the first page, as on this page. You must leave this space for the copyright notice on *all* submissions intended for publication in the proceedings. Please note that all the authors of all accepted submissions will have to sign a copyright release form. Those forms will be sent with the acceptance letters and need to be returned rapidly. We encourage the contact persons of each submission to keep track of their co-authors' locations because they will be responsible for rapidly collecting the signatures.

## NUMBER OF PAGES:

Submissions in different categories have different page limits.

- Papers: 10 pages maximum
- TechNotes: 4 pages maximum

## TWO COLUMNS

After the title use a double-column format as shown here. Column width is 8.5 cm, with 0.8 cm between columns (for a total image width equal to 17.8 cm). Total text length should remain between 23.2 and 24 cm (9 1/4") Right margins should be justified, not ragged. Separate each para-

graph by a blank line (and do not indent them). Hyphenation is at your own discretion. The two columns of the last page should be of equal length.

## SECTIONS

The title of a section should be in Helvetica 9 point bold in all capitals. Notice that the sections, subsections, and sub-subsections are not numbered in this document, but you can number them if you want.

## Subsections

The title of subsections should be in Helvetica 9 point bold with only the initial letters capitalized. (Note: Words like "the" and "a" are not capitalized unless they start a title.)

*Subsubsections.* The heading for subsubsections should be in Helvetica 9 point italics with initial letters capitalized. (Note: Words like "the" and "a" are not capitalized unless they start a title.) Here, the heading is not followed by a return.

## TYPESET TEXT

Papers should be prepared on a typesetter or word processor. Please do not use your favorite obscure font. We want to produce a book that looks like a book, not like many dissimilar papers thrown together. 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 target is to have a 10 point type set on an 11 point line, as you see here. Do not use a sans-serif font (e.g., Helvetica) except for emphasis, headings and the title. If actual Times Roman is not available, users might try font ComputerModern Roman. Macintosh users should use the font named Times.

## FIGURES

Figures must be inserted at the appropriate point in your text (Figure 1). Figures can extend over the two columns up to 17.8 cm (7") if necessary.

The quality of your images and figures is critical. Your paper, if accepted, will be printed in the high quality print proceedings, and will also be available for download on the ACM Digital Library where readers may read it online and zoom in to see the details.

Screen dumps should be captured at the screen resolution and use a lossless format such as TIFF. Photos should have a resolution of at least 150dpi, and preferably 300dpi or 600dpi. They may be slightly compressed, e.g. in JPEG, if this does not degrade quality (use the "Better" or "8/10" setting). Diagrams, data plots and schemas should use a vector format rather than a raster format where possible.

Remember also that some readers may never see anything other than a poor photocopy of your paper, so make sure that the figure will still be readable (try to see how it looks after recopying it a couple of times).

## PRODUCING PDF FILES

Submissions as well as final versions of your paper must be submitted in PDF format. Most typesetting systems can produce PDF either directly or by using a virtual printer. If you cannot produce PDF directly, you can produce a Post-

Script file and then use a PostScript to PDF converter. Either way, make sure that your PDF file is correct by viewing it with a standard PDF reader such as Adobe's Acrobat.

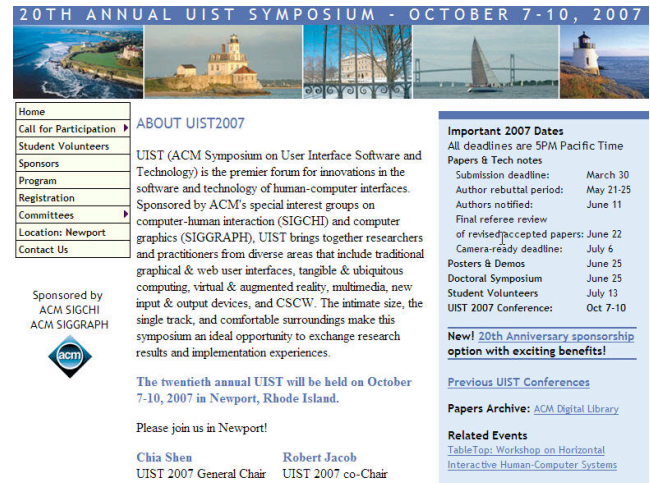


Figure 1: An example of figure caption. It is set in 9 point Helvetica, with a small 0.5cm indentation on both left and right sides.

## REFERENCES AND CITATIONS

Use the standard CACM format for references, i.e., a numbered list at the end of the article, ordered alphabetically by first author, and referenced by number in brackets [2]. (See the examples of citations at the end of this section or other examples in the April 94 issue of the *Communications of the ACM*, p. 12). References should be materials accessible to the public (i.e., articles in standard journals and open conference proceedings.) Internal technical reports should be avoided unless easily accessible (i.e., you can give the address to obtain it). Private communications should be acknowledged, not referenced.

## HEADERS, FOOTERS AND PAGE NUMBERING

Do not use headers, footers or footnotes. Page numbers, footers and headers will be added when the Conference Proceedings are assembled. Papers submitted to the paper chairs for review should have page numbers (to help the review process).

## OTHER CONSIDERATIONS

### No Private Material

Presentations may not contain any proprietary or confidential material. Please clear all materials before submitting or presenting them. Submission of pictures of identifiable people should be done only with the understanding that responsibility for collection of appropriate permissions rests with the submitter.

### Equations

Displayed equations should be centered, with optional equation numbers right-justified to the right margin of the column.

### Spelling

Spelling may follow any dialect of English (e.g., British, Canadian, or American), but please use it consistently.

### **Language**

The language of *UIST* is English for an international audience. Avoid puns and slang. English will not be the mother tongue of many readers (and reviewers). Today, part of striking the right tone is also handling gender-linked terms sensitively. Avoid gender specific expressions when unnecessary. But also try to avoid the awkward he/she or her/his. Consider the plural or replace third person singular possessives with articles (e.g. “a” rather than “his”). Occasionally, passive forms can be used.

### **ACKNOWLEDGMENTS**

The authors would like to acknowledge the contributions of many previous editors in the writing and formatting of this

document. This document is based on the *CHI '94* formatting guidelines.

### **REFERENCES**

1. Cole, William G. Understanding Bayesian Reasoning Via Graphical Displays. In *Proceedings of CHI'89 Human Factors in Computing Systems* (April 30–May 4, Austin, TX), ACM/SIGCHI, NY, 1989, pp. 381–386.
2. Gary, M.R. Optimal binary identification procedures. *SIAM J. Appl. Math.* 23, 2 (Feb. 1972), 173–186.
3. Garey, M.R. and Johnson, D.S. *Computers and Intractability: A Guide to the Theory of NP- Completeness*. Freeman, San Francisco, CA, 1979.