Standard UIST Extended Abstracts Format:
Preparing Submissions for Posters, Demos and the DS

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ABSTRACT

Each submission 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. All body text, such as this paragraph, should be set in 10 point Times Roman type, with 11 points between successive baselines. (We will repeat that later in this document to make sure that you do not forget.)

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. See [2] for more details.)

Keywords: Guides, instructions, formatting

INTRODUCTION

As in previous years, we are striving to give the conference companion proceedings a single, high quality appearance. To do this, authors must follow some simple guidelines.

In essence, we ask you to make your submission 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. Word and pdf versions of this document are 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" x 11" sheet of paper. Center the image on the page. The whole image of your text should completely fit in a 17.8 cm x 23.5 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

FIRST PAGE COPYRIGHT NOTICE

Remember to leave at least 1.26 cm (1/2") 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 conference companion and DVD.

Please note that all the authors of all accepted submissions on the main technical track (papers and notes) will have to sign a publication 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.

- Posters and Demos: 2 pages maximum
- Doctoral Symposium: 4 pages maximum

TWO COLUMNS

All body text should be in 10-point Times Roman, with 11 points between successive baselines.

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 paragraph by a blank line (and do not indent them). Hyphena-

tion 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. Computer Modern Roman or another font with serifs should be used *only* as a last resort if Times Roman is not available. Macintosh users should use the font named Times.

FIGURES

Figures must be inserted at the appropriate point in your text or optionally floated to the top or bottom of the page, as was done with Figure 1. Figures can extend over the two columns up to 17.8 cm (7") if necessary.

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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).

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

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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, 3, 4]. (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. Be sure to remove all dangling references and citations.

LANGUAGE, STYLE AND CONTENT

The written and spoken language of UIST is English. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:[1]

• Try to avoid long or complex sentence structures.

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[1] Note that the items in this bulleted list were formatted using the `Bullet` Style (in this template file).

- Briefly define or explain all technical terms that may be unfamiliar to readers.

- Explain all acronyms the first time they are used in your text — e.g., "Digital Signal Processing (DSP)".

- 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" may require a local 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). For currencies, indicate equivalences – e.g., "Participants were paid 10,000 lire, or roughly $5."

- Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairman*, *manpower*, *man-months*). Use inclusive language that is gender-neutral (e.g., *she or he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*). See [5] for further advice and examples regarding gender and other personal attributes.

- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions of Times, Helvetica, and Arial fonts.

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.

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.

Review

Poster, demo, and Doctoral Symposium submissions are *not* subject to "blind review." For these submission categories, please include author and institutional identities in the title and header areas of the paper. Please also include complete (i.e., non-redacted) citations to all relevant prior work, including that of the authors. However, it is generally good practice to refer to previous work in the third person (i.e. as if they were not the authors).

Conclusion

It is important that you write for the UIST audience. Please read previous years' *Proceedings* or conference companion to understand the writing style and conventions that successful authors have used. It is particularly important that you state clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., what is the unique contribution that your work makes to the field? Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

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.

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http://www.acm.org/class/how_to_use.html.

3. Gary, M.R. Optimal binary identification procedures. *SIAM J. Appl. Math. 23*, 2 (Feb. 1972), 173–186.

4. Garey, M.R. and Johnson, D.S. *Computers and Intractability: A Guide to the Theory of NP- Completeness.* Freeman, San Francisco, CA, 1979.

5. Schwartz, M. *Guidelines for Bias-Free Writing*. Indiana University Press, Bloomington, IN, USA, 1995.

The columns on the last page should be of approximately equal length.