Standard UIST '96 Conference Format: Preparing Camera-Ready Submissions

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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. 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.)

KEYWORDS: Guides, instructions, formatting

INTRODUCTION
The UIST proceedings represent the final archival records of the conference. We would like the proceedings to have a uniform, high quality appearance. To accomplish this, authors must follow the format specified here.

In essence, we ask that whatever text formatting program you use, you format your paper exactly like this document. Please 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 as a LaTeX file, along with its accompanying uist96.sty style file, you can use it as a template.

Use an A4 or $8.5" \times 11"$ sheet of paper. Center the image on the page. The whole image of your text must *completely* fit in a 17.8 cm$\times$24 cm box. Your submission will be photographed 1:1 (no reduction) for printing. If you are not using LaTeX with the uist96.sty style file, then the recommendations we have included here should help you match this sample with the facilities you do have, such as Microsoft Word.

FIRST PAGE COPYRIGHT NOTICE
Remember to leave 2.54 cm 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 the first author of all accepted submissions will have to sign a copyright release form. This form will be sent with the acceptance letter and must be returned with the camera-ready copy.

PAGE COUNT LIMITS
Submissions have the following page limits:

- Papers: 10 pages maximum
- TechNotes: 2 pages maximum

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 an example of two names with different addresses. If only one address is needed, center all text on the page.)

Here are the typographic details:

- Title area: 1 column, 5.9 cm length, 17.8 cm width.
- Title: 18 point Helvetica Bold—mixed cases
- Names: 12 point Times Italic
- Addresses, Telephone, E-mail: 12 point Times Roman

COLUMN FORMAT
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 still equal to 17.8 cm). Total text length should remain between 23.2 and 24 cm. Right margins should be justified, not ragged. Separate each paragraph by a blank line (and do not indent them) Hyphenation is at your own discretion. If at all possible, the two columns of the last page should be of equal length. (The LaTeX uist96.sty file does not do this automatically, so you will need to insert the commands `\linebreak` and `\newpage` at an appropriate point on the last page to justify the current line and force a new column.)

SECTIONS
The title of a section should be in 9 point Helvetica Bold font in all capitals. Notice that the sections, subsections, and sub-

subsections are not numbered in this document, but you may number them if you want.

Subsections

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

Subsubsections. The heading for a subsubsection should be in 9 point Helvetica Oblique (italic) with initial letters capitalized. (Note: Words like "the" and "a" are not capitalized unless they start a title.) The subsubsection heading should *not* appear on its own separate line.

TYPESETTING

Please use the fonts specified in this description so that we can produce a conference proceedings that looks like a unified document, rather than a collection of unrelated papers thrown together. The body of your paper should use 10 point Times Roman type, set with an 11 point vertical spacing between baselines (also known as 1 point of leading). Do not use a sans-serif font (e.g., Helvetica), except for emphasis, headings and the title, as described above. 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.

Please make sure your printer's toner controls are set to produce solid black type; grey type will not reproduce well!

If you do not have a laser printer, please try to borrow one, rent one, or make friends with somebody who has one. In most cities, you can bring a diskette to a local copy center, which will print your document for you.

PAPER

Please use paper that is appropriate for your printer. Laser printing should be done on paper that is designed for laser printers. You will get especially good results with the premium brands of laser printer paper that are designed for reproduction. You will get especially *bad* results if you feed your laser printer rough-surfaced high-quality rag stationery designed for typewriters or pen and ink: the toner will not adhere to it properly!

FIGURES

Figures should 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. If necessary, figures can extend up to the width of the full two columns: 17.8 cm. Black and white photographs (not Polaroid prints) may be mounted on the camera-ready paper with glue or double-sided tape. (Please note that even clear tape mounted over figures or text will cause a noticeable smudge; attach figures only from behind.)

For better quality you can have stats or screened velox prints

Figure 1: A figure caption. It is set in 9 point Helvetica type, with a 0.5 cm wider margin on both left and right sides.

that are up to 150 lines per inch prepared by your local printing service. Alternatively, you can do it yourself with a sufficiently good scanner.

If you are imagesetting halftones, instead of pasting in photographs, please make sure that you do not use a halftone screen frequency greater than 150—higher values may look great on your original, but they will not reproduce properly when your paper is printed! If you didn't understand that last sentence and are typesetting images using PostScript, you may well encounter this problem, so read on. PostScript printers use a default halftone screen frequency (the number of variable-sized halftone dots per linear inch) that depends on the printer resolution. The defaults on 300dpi or 600dpi printers will reproduce fine, and if this is the kind of printer you will be using, you shouldn't have a problem, and can continue with the next paragraph. The problem occurs if you send your PostScript file to a high-resolution (e.g., 2400dpi) imagesetter. This printer's default screen frequency may well be too high! If you are using a high-resolution imagesetter, you should request that the administrator set a default screen frequency of at most 150 for your job; alternatively you can have someone who knows PostScript well help you hardwire a PostScript "setscreen" command into your file.

REFERENCES AND CITATIONS

Your references should appear in the standard CACM format: a numbered list at the end of the paper, ordered alphabetically by first author, and referenced by number in brackets as shown here [2, 1, 3]. (See the examples of citations at the end of this document, and the other examples on p. 12 of the April 94 issue of the *Communications of the ACM*.) References should be materials accessible to the public: books, articles in standard journals, and papers in open conference proceedings. Internal technical reports should be avoided unless easily accessible (i.e. you can give the address to obtain it). Personal communications should be acknowledged, not referenced.

HEADERS, FOOTERS AND PAGE NUMBERING

Do not use headers, footers, footnotes, or page numbers on your camera-ready copy. Nothing should appear in the margins of your paper!!! Page numbers, footers and headers will be added by us when the conference proceedings are assembled. (That said, initial review submissions *only* should have page numbers to make it easier for reviewers to refer to parts of your paper.)

When submitting camera-ready copy of an accepted submission, please lightly number your pages *on the back* using a non-reproducing "photo-blue" pencil (obtainable at a stationery store), labeling page *m* of your *n*-page paper with your name and page number: "FirstAuthor: *m* of *n*." This will help assure that your pages stay in order. (Remember that many of the people handling the printing of your paper will not be familiar with its subject material and won't otherwise be able to tell if the pages get out of order!)

OTHER CONSIDERATIONS

Private Material

Presentations should 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 obtaining appropriate permissions rests with the paper's authors.

Equations

Displayed equations should be centered, with optional, right-justified equation numbers.

Spelling

Spelling may follow any English dialect (e.g., British, Canadian, or American) but be consistent.

Language

The language of UIST is English for an international audience. Please avoid puns and slang, since English will not be the native language of many readers. Please be sensitive in your handling of gender-linked terms. Avoid gender-specific expressions when unnecessary; consider using the plural or replacing third person singular possessives with articles (e.g. "a" rather than "his").

ACKNOWLEDGMENTS

This document is based in large part on the CHI '94 formatting guidelines.

REFERENCES

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