

WORD Template for CHI 2002 Extended Abstracts

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Abstract

In this paper, we describe the formatting guidelines for ACM SIG Proceedings. These have been tweaked for use by CHI 2002 submissions, and are based on the original CHI proceedings style sheets.

Keywords

Keywords are your choice.

INTRODUCTION

The proceedings are the records of the conference. ACM hopes to give these conference by-products a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to down-load a template from [1], and replace the content with your own material.

PAGE SIZE & PAGE LIMIT

All material on each page should fit within a rectangle of 18x23.5 cm (7"x9.25"), centered on the page, beginning 1.9 cm (.75") from the top of the page and ending with 2.54 cm (1") from the bottom. The right and left margins should be 1.9 cm (.75"). The text should be in two 8.45 cm (3.33") columns with a .83 cm (.33") gutter. Camera-ready submissions must be 8 pages in length or less.

TEXT & HEADINGS

For body text, 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 goal is to have a 10-point text, as you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. If Times New Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times. Right margins should be justified, not ragged.

The following is an example of what a bulleted list should look like:

- All bullets should start at the same point.

- Spacing between the bullets can vary to produce good column and page breaks.
- The use of hanging indent is recommended.

Title and Authors

The title (Helvetica¹ 18-point bold), authors' names (Times New Roman 12-point-Bold) and affiliations (Times New Roman 10-point) run across the full width of the page. We also recommend e-mail addresses for all authors. See the top of this page for three addresses. If only one address is needed, center all address text. For two addresses, use two centered columns, and so on. If more than three authors, you may have to improvise.²

First Page Copyright Notice

Please leave 3.81 cm (1.5") of blank text box at the bottom of the left column of the first page for the copyright notice. The copyright statement is in place on this sample document. An author that is a US government employee, please contact typedept@fast.net for correct statement.

Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

Table 1. Table captions should be placed above the table

Graphics	Top	In-between	Bottom
Figures	Good	Similar	Very well
Text	Graphs	Headers	Citations

References and Citations

Footnotes should be Times New Roman 8-point, and justified to the full width of the column.

Use the standard Communications of the ACM format for references—that is, a numbered list at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [1]. See the examples of citations at the

¹ If Helvetica is not available on your machine, Arial may be used as a substitute.

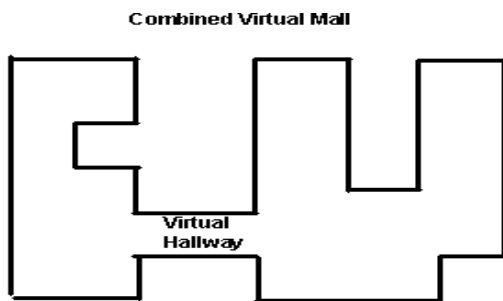
² If necessary, you may place some address information in a footnote, or in a named section at the end of your paper. Please make footnotes Times New Roman 8 pt., this will match the ACM copyright statement when put in place.

end of this document. Within this template file, use the style named references for the text of your citation.

The references are also in 10 pt., but that section (see the References Section) is ragged right. References should be published materials accessible to the public. We recommend the use of ragged right in this section, because many citations are website addresses and will not hyphenate [1]. Internal technical reports may be cited only if they are easily accessible (i.e., give the address to obtain the report within your citation) and may be obtained by any reader. Private communications can be acknowledged, not referenced (e.g., “[Robertson, personal communication]”). Proprietary information may not be cited.

Page Numbering, Headers and Footers

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



FIGURES/CAPTIONS

Place tables/figures/images in text as close to the reference as possible (see Figure 1). Figures may extend across both columns to a maximum width of 17.78 cm (7”).

Captions should be Times New Roman 10-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”). Please

note that the words “Table” and “Figure” are spelled out. Figure captions should be centered beneath the image or picture, and table captions should be centered above the table body.

SECTION HEADS

The heading of a section should be in Helvetica Bold 10-point bold, in all-capitals flush left with an additional 6 points of white space above the section head. Sections and subsequent subsections should flush left.

Subsections

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

Subsubsections

The heading for subsubsections should be in Helvetica 10-point italic with initial letters capitalized and 6 points of white space above the subsubsection head.

ACKNOWLEDGMENTS

Your appreciation to employers, co-workers, department heads, and/or institutions that issued you a grant can be acknowledged in this section.

REFERENCES

- [1] Gennari, J., et al. Templates for K-CAP 2001, available at <<http://sern.ucalgary.ca/ksi/K-CAP/K-CAP2001>>
- [2] Panther, J. G., *Digital Communications*, 3rd ed., Addison-Wesley, San Francisco, CA (1999).
- [3] Schneider, M., “Guidelines for Bias-Free Writing,” PhD Thesis, Indiana University, Bloomington, IN (1995).

Columns on Last Page Should Be Made As Close As Possible to Equal Length, please remove these two lines on your submission.