

Standard UIST Conference Format: Preparing Submissions for Papers

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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.)

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 [1] for more details.)

Keywords: Guides, instructions, formatting

INTRODUCTION

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Use an A4 or 8.5"x11" 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 authors list should be removed for blind review.

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
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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). Hy-

phenation is at your own discretion. The two columns of the last page should be of equal length.

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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.

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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.

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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.

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Submissions as well as final versions of your paper must be submitted in PDF format. Most typesetting systems can

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. Write in a straightforward style.

produce PDF either directly or by using a virtual printer. If you cannot produce PDF directly, you can produce a PostScript 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.

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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.
- 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

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

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.
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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).

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Equations

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

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CONCLUSION

It is important that you write for the UIST audience. Please read previous years' *Proceedings* 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

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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

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