

Title (Use Title Case)

1st Author Name

Affiliation
City, Country
e-mail address

2nd Author Name

Affiliation
City, Country
e-mail address

3rd Author Name

Affiliation
City, Country
e-mail address

ABSTRACT

This sample paper describes the formatting requirements for ASIST conference proceedings. Please review this document for the formatting details which are intended to provide a consistent format for our Proceedings. Abstracts should be about 150 words. This section is required.

KEYWORDS

Add keywords or phrases separated by semicolons for use in indexing this paper; these may also be used to identify appropriate reviewers. This section is required.

ASIS&T THESAURUS

Add two-three terms from the ASIS&T Thesaurus (<https://www.asist.org/files/meetings/am16/proceedings/bacmatter/thesaurus5.xml/index.html>) that broadly classifies your paper. Use at least the second level of the thesaurus. This section is required.

INTRODUCTION

This format is to be used for submissions that are published in the conference proceedings. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. You should format your paper exactly like this document. The easiest way to do this is to replace the content with your own material.

This document describes how to prepare your submissions using Microsoft Word on a PC or Mac. Please consult the Word software for specific instructions on how to use Word.

PAGE SIZE AND COLUMNS

On each page your material should fit within a rectangle of 7 x 9.25 in (18 x 23.5 cm), centered on a US letter page (8.5x11 in), beginning 0.75 in (1.9 cm) from the top of the page, with a 0.33 in (0.85 cm) space between two 3.3 in (8.4 cm) columns. Right margins should be justified, not ragged. Please be sure your document and PDF are US letter and not A4. Use one space after a period before starting a new sentence, not two.

Paste the appropriate copyright/license statement here. ACM now supports three different publication options:

- ACM copyright: ACM holds the copyright on the work. This is the historical approach.
- License: The author(s) retain copyright, but ACM receives an exclusive publication license.
- Open Access: The author(s) wish to pay for the work to be open access. The additional fee must be paid to ACM.

This text field is large enough to hold the appropriate release statement assuming it is single-spaced in Times New Roman 8-point font. Please do not change or modify the size of this text box.

Each submission will be assigned a DOI string to be included here.

TYPESET TEXT

Content paragraphs like this one are formatted using the Normal style, but read further for the formatting of each section.

Title and Authors

Your paper's title, authors, and affiliations should run across the full width of the page in a single column 7 in (17.8 cm) wide. The title should be in Helvetica or Arial 18-point bold (the Title style in this document). Authors' names should be in Times New Roman or Times Roman 12-point bold (Author Name style), and affiliations in the font as 12-point regular (Author Affiliation style).

To position names and addresses, use a single-row table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all name and address text on the page; for two addresses, use two centered tab stops, and so on.

Adding and Removing Author Fields Above

If you need a 4th block for an additional author with a different affiliation, click on the table, click "layout" under "table tools", and click "insert left" or "insert right". Then right-click anywhere on the table, click "Table Properties", and within the "Table" tab, click the tab box for "Preferred Width" and enter "7".

If you need author blocks for only one or two authors, you should remove one column from the table. Right-click in the unwanted cell, click "Delete Cell", click "Delete entire column", then click "OK". Repeat if necessary.

Abstract and Keywords

Every submission should begin with an abstract of about 150 words, followed by a set of keywords. The abstract and keywords should be placed in the left column of the first page under the left half of the title. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field.

Normal or Body Text

Please use 10-point Times New Roman or Times Roman font (the Normal style) or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times New Roman 10-point. Other than Helvetica or Arial headings, please use sans-serif or non-

proportional fonts only for special purposes, such as source code text.

First Page Copyright Notice

This sample word document has the correct ASIS&T copyright notice in place (see page 1, bottom of column 1). Accepted papers will be distributed in the conference publications. They will also be placed in the Digital Library, where they will remain accessible to thousands of researchers and practitioners worldwide.

Subsequent Pages

On pages beyond the first, start at the top of the page and continue in double-column format. The two columns on the last page should be of approximately equal length.

References and Citations

Use a list of references at the end of the article, ordered alphabetically by last name of first author, and referenced using the last name and date, e.g., [Smith, 2019] or [Smith & Jones, 2019], or [Smith & Jones, 2019, p. 65].

References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced (e.g., “[Borriello, personal communication]”).

References should be in APA citation format (<https://www.apastyle.org>).

SECTIONS

The heading of a section should be in Arial 9-point bold, all in capitals (Heading 1 style). Sections should not be numbered.

Sub-sections

Headings of sub-sections should be in Arial 9-point bold with initial letters capitalized (Heading 2 style). For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.

Sub-subsections

Headings for sub-subsections should be in Arial 9-point italic with initial letters capitalized (Heading 3 style).

Table Style

The text of tables will format better if you use the Table Text style (as in Table 1). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. To adjust the spacing of text in a table in Word, use Home | Paragraph | Indents and Spacing. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1. Table captions should be placed below the table. We recommend minimum use of table lines.

Objects	Column A	Column B
Tables	Above	More
Figures	Below	Less

Table 1. Number all tables manually followed by a period, one space, and the caption. Table captions should be placed below the table. We recommend table lines be 1 point, 25% black.

Minimize use of unnecessary table lines.

FIGURES/CAPTIONS

Place figures and tables at the top or bottom of the appropriate column or columns, on the same page as the relevant text (see Figure 1). A figure or table may extend across both columns to a maximum width of two columns, or 17.78 cm (7 in).

Captions should be Times New Roman 9-point bold (Caption style). They should be numbered (e.g., “Table 1” or “Figure 2”), centered, and placed beneath the figure or table. The



words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur.

Figure 1. Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures manually followed by a period, one space, and the caption.

All figures should also include alt text for improved accessibility. In Word, right click the figure, and select Format Picture | Layout | Alt Text. Papers and notes may use color figures, which are included in the page limit; the figures must be usable when printed in black-and-white in the Proceedings.

For improved accessibility, header rows of tables should be marked. In Word, right-click a header row, and select Table Properties | Row | Repeat as header...

Inserting Images

Occasionally MS Word generates larger-than-necessary PDF files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File.

LANGUAGE, STYLE, AND CONTENT

The written and spoken language of SIGCHI 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:

Write in a straightforward style.

Try to avoid long or complex sentence structures.

Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).

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 an Android phone 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: “Participants were paid ₩22, or roughly US\$29.”

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 the Guidelines for Bias-Free Writing for further advice and examples regarding gender and other personal attributes [<https://archive.org/details/guidelinesforbia00schw>]. Be particularly aware of considerations around writing about people with disabilities.

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

ACCESSIBILITY

ASIS&T is committed to making conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, all authors are asked to work on improving the accessibility of their submissions. Specifically, we encourage authors to carry out the following five steps:

1. Add alternative text to all figures
2. Mark table headings

3. Generate a tagged PDF

4. Verify the default language

5. Set the tab order to “Use Document Structure”

PAGE NUMBERING, HEADERS, AND FOOTERS

Your final submission should not contain footer or header information at the top or bottom of each page. Specifically, your final submission should not include page numbers. Initial submissions may include page numbers, but these *must* be removed for camera-ready copy. Page numbers will be added to the PDF when the proceedings are assembled.

PRODUCING AND TESTING PDF FILES

We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must follow guidelines.

Note that most reviewers will use a North American/European version of Acrobat Reader, so please check your PDF accordingly.

CONCLUSION

It is important that you write for the ASIS&T audience. Please read previous years’ proceedings to understand the writing style and conventions that successful authors have used. 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., *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

Sample text: We thank all the volunteers and all publications support and staff who wrote and provided helpful comments on previous versions of this document. Authors 1, 2, and 3 gratefully acknowledge the grant from NSF (#1234-5678-ABC). This is just an example.

REFERENCES FORMAT

References must be the same font size as other body text. References should be in alphabetical order by last name of first author.

REFERENCES

- Al-Hakin, L. (2008). Modelling information flow for surgery management process. *International Journal of Information Quality*, 2(1), 60-74.
- Algon, J. (1997). Classifications of tasks, steps, and information-related behaviors of individuals on project terms, In *Proceedings of an international conference on Information Seeking in Context*, August 1997, Tampere, Finland, pp. 205-221.
- Marchionini, G. (2010). *Information concepts: from books to cyberspace identities*. Morgan Claypool, Synthesis Lectures on Information Concepts, Retrieval, and Services.

- Nardi, B. & O'Day, V. (1999). *Information ecologies: Using technology with heart*. Cambridge Mass.: MIT Press.
- Nissen, M.E. (2002). An extended model of knowledge-flow dynamics. *Communications of the Association for Information Systems* 8, 252-266.
- Norman, D. A. (1986). Cognitive engineering. In D. A. Norman & S. W. Draper (Eds.), *User centered system design: new perspectives on human-computer interaction* (pp. 31-61). Erlbaum.
- Toms, E.G. (2000). Understanding and facilitating the browsing of electronic text. *International Journal of Human Computer Studies*, 53(3), 423-452.
- Vicente, K. J. (1999). *Cognitive work analysis: toward safe, productive and healthy computer-based work*. Lawrence Erlbaum Associates.
- Wildemuth, B. & Freund, L. (2009). Wildemuth, B.M., & Freund, L. (2009). Search tasks and their role in studies of search behaviors. Paper presented at *HCIR 2009: Bridging Human-Computer Interaction and Information Retrieval, Washington, DC, October 23, 2009*. Paper retrieved from https://ils.unc.edu/searchtasks/publication/publication_1.pdf
- Work. (n.d.). In Oxford English Dictionary. Retrieved from (<https://en.oxforddictionaries.com/definition/work>).

NOTE: this document has been adapted from the ACM SIGCHI conference template for use with ASIS&T conferences.