

Notes for Authors of Accepted Papers

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This document presents the final-copy submission information for authors of papers to be included in the proceedings. It explains how the proceedings will be prepared and what authors need to do to help produce them. Further, it is a paradigm for the look of the final camera-ready copy.

Keywords: authors, typesetting, instructions.

1 Introduction

The proceedings copy will be typeset using the L^AT_EX 2_ε formatting system. Rather than ask authors to learn L^AT_EX 2_ε in order to prepare their papers, we do all the typesetting. However, to do this in the very short timescale allowed, we must ask authors to follow certain ‘rules’ rigorously. Also, authors must submit material on time, and respond to requests for proofreading *very* promptly.

2 Submitting the Paper

We assume that authors will be using one of AbiWord, StarOffice, OpenOffice.org, WordPerfect, Word or L^AT_EX 2_ε to prepare their papers. If you use something else you need to contact us as soon as it is confirmed that your paper has been accepted for inclusion in the conference proceedings.

Users of AbiWord, StarOffice, OpenOffice.org, WordPerfect or Word must submit copies of their document file – whilst these files are not used directly to create the final camera ready copy of the proceedings, they are the best start point for the typesetting activity. In addition to submitting the document file, users of these document preparation systems *must* submit all *bit-map images* included in the paper separately from the document file (bit-map images here means things like screen shots and photographs, it does not mean histograms, bar charts, etc. generated from

tools like OpenOffice.org or Excel). This is true even if the bit-maps are already embedded in the document file. Specifically, copies of the original bit-map images that were embedded in the document file need to be sent, one image per file. This apparent replication is necessary since when a bit-map image is embedded in a document using most document preparation systems, there is a transformation of the bit-map image to a format that is effectively useless to the typesetting process. We assume that all bit map image files will be in one of the following formats: PNG, JPEG (Q factor 95% or higher), or TIFF.

L^AT_EX 2_ε users should submit their source file(s) and all package files used that are not part of the standard L^AT_EX 2_ε distribution. At the time of writing, standard for us is the TeTeX 2.0.2 distribution as released on Ubuntu 5.10 Breezy Badger (which surprisingly appears to be quite an old version — L^AT_EX 2_ε <2001/06/01>). A L^AT_EX 2_ε class file (hci_proceedings.cls) to be found at http://www.winder.org.uk/HCI_support/hci_proceedings.cls has been created which is not the actual macros used for the typesetting but does produce essentially the same format to the final camera-ready copy. If this class file is used then it will make our task much easier. BIB_TE_X *must* be used for the references and the BIB_TE_X references source file (i.e. the input to BIB_TE_X not the BIB_TE_X output) must be submitted along with the L^AT_EX 2_ε source file and separate images files. A BIB_TE_X style file is available http://www.winder.org.uk/HCI_support/rnmdt.bst. The Natbib citation macros must be used for citations within the text with the following definitions:

```
\bibpunct{[ ]}{ }{; }{a}{ }{ , }
\gdef \harvardand{\&}
\newcommand \bibfont{\small}
```

All files from all authors should be submitted by email if at all possible. Where multiple files are being submitted please use either a compressed tar file or a zip file as a MIME attachment in a single message or put each file in a separate MIME attachment.

If email is not feasible then putting files on an FTP server and sending an email informing us of the URL will allow us to obtain the files. If neither email nor FTP are feasible then please send a CD-ROM. Hopefully no-one will have to actually resort to sending physical media.

The following sections present the final formatting style for the copy that will be sent to the publishers. These details are presented as a guide to help people produce the files that are input to the typesetting process. It is not expected that people will produce this style in full faithful detail. Indeed since the author submissions will not be used for the final publication, faithfulness is not strictly essential. However, reasonable adherence is useful since it helps the typesetting process and also if there is a disaster in the typesetting process, the backstop position is to use the authors submitted files to create the published proceedings.

3 The Layout of the Paper

The text area is 118mm horizontally by 192mm vertically (the text area include footnotes but excludes the running heads, there are no footers). The standard

typeface is Times, the standard font is 10pt/12pt roman. The following list presents the other components of the style:

- Paper titles are 17pt italic, left indent 2em, ranged left.
- Author names are 14pt bold, left indent 2em, ranged left.
- Contact details are 12pt italic, left indent 2em, ranged left.
- Abstracts are 10pt bold, left indent 2em, justified.
- The keyword keyword is 10pt bold, left indent 2em, ranged left. The keywords themselves are 10pt roman.
- Running heads are 9pt italic. Even numbered pages have the page number and the author names. Odd numbered pages have the paper title and the page number. There are no footers anywhere and no running heads on initial pages of papers.
- Section heads are, at each level:
 1. 12pt bold.
 2. 12pt bold italic.
 3. 11pt italic.

and are ranged left.

Footnotes, figure captions and table captions are 8pt/9.5pt roman. Captions are centred as are the tables and figures themselves. All figures and tables are floated to the top of a page and appear either on the same page as the first reference to the figure or table or on the first page after the first reference.

Text paragraphs have no inter-paragraph gap and each initial line has an indent of 2em, except for lines following an heading which have zero indent.

3.1 The Start of the Paper

The start of the paper must have the following:

- The title of the paper. If the full title is very long then a short form of the title is needed for the running heads.
- The author(s) name(s). Author names should not include titles but should be forename and surname.
- The author(s) contact details (full postal address(es) with telephone number(s), fax number(s) and electronic mail address(es), as desired).

All the above are in lower case with initial capitals.

3.2 Abstract

Every paper *must* have an abstract. The abstract has no heading.

3.3 *Keywords*

Every paper has a list of keywords (usually 4–10 in number) so that the paper can be categorized. The keywords appear in the subject index.

3.4 *Headings and Sub-headings*

All headings are in lower case with initial capitals for all words except prepositions and connectives. Note that the paragraph immediately following a section heading should not have an indent of the first line even though all other paragraphs have a first line indent.

Cross referencing *must* be by section number and *never* page number since the pagination may change during typesetting.

3.4.1 *Headings*

Each section of the text should be numbered 1, 2, 3, etc. There should be 2ex vertical space¹ preceding and 1ex vertical space following each section heading.

3.4.2 *Sub-headings*

If sub-sections are used then these should be numbered 1.1, 1.2, etc., and should have 1ex vertical spacing preceding and 0.5ex vertical space following the sub-section heading.

Sub-sub-sections, if used, should be numbered 1.1.1, 1.1.2, etc., and should have 0.75ex vertical spacing preceding and 0.3ex vertical space following the sub-section heading.

Sub-sub-sub-headings are not used. If authors submit copy with use of sub-sub-sub-headings then these will be changed to indented lists of some format or other at the typesetter's whim!

3.4.3 *Sections Which Are Not Numbered*

The headings of the sections "Acknowledgements" (if used) and "References" are not be numbered.

3.5 *Full Stops*

Full stops are not used at the end of headings, sub-headings, or sub-sub-headings. Acronyms are in upper case with no full stops. Abbreviations do not have a trailing full stop. Exceptions are i.e., e.g. and cf. which appear as shown in this sentence.

3.6 *Quote Marks*

Italics are generally used for *emphasis* but single quotes can also be used to denote 'emphasis'. Double quotes are used to denote a "...quotation..." or "speech".

Double quotes used for emphasis will be changed to single quotes and single quotes used for quotations and speech will be changed to double quotes.

3.7 *Lists*

Bullet point lists are used for top-level non-numbered lists with dash point lists used for first sub-level non-numbered lists. Top-level numbered lists use Arabic numbers with a trailing full stop for the label. First sub-level numbered lists use lowercase

¹For systems unable to work at this level of detail regarding paragraph and paragraph spacing, substitute one blank line space. This applies to all heading spacing.

roman numbering, again with a trailing full stop. The list paragraph left indent is 10mm.

3.8 Footnotes

Footnotes should be few in number and no longer than a short sentence. Footnotes are numbered consecutively from 1 within each paper.

3.9 Equations, Formulae, etc.

Equations and formulae are not normally numbered. If they must for referencing reasons, the number follows the equation or formula.

3.10 Figures and Tables

All figures are included by importation of files (PNG, JPEG (Q factor 95% or higher), TIFF or PostScript). Captions are set by us. Submitted bit-map figure files **must not** include the captions nor should they include ruled bounding boxes. As noted earlier, each bit-map figure should be submitted in a separate file. Line drawings and charts will be extracted by us from the document file.

All tables will be typeset by us. There is no use of cell shading within tables. We will contact the authors if there is a need to treat a table as though it were a figure.

Figures and tables are all ‘floated’ to the top of the page. Thus, authors should not rely on the figure or table appearing exactly in the place they put it in their ‘camera-ready copy’. Referring to figures and tables **must** be by figure or table number **not** by page number **nor** by saying “... above” or “... below”.

Captions are sentences and so are lowercase (except for proper nouns which are capitalized) terminated by a full stop.

3.11 Citations and References

The citation style is a ‘name–date’ style which is essentially Harvard/APA. Many citations will appear in the following manner [Petre & Winder 1990] ($\LaTeX 2\epsilon$ users should use `\citep{...}`), either directly after the point in a sentence where the citation is relevant or at the end of the sentence. Many citations will appear in the writing style “Winder & Wernick [1994] have shown that ...” ($\LaTeX 2\epsilon$ users should use `\citet{...}`).

Citations with more than two authors should use the first authors name followed by et al. as with [Green et al. 1992]. However, note that the reference must list all the authors not just use et al.

All references should be collected together at the end of the paper in an unnumbered section entitled References. The reference should consist of the following information:

For books:	<author(s) initials and lastname(s)>
	<date>
	<title of book>
	<publisher>

For a journal paper:	<author(s) initials and lastname(s)> <date> <title of paper> <title of journal> <volume> <issue> <pages>
For a paper in a book or published conference proceedings:	<author(s) initials and lastname(s)> <date> <title of paper> <title of book/proceedings> <editor(s) initials and lastname(s)> <publisher> <pages>

It is noticeable that over the last few years, for whatever reasons, authors have become more and more lax about providing full and appropriate information so that the references serve their purpose of allowing other workers in the field to find the material referred to by the author. This has caused the typesetters a lot of extra work in order that the quality of the proceedings be maintained. It would be a sign of good scholarship and professionalism if authors provided full information at the outset.

Journals and conference proceedings are increasingly appearing as Web sites. If Web-based material is being referred to the full URL must be given and the last date of access should be noted. Web-based material (even if a 'published' journal or conference proceedings) must be treated as ephemera since there is no guarantee that it will remain available.

Conferences, seminars and workshops often create 'proceedings' for use by participants which whilst appearing to be published to participants are never actually published in the sense of being accessible to people who did not attend the event. Such proceedings must therefore be treated as unpublished ephemera and not published material.

References to personal communications or unpublished work should only be made if absolutely essential and if made these should only appear in the text not in the list of references at the end of the paper.

4 Use of Copyright Material

It is the authors' responsibility to obtain permission to quote copyrighted text, figures or data, and to provide, with their submission, all the relevant certificates. These *must* be forwarded to the Editor(s) for forwarding to the publishers. We will take no responsibility for checking.

5 Timescales

A short time after we receive the electronic and paper copy, authors will receive a 'proof', which they should check for typesetting errors and return within 48 hours. If

amendments are *very* minor, an e-mail message or phone call will suffice. However, it is generally best for us to see the amendments on the proof, i.e. the corresponding author should mark up changes on a paper copy of the proof and post it to us at the address at the front of this document.

Assuming that the authors response to the first proof is timely, a second ‘proof’ will be sent out as a final check that all the changes have been made correctly and that the paper is in its final form. Hopefully, this will require no changes to be made. Whether or not there are, authors should contact us to tell us.

If authors delay at either of these two proofing stages, we might have to go to press without taking changes into account. Finally, we must emphasize that these stages are only for correcting errors in the typesetting, major changes to papers cannot be accepted.

6 The Contacts

Any and all queries about the production of the typeset material should be addressed to me (see first page for contact details). Any other queries should be sent to the Editor(s) of the proceedings.

References

Green, T. R. G., Gilmore, D. J., Blumenthal, B. B., Davies, S. & Winder, R. [1992], Towards a Cognitive Browser for OOPS, *International Journal of Human-Computer Interaction* 4(1), 1–34.

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