Author Guidelines for Proceedings of the DC-2003 Conference

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Abstract

The abstract should be written in fully-justified text, at the top of the left-hand column, below the author and affiliation information with its first line indented .25 inches. List from 2-5 keywords that identify the content of your paper immediately following the abstract accompanied with the heading "Keywords:" in Times 10-point boldface, initially capitalized. Leave one blank line after the Keywords, then begin the main text.
Keywords: *DC-2003, Author Guidelines.*

1. Introduction

Please follow the steps outlined below when submitting your manuscript to the Proceedings of the DC-2003 Conference. The Conference Proceedings are printed using camera-ready papers prepared for printing by their authors. *[NOTE: These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.]*

2. Word Processing Programs

The following word processing programs are preferred for submitted papers.

- **Corel WordPerfect**® (Macintosh or Windows)
- **Microsoft Word**® (Macintosh or Windows)

Papers created using other word processing programs can be accepted. However, the conversion process will often cause changes or problems that will result in additional time and expense. Please consult one of the Program Committee Co-Chairs before submitting a manuscript using a word processing program other than those noted above.

3. Instructions

3.1. Language

All manuscripts must be in English.

3.2. Paper Columns and Margins

Body text must be in two-columns and formatted to fit on 8½ x 11 inch paper. Set the center margin at .3 inches. All other margins are set at .75 inches (MS-Word users will set the bottom margin to 1 inch to allow for page numbering—see page numbering instructions below).

3.3. Font & Spacing

Times (or Times New Roman) is to be used throughout the paper. While the body of the paper is to be in 10 point regular font, several components are executed in larger fonts as defined below. With the exceptions of first- and second-order headings, all text is single spaced.

3.4. Page Numbering

When page numbering your paper, place the number at the bottom margin. For MS-Word users, page numbers will need to be placed in the footer (bottom margin is 1 inch, footer margin is .75 inch). Numbers are centered in 12 point bold Times.

3.5. Color

The use of color on interior pages of the Proceedings is prohibited. Therefore, do not submit color images in your papers unless specifically instructed to do so.

3.6. Abstract

The abstract should be written in fully-justified text at the top of the left-hand column, below the author and affiliation information (see above left). Use the word "Abstract" as the title, in 12-point, boldface Times, centered relative to the column, and initially capitalized. The abstract is to be in 10-point, single-spaced type. The abstract may be up to 3 inches long.

3.7. Title

The title begins at the top margin of the first page and is in 14 point bold-face. It should be centered on the page and cannot exceed three lines in length.

3.8. Author Information

Author information begins one blank line below the title. The text is centered on the page and is in 12 point Times. Author information should include the author's name, institutional affiliation, country and email address. It should not include street addresses. Information for multiple authors with different affiliations is separated by one blank line.

If there is more than one author on a paper with the same institutional affiliation, all author names should be listed on a single line (if possible) with the names separated by commas and with a single email domain with individual user addresses enclosed in a set of curly brackets; e.g.:

Simon C. Lin, Ya-ning Chen, Shu-jiun Chen, Yi-ting Chang, Computing Centre, Academia Sinica, Taiwan
{sclin, arthur, sophy, sat}@sinica.edu.tw

3.9. First-Order Headings

First-order headings for the paper should be positioned flush left in 12 point bold-face. Headings should be numbered consecutively with the number followed by a period (e.g., **1.**, **2.**, etc.). Each heading should be preceded and followed by one blank line.

3.10. Second-Order Headings

Second-order headings for the paper should be positioned flush left in 10 point bold-face. Headings should be numbered consecutively with the number followed by a period (e.g., **1.1, 2.6.**, etc.). Each heading should be preceded and followed by one blank line.

3.11. Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.25 inches). Use full justification, letting the text wrap— no hard returns except when starting a new paragraph. Use the base font already indicated (10pt.). Do NOT double space between paragraphs.

3.12. Footnotes

Please use footnotes sparingly.[1] If absolutely necessary, place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced.

3.13. References

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[1] To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parenthesis, if you prefer).

References in the text should be numbered sequentially except when re-referencing a work. Enclose the citation number in square brackets, for example [1].

List all bibliographical references at the end of your paper in 10-point Times with a non-numbered first-order heading named "References" in 12-point bold Times. References should be single-spaced. Consecutively number the references and enclose the reference numbers in square brackets, for example, [12]. References should be in the general form defined in the *Publication Manual of the American Psychological Association* (http://www.apastyle.org). Assistance with references to electronic resources may be found at http://www.apastyle.org/elecref.html.

3.14. Tables

When possible, use a **table editor** or **tabs** to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., **Table 1**). Use a Tab to indent after the table reference. When possible the table data should be centered within the column.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

If you have a table that spans across two columns, try to place your table at the top or bottom of a page to avoid splitting the page.

3.15. Graphics

The publisher supports the following graphic files:

- BMP   • TIFF   • PIC   • WMF
- EPS•   • PICT   • WGP

Embed each graphic in your document. Include a centered caption for the graphic and place it at the bottom of the graphic (i.e., **Figure 1.**). Use a Tab to indent after the Figure reference.

If your graphic exists in hard copy only, or you are unable to embed your graphic in your word processing file,

indicate generally where the graphic should go. The publisher will scan, size and position your graphic as close to this location as possible. The publisher will assume that your graphics will be positioned at the end of your paper unless otherwise indicated. To indicate where you would like your graphic, please include the following line of type in the body of your paper.

[INSERT FIGURE 1 HERE]

Figure 1.   Example of a Figure Caption. Be sure to include this in the body of your paper.

Other reminders pertaining to graphics:

- Do not use graphics with dark backgrounds since they do not reproduce well.
- Do not use color graphics.
- Be sure to type the captions in the body of your paper as you want them to read.
- Do not cut, fold or bend your graphic.

3.16. Saving the File

If your are using MS-Word (versions '97 or 2000 only), there is an option to embed your fonts. This will ensure your paper will reproduce accurately. To save your file with embedded fonts, on the **File** menu, click **Save As**, click **Tools**, and then click **Embed TrueType Fonts.**

To preserve the original layout and breaks, on the **Tools** menu, click **Options**, and then click the **compatibility** tab. On the Options box, clear the **Use printer metrics to lay out document**. (These options are not available for Corel WordPerfect.)

4. Conclusion

Please direct any questions regarding these guidelines to Stuart A. Sutton: Email sasutton@u.washington.edu.

References

[1] Author, A. A. (2002). Finding information. *Important Journal, 23*(4): 10-15.

[2] *PDQ's 5th user survey.* (n.d.). Retrieved May 9, 2002, from http://www.pdq.edu/usersurveys/survey5/.

[3] Author, A. A., Author, B. B., Author, C.C., & Author, D. D. (2003). *Metadata in context.* Retrieved May 9, 2002, from Dymler Institute for Management Studies Web site: http://www.dymler.com/publications/paper/ metadata.html.