SIGCHI Conference Proceedings Format

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# ABSTRACT

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UPDATED—1 July 2015. This sample paper describes the formatting requirements for SIGCHI conference proceedings, and offers recommendations on writing for the worldwide SIGCHI readership. Please review this document even if you have submitted to SIGCHI conferences before, as some format details have changed relative to previous years. Abstracts should be about 150 words and are required.

## Author Keywords

Authors’ choices; of terms; separated; by semicolons; commas, within terms only; this section is required.

## ACM Classification Keywords

H.5.m. Information interfaces and presentation (e.g., HCI): Miscellaneous; See<http://acm.org/about/class/1998> for the full list of ACM classifiers. 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. Specific instructions about accessing menu items in Word refer to the PC version of Word 2013.

# PAGE SIZE and columns

On each page your material should fit within a rectangle of 7 x 9.15 in (18 x 23.2 cm), centered on a US letter page (8.5x11 in), beginning 0.85 in (2.2 cm) from the top of the page, with a 0.3 in (0.85 cm) space between two 3.35 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.

# TYPESET TEXT

The styles contained in this document have been modified from the default styles to reflect ACM formatting conventions. For example, content paragraphs like this one are formatted using the Normal style.

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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. For more than three authors, you may have to place some address information in a footnote, or in a named section at the end of your paper. Names may optionally be placed in a single centered row instead of at the top of each column. Leave one 10-point line of white space below the last line of affiliations.

**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”.

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## 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 of HCI.

## 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

Table . Table captions should be placed below the table. We recommend table lines be 1 point, 25% black. Minimize use of unnecessary table lines.

This sample word document has the correct ACM SIGCHI 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 ACM Digital Library, where they will remain accessible to thousands of researchers and practitioners worldwide. ACM’s copyright and permissions policy is here:

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## 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.



Figure . Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures and include captions below, using Insert, Caption. All 1-line captions should be centered; justify longer captions.

# SECTIONS

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

## Subsections

Headings of subsections 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.

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# 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.

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.

| Objects | **Caption – pre-2002** | **Caption – 2003 and afterwards** |
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The paper may be accompanied by a short video figure up to five minutes in length. However, the paper should stand on its own without the video figure, as the video may not be available to everyone who reads the paper.

## Inserting Images

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## Table Style

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# 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 [9]. 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, Lafreniére, Sánchez, Nguyễn, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions and variants of Times, Helvetica, and Arial fonts.

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1. Add alternative text to all figures
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# Conclusion



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# 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 (#1234-2012-ABC). This is just an example.

# References format

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