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# CHI L<sup>A</sup>T<sub>E</sub>X Ext. Abstracts Template

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**Abstract**

In this paper we describe the formatting requirements for CHI2012 Extended Abstracts and offer recommendations on writing for the worldwide SIGCHI readership.

**Keywords**

Guides, instructions, author's kit, conference publications

**ACM Classification Keywords**

H.5.m [Information interfaces and presentation (e.g., HCI)]: Miscellaneous. See [?] for help using the ACM Classification system.

**General Terms**

Documentation, Standardization

**Introduction**

This format is to be used for submissions that are published in the conference extended abstracts. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is simply to download a template from the conference website and replace the content with your own material.

## Copyright

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## Text formatting

Please use an 8.5-point Verdana font, or other sans serif font as close as possible in appearance to Verdana in which these guidelines have been set. Arial 9-point font is a reasonable substitute for Verdana as it has a similar x-height. Please use serif or non-proportional fonts only for special purposes, such as distinguishing source code text. Additionally, here is an example of footnoted text.<sup>1</sup> As stated in the footnote, footnotes should rarely be used.

### *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 pay attention to the following:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.
- Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).

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<sup>1</sup>Use footnotes sparingly, if at all.

- Briefly define or explain all technical terms. The terminology common to your practice/discipline may be different in other design practices/disciplines.
- Spell out all acronyms the first time they are used in your text. For example, “World Wide Web (WWW)”.
- 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 a Macintosh or a particular application).
- Explain colloquial language and puns. Understanding phrases like “red herring” requires a cultural 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).
- Be careful with the use of gender-specific pronouns (he, she) and other gender-specific words (chairman, manpower, man-months). Use inclusive language (e.g., she or he, they, chair, staff, staff-hours, person-years) that is gender-neutral. If necessary, you may be able to use “he” and “she” in alternating sentences, so that the two genders occur equally often [?].

## Figures

The examples on this and following pages should help you get a feel for how screen-shots and other figures should be

placed in the template. Be sure to make images large enough so the important details are legible and clear.



Figure 1: Insert a caption below each figure.

Your document may use color figures, which are included in the page limit; the figures must be usable when printed in black and white. You can use the  $\text{\LaTeX}$ 's `marginpar` command to insert figures in the (right) margin side of the document (see Figure 2).

## References and Citations

Use a numbered list of references at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [?, ?, ?, ?] For papers from conference proceedings, include the title of the paper and an abbreviated name of the conference (e.g., for Interact 2003 proceedings, use Proc. Interact 2003). Do not include the location of the conference or the exact date; do include the page numbers if available. See the

examples of citations at the end of this document.

Your 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., [Robertson, personal communication]).



Figure 2: A marginal figure.