Formatting Instructions for Authors Using Microsoft Word

AAAI Press

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Abstract

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To insert metadata, open the document properties window. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma.

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Papers must be formatted to print in two-column format on 8.5 x 11 inch US letter-sized paper. The margins must be exactly as follows:

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If your paper is too long, turn on hyphenation, which will reduce the space used by many lines. Next, alter the text linespacing to 11 point (you can do this globally by editing the Text style) and/or shrink the size of your graphics. You may also alter the size of your bibliography to 8 point. **No alterations to page layout are allowed.** Before using every trick you know to make your paper a certain length, try cutting text instead or (if allowed) paying the extra page charge. It will be cheaper in the long run.

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Your paper must be formatted in 10 point Times, Times Roman or Times New Roman. We will not accept papers formatted using other fonts (except that Cambria may be used for mathematics only.) This document is formatted in 10 point Times New Roman.

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Start all pages (except the first) directly under the top margin. (See the next section for instructions on formatting the title page.) Indent ten points when beginning a new paragraph, unless the paragraph begins directly below a heading or subheading.

Title and Authors

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page,

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Any credits to a sponsoring agency should appear in the acknowledgments section, unless the agency requires different placement. If it is necessary to include this information on the front page, use a separate footnote. The AAAI copyright notice (if required) must appear first in any list of footnotes.

Abstract

The abstract must be placed at the beginning of the first column, indented ten points from the left and right margins. The title "Abstract" should appear in ten-point bold type, centered above the body of the abstract. The abstract should be set in nine-point type with ten-point leading. (The Abstract Head style will automatically apply these settings.) This concise, one-paragraph summary should describe the general thesis and conclusion of your paper. A reader should be able to learn the purpose of the paper and the reason for its importance from the abstract. The abstract should be no more than two hundred words in length. (Authors who are submitting short one- or two-page extended extracts should provide a short abstract of only a sentence or so.) **Do not include references in your abstract!**

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Do not ever print any page numbers on your paper.

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The main body of the paper must be formatted in ten-point with twelve-point leading (line spacing). The Text style in this document is 10 point with 12-point line spacing. The first line of text after a heading should not be indented. Subsequent lines of text within the same section or subsection should be indented 10 points. The 10 point tab is automatically set in the Word template.

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Do not use Microsoft Word's automatic section and reference linking.

Citations

Citations within the text should include the author's last name and year, for example (Newell 1980). Append lower-case letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Feigenbaum and Engelmore 1988) or (Ford, Hayes, and Glymour 1992). In the case of four or more authors, list only the first author, followed by et al. (Ford et al. 1997).

Extracts

Long quotations and extracts should be indented ten points from the left and right margins. The "Extract" style provides this automatically:

This is an example of an extract or quotation. Note the indent on both sides. Quotation marks are not necessary if you offset the text in a block like this, and properly identify and cite the quotation in the text.

Footnotes

Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers. Footnotes should appear at the bottom of the page, separated from the text by a blank line space and a thin, half-point rule.

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When necessary, headings should be used to separate major sections of your paper. Remember, you are writing a short paper, not a lengthy book! An overabundance of headings will tend to make your paper look more like an outline than a paper.

Section heads should be twelve-point Times New Roman bold type, mixed case (initial capitals followed by lower case on all words except articles, conjunctions, and prepositions, which should appear entirely in lower case), with fifteen-point leading, centered, with 12 points preceding them and three additional points of leading following them. The Section Heading style will automatically apply these settings (including the extra line space). Subsection headings should be eleven-point Times New Roman bold type, mixed case, with thirteen-point leading, flush left, with 12 points preceding them and three additional points

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Section Headings.

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References. The references section should be labeled "References" and should appear at the very end of the paper (don't end the paper with references, and then put a figure by itself on the last page). A sample list of references is given later on in these instructions. Please use a consistent format for references. Poorly prepared or sloppy references reflect badly on the quality of your paper and your research. Please prepare complete and accurate citations.

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Figures, drawings, tables, and photographs should be placed throughout the paper near the place where they are first discussed. Do not group them together at the end of the paper. If placed at the top or bottom of the paper, illustrations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. Number figures sequentially, for example, figure 1, and so on.

The illustration number and caption should appear under the illustration. Leave some space between the figure and the caption and surrounding type; .25 inches should suffice. Captions should be presented in nine-point Times New Roman italic. Labels, and other text in illustrations must be at least nine-point type.

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This Is an Example of a Figure Caption.

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Book with Multiple Authors

Engelmore, R., and Morgan, A. eds. 1986. *Blackboard Systems*. Reading, Mass.: Addison-Wesley.

Journal Article

Robinson, A. L. 1980a. New Ways to Make Microcircuits Smaller. *Science* 208:1019-1026.

Magazine Article

Hasling, D. W.; Clancey, W. J.; and Rennels, G. R. 1983. Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies* 20(1): 3–19.

Proceedings Paper Published by a Society

Clancey, W. J. 1983b. Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In Proceedings of the Eighth International Joint Conference on Artificial Intelligence, 556-560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

Proceedings Paper Published by a Press or Publisher

Clancey, W. J. 1984. Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49-54. Menlo Park, Calif.: AAAI Press.

University Technical Report

Rice, J. 1986. Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Department of Computer Science, Stanford University, Stanford, CA.

Dissertation or Thesis

Clancey, W. J. 1979b. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Department of Computer Science, Stanford University, Stanford, CA.

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Acknowledgments

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