Formatting Instructions  
for Authors Using Microsoft Word

02285 AI & MAS

Author 1

Study number author 1

Abstract

The abstract goes here. Please read this document carefully before preparing your manuscript.

To ensure that all reports have a uniform appearance corre- sponding to published papers at the major AI conferences (like IJCAI and AAAI), authors must adhere to the follow- ing instructions.

Introduction

Start by considering whether you really need to use Word to format your report. LaTeX is strongly recommended.

All authors must comply with the following:

• Use the provided author kit.

• Prepare your paper by modifying this file or one of the other Word templates in the author kit: aaai.doc, aaai.docx, aaai.dot.

• Adhere to the stated page limitations.

• Check every page of your report before submitting it.

• Remember to include your names and study numbers as above, and include your group name in the title of.

Formatting Requirements in Brief

• Word documents must use the Times, Time Roman, or Times New Roman fonts. (Use of any other fonts in the text, title, heading, or references is not permitted).

• Two-column format in AAAI style is required for all papers.

• The paper size for final submission must be US letter.

• The document margins must be as specified in the formatting instructions below.

Using Word to Format Your Paper

The author kit contain several versions of the Word template that you can use to create your paper. You must be careful, however, not to change the page set-up of this document (print a PDF and use “shrink to fit” if you need to print it on A4 paper).

Size, Margins, and Column Width

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:

• Top margin: .75 inches

• Left margin: .75 inches

• Right margin: .75 inches

• Bottom margin: 1.25 inches

The Word template is automatically set with these margins.

Column Width and Margins

To ensure maximum readability, your paper must include two columns. Each column should be 3.3 inches wide (slightly more than 3.25 inches), with a .375 inch (.952 cm) gutter of white space between the two columns. The Word template will automatically create these columns for you.

Overlength Papers

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.

Type Font and Size

Your paper must be formatted in 10 point Times, Times Roman or Times New Roman.

Line spacing should be single, exactly 12 point. The style file for “Text” sets the line spacing at 12 point.

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

There should be one carriage return above the title. Author’s names should appear below the title of the paper, centered in twelve-point type (with fifteen point leading), along with study numbers in nine-point roman type (the twelve point leading). (If the title is long, or you have many authors, you may reduce the specified point sizes by up to two points.) You should begin the two-column format when you come to the abstract.

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.)

Text

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.

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.

Headings and Sections

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 of leading following them. The Subsection Heading style will automatically apply these settings (including the extra line space). Do not skip a line between paragraphs. Subsubsection headings should be ten-point Times New Roman bold type, mixed case, with twelve-point leading, flush left, with three points of additional space preceding them and no additional points of leading following them.

Section Numbers

The use of section numbers is optional.

References

To format references, use the References style (which will automatically format your references in 9 point Time Roman with 10 point line spacing, and 3 additional points of space between each entry. Formatted bibliographies should look like the following examples (e.g. justified, no hanging indent).

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.