Title (Times 24; 142 Pt above; flush left):
Sub-title (Times 18; 2 Pt above; flush left)

First_name Last_name (Times 14; 12 Pt above; flush left)
Matrikelnummer (max. 1 line; Times 12; flush left)
Email address (max. 1 line; Times 12; flush left)

Abstract. Short abstract, max. 200 words (Helvetica 10; height 13 Pt; 24 Pt above and below paragraph, centred). Abstract, abstract.

1 Heading 1 (Times 18; 24 Pt above; 12 Pt below paragraph; flush left)

Text in Times 12; height 15. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph.

Subsequent paragraphs should have same font and layout, but with 5 mm indenting in the first line.

1.1 Heading 2 (Times 14; 18 Pt above; 9 Pt below; flush left)

Text in Times 12; height 15. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph.

- Bullet list (Times 12; height 15; indenting 5 mm)
- Bullet list (Times 12; height 15; indenting 5 mm)

Subsequent paragraphs should have same font and layout, but with 5 mm indenting in the first line.

Key	Value
X	A

Table 1. Table caption (Times 10; height 13 Pt; 12 above and below). Leave 12 Pt free above of the figure (use the same format for Tables, but with roman numbering).

  (1) Numbered list (Times 12; height 15; indenting 5 mm)

  (2) Numbered list (Times 12; height 15; indenting 5 mm)

1.1.1 Heading 3 (Times 12; 12 Pt above; 6 Pt below; flush left)

Text in Times 12; height 15. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph. No indenting for first paragraph.

And tables are referenced in the text like this (cf. Table 1).

Subsequent paragraphs should have same font and layout, but with 5 mm indenting in the first line.

> Quotations with a length of more than 40 words should be put in a separate paragraph (Times 10; height 13; 2 Pt above; 2 Pt below; 5 mm indenting)

Brands, company names, etc. should be written in capital letters (e.g., THE COORDINATOR). The paper should have a length of about 16 pages. The pages should be numbered (page numbers in Helvetica 8; italic). Use a margin of 3.0 cm on the left and right side, and 2.5 cm on top and bottom. Refer to figures in the text (cf. Figure 1).
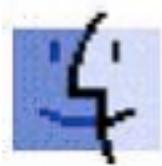
Figure 1. Caption (Times 10; height 13 Pt; 12 above and below). Leave 12 Pt free above of the figure (use the same format for Tables, but with roman numbering).

References in the text should have the format [Author Year]. Sources with one author should be referenced as [Gross 1995]; sources with two authors like this [Maturana and Varela 1984], and sources with more than two authors like this [Hammond *et al.* 2002]; if you have the page numbers, indicate them like this [Gross 1995, p. 16] or this for a range [Gross 1995, pp. 16-17].

2 Heading 1 (Times 18; 24 Pt above; 12 Pt below paragraph; flush left)

The reference list at the end of the paper should be in Times 10; height 13; 5 mm indenting; 1 Pt above; at the end of the paper; sorted by author(s) and year. Some examples:

Books:

[Hammond *et al.* 2002; Maturana and Varela 1984]

Journals:

[Gross 1995]

On-line Sources:

[Balasubramanian 1994]

Conference Proceedings:

[Gross and Prinz 2003]

Ph.D. and Master's theses:

[Dourish 1996]

Reports:

[Benford and Mariani 1993]

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Balasubramanian, V. *State of the Art Review on Hypermedia Issues and Applications*. Department of Computer Science, University of Calgary, ftp://ftp.isg.sfu.ca:/pub/duchier/HT.tar.gz, 1994, (Accessed 20/11/96).

Benford, S. and Mariani, J. *The COMIC Project - Requirements and Metaphors of Shared Interaction*. Technical Report Esprit Basic Research Project 6225 - Deliverable D4.1, Department of Information Science, University of Nottingham and Computing Department, University of Lancaster, Oct. 1993.

Dourish, P. *Open Implementation and Flexibility in CSCW Toolkits*. Ph.d. thesis, Department of Computer Science, University College London, 1996, ftp://parcftp.xerox.com/pub/europarc/dourish-thesis.ps.gz.

Gross, T. *Software Architectures for Cooperative Systems*. 15(3), 1995: pp. 16–17.

Gross, T. and Prinz, W. Awareness in Context: A Light-Weight Approach. In *Proceedings of the Eights European Conference on Computer-Supported Cooperative Work - ECSCW 2003*, Kluwer Academic Publishers, Helsinki, Finland, 2003, pp. 295–314.

Hammond, J., Gross, T. and Wesson, J., eds. *Usability: Gaining a Competitive Edge*. Kluwer Academic Publishers, Dordrecht, 2002.

Maturana, H. R. and Varela, F. J. *El arbol del concocimiento (Der Baum der Erkenntnis: Die Biologischen Wurzeln des Menschlichen Erkennens; Originally Spanisch, German translation)*. Goldmann Verlag, Bern, Switzerland, 1984.

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Ich erkläre hiermit, dass ich die vorstehende Arbeit selbstständig verfasst und keine anderen als die angegebenen Quellen und Hilfsmittel benutzt habe.

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I hereby declare that I have written this work independently and have not used any other sources and aids than those indicated.

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