

# SIGCHI Conference Proceedings Format

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## ABSTRACT

UPDATED—March 21, 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' choice; 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 L<sup>A</sup>T<sub>E</sub>X.

## PAGE SIZE AND COLUMNS

On each page your material should fit within a rectangle of 7 × 9.25 inches (18 × 23.5 cm), centered on a US Letter page (8.5 × 11 inches), beginning 0.75 inches (1.9 cm) from the top of the page, with a 0.33 inches (0.85 cm) space between two 3.3 inches (8.4 cm) columns. Right margins should be justified, not ragged. Please be sure your document and PDF are US letter and not A4.

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Your paper's title, authors and affiliations should run across the full width of the page in a single column 17.8 cm (7 in.) wide. The title should be in Helvetica or Arial 18-point bold. Authors' names should be in Times New Roman or Times Roman 12-point bold, and affiliations in 12-point regular.

See \author section of this template for instructions on how to format the authors. 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. Leave one 10-point line of white space below the last line of affiliations.

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Please use a 10-point Times New Roman or Times Roman font or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times 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.

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**Figure 1. Insert a caption below each figure. Do not alter the Caption style.**

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

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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 equal length.

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Use a numbered list of references at the end of the article, ordered alphabetically by last name of first author, and referenced by numbers in brackets [1, 2, 7]. 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., “[Borriello, personal communication]”).

References should be in ACM citation format: [http://acm.org/publications/submissions/latex\\_style](http://acm.org/publications/submissions/latex_style). This includes citations to internet resources [1, 3, 4, 8] according to ACM format, although it is often appropriate to include URLs directly in the text, as above.

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Headings of subsections should be in Helvetica or Arial 9-point bold with initial letters capitalized. 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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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 17.78 cm (7 in.).

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### Inserting Images

When possible, include a vector formatted graphic (i.e. PDF or EPS). When including bitmaps, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi).

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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.
- Try to avoid long or complex sentence structures.
- 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 a Macintosh 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 ¥ 25,000, or roughly US \$22.”

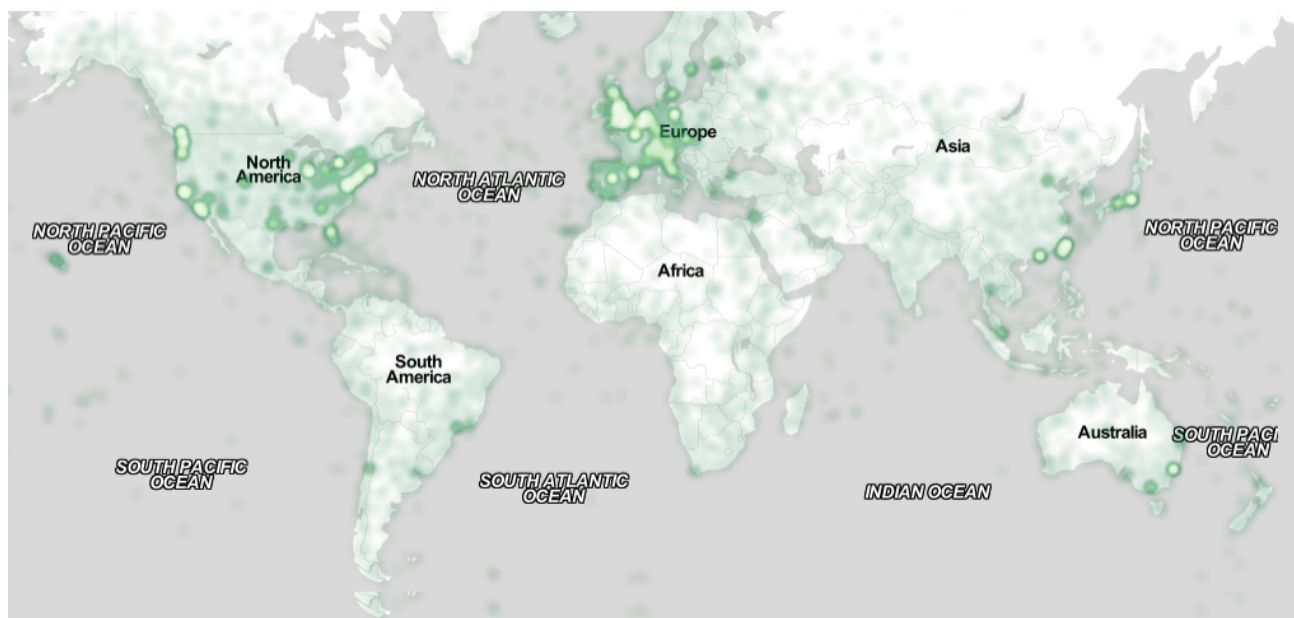


Figure 2. In this image, the map maximizes use of space. You can make figures as wide as you need, up to a maximum of the full width of both columns. Note that L<sup>A</sup>T<sub>E</sub>X tends to render large figures on a dedicated page. Image: © ⓘ ayman on Flickr.

- 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.
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The Executive Council of SIGCHI has committed to making SIGCHI conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, the all authors are asked to work on improving the accessibility of their submissions. Specifically, we encourage authors to carry out the following five steps:

1. Add alternative text to all figures
2. Mark table headings
3. Add tags to the PDF
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## CONCLUSION

It is important that you write for the SIGCHI audience. Please read previous years proceedings to understand the writing style and conventions that successful authors have used. It is particularly important that you state clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., the unique contribution that your work makes to the field. Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

## 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 whole paragraph is just an example.*

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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., “[Golovchinsky, personal communication]”).

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