

# SIGCHI Conference Proceedings Format

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## ABSTRACT

UPDATED—October 10, 2020. 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; include commas, within terms only; this section is required.

## CCS Concepts

•**Human-centered computing** → **Human computer interaction (HCI)**; *Haptic devices*; User studies; Please use the 2012 Classifiers and see this link to embed them in the text: [https://dl.acm.org/ccs/ccs\\_flat.cfm](https://dl.acm.org/ccs/ccs_flat.cfm)

## 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 × 9.15 inches (18 × 23.2 cm), centered on a US Letter page (8.5 × 11 inches), beginning 0.85 inches (1.9 cm) from the top of the page, with a 0.3 inches (0.85 cm) space between two 3.35 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.

## TYPESET TEXT

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For example, content paragraphs like this one are formatted using the Normal style.

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## Title and Authors

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. Names may optionally be placed in a single centered row instead of at the top of each column. Leave one 10-point line of white space below the last line of affiliations.

## Abstract and Keywords

Every submission should begin with an abstract of about 150 words, followed by a set of Author Keywords and ACM Classification Keywords. The abstract and keywords should be placed in the left column of the first page under the left half of the title. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field of HCI.

## Normal or Body Text

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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	First	Second	Final
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Nass	22.2	16	234,333
Borriello	22.9	11	93,123
Karat	34.9	2200	103,322

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

### References and Citations

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]”).

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### FIGURES/CAPTIONS

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.).

Captions should be Times New Roman or Times Roman 9-point bold. They should be numbered (e.g., “Table 1” or “Figure 1”), centered (if one line) otherwise justified, and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (e.g., “Figure” rather than “Fig.”) wherever they occur. Figures, like Figure 2, may span columns and all figures should also include alt text for improved accessibility. Papers and notes may use color figures, which are included in the page limit; the figures must be usable when printed in black-and-white in the proceedings.

The paper may be accompanied by a short video figure (we recommend staying within five minutes in length). However, the paper should stand on its own without the video figure, as the video may not be available to everyone who reads the paper.

### 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).

### QUOTATIONS

Quotations may be italicized when “*placed inline*”.

Longer quotes, when placed in their own paragraph, need not be italicized or in quotation marks when indented.

### 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.
- Try to avoid long or complex sentence structures.
- Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).
- 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).



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.

- 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.”
- 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 [10]. Be particularly aware of considerations around writing about people with disabilities.
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grøn-bæk, Lafrenière, Sánchez, Nguyễn, Universität, Weißen-bach, Züllighoven, Århus, etc.). These characters are already included in most versions and variants of Times, Helvetica, and Arial fonts.

## ACCESSIBILITY

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
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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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