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# INTRODUCTION

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On each page your material should fit within a rectangle of 7 x 9.25 in (18 x 23.5 cm), centered on a US letter page (8.5x11 in), beginning 0.75 in (1.9 cm) from the top of the page, with a 0.33 in (0.85 cm) space between two 3.3 in (8.4 cm) columns. Right margins should be justified, not ragged. Please be sure your document and PDF are US letter and not A4. Use one space after a period before starting a new sentence, not two.

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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 approximately equal length.

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The heading of a section should be in Arial 9-point bold, all in capitals (Heading 1 style). Sections should not be numbered.

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The text of tables will format better if you use the Table Text style (as in Table 1). If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. To adjust the spacing of text in a table in Word, use Home | Paragraph | Indents and Spacing. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table1. Table captions should be placed below the table. We recommend minimum use of table lines.

| **Objects** | **Column A** | **Column B** |
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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”).

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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 ₩22, or roughly US$29.”

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

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# ACKNOWLEDGMENTS

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# References format

References must be the same font size as other body text. References should be in alphabetical order by last name of first author.

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