

Formatting Instructions for Authors Using Microsoft Word

AAAI Press

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Abstract

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Congratulations on having a paper selected for inclusion in an AAAI Press proceedings or technical report! This document details the requirements necessary to get your accepted paper published. Within the document, general guidelines are provided as applicable for using Microsoft Word. If you are using LaTeX, instructions are provided in a different document. If you want to use some other formatting software, you must obtain permission from AAAI Press first.

The instructions herein are provided as a general guide for experienced Word users who would like to use that software to format their paper for an AAAI Press publication or report. We assume that you can comply with the requirements as they are provided herein. If you are not an experienced Word user, please obtain assistance locally. AAAI cannot provide you with support. If the results you obtain are not in accordance with the specifications you received, you must correct your source file to achieve the correct result.

These instructions are generic. Consequently, they do not include specific dates, page charges, and so forth. Please consult your specific written conference instructions for details regarding your submission. Please review the entire document for specific instructions that might apply

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We need source and PDF files that can be used in a variety of ways and can be output on a variety of devices. AAAI imposes some requirements on your source and PDF files that must be followed. Most of these requirements are

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- **ALL FONTS MUST be embedded in the PDF file.** (Your paper cannot be corrected or published if the fonts are missing.)
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- 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).
- Fonts that require non-English language support (CID and Identity-H) must be converted to outlines or removed from the document (even if they are in a graphics file embedded in the document).
- Two-column format in AAAI style is required for all papers.
- The paper size for final submission must be US letter. **No exceptions.**
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- The number of pages and the file size must be as specified for your event.
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You must submit the following items to ensure that your paper is published:

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Your Word source will be reviewed and your PDF may be recompiled on our system. Name your source file with your last (family) name.

Do not send files that are not actually used in your paper. We don’t want you to send us any files not needed for compiling your paper, including, for example, this instructions file, unused graphics files, and so forth.

Using Word to Format Your Paper

AAAI Press has provided 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), and you will encounter problems if you use Identity-H or CID fonts. If your paper contains many in-line equations, and a significant amount of display mathematics, you may achieve better results using LaTeX, although the learning curve for this program is significantly higher. AAAI does not offer support in the use of Word or LaTeX.

Inserting Document Metadata with Word

PDF files contain document summary information that enables us to create an Acrobat index (pdx) file, and also allows search engines to locate and present your paper more accurately. *Inserting metadata is a requirement of submission.*

To insert metadata, open the document properties window. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma.

Important! Do not include any nonascii characters (including accented characters) in the metadata, even if the names have accent marks. The data in the metadata must be completely plain ascii. It may not include any slashes, accents, linebreaks, or unicode characters. You may also include keywords in the Keywords field. If you know the full title of the proceedings, include it in the subject line. Leave any additional metadata fields blank.

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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
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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 or (if allowed) paying the extra page charge. It will be cheaper in the long run.

Type Font and Size

Your paper must be formatted in 10 point Times, Times Roman or Times New Roman. We will not accept papers formatted using other fonts (except that Cambria may be used for mathematics only.) This document is formatted in 10 point Times New Roman.

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

Do not use type 3 fonts for any portion of your paper, including graphics. Type 3 bitmapped fonts are designed for fixed resolution printers. Most print at 300 dpi even if the printer resolution is 1200 dpi or higher. They also often cause high-resolution imagesetter devices and our PDF indexing software to crash. Consequently, AAAI will not accept electronic files containing obsolete type 3 fonts. Files containing those fonts (even in graphics) will be rejected.

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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

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page,

centered over both columns in sixteen-point bold type (twenty-four point leading). This style is called “mixed case.” 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 affiliation(s) and complete address(es) (including electronic mail address if available) 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.

Credits

Any credits to a sponsoring agency should appear in the acknowledgments section, unless the agency requires different placement. If it is necessary to include this information on the front page, use a separate footnote. The AAAI copyright notice (if required) must appear first in any list of footnotes.

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.) This concise, one-paragraph summary should describe the general thesis and conclusion of your paper. A reader should be able to learn the purpose of the paper and the reason for its importance from the abstract. The abstract should be no more than two hundred words in length. (Authors who are submitting short one- or two-page extended extracts should provide a short abstract of only a sentence or so.) **Do not include references in your abstract!**

Page Numbers

Do not *ever* print any page numbers on your paper.

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.

URLs and Word

Microsoft Word’s default setting is to underline URLs and display them in another color. This causes the URLs to

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Automatic Links

Do not use Microsoft Word's automatic section and reference linking.

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 Engelmores 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.

Footnotes

Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers. Footnotes should appear at the bottom of the page, separated from the text by a blank line space and a thin, half-point rule.

Headings and Sections

When necessary, headings should be used to separate major sections of your paper. Remember, you are writing a short paper, not a lengthy book! An overabundance of headings will tend to make your paper look more like an outline than a paper.

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. Sub-subsection 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 in AAAI Press papers is optional.

Section Headings.

Sections should be arranged and headed as follows:

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Appendices. Any appendices follow the acknowledgments, if included, or after the main body of text if no acknowledgments appear.

References. The references section should be labeled "References" and should appear at the very end of the paper (don't end the paper with references, and then put a figure by itself on the last page). A sample list of references is given later on in these instructions. Please use a consistent format for references. Poorly prepared or sloppy references reflect badly on the quality of your paper and your research. Please prepare complete and accurate citations.

Illustrations and Figures

Figures, drawings, tables, and photographs should be placed throughout the paper near the place where they are first discussed. Do not group them together at the end of the paper. If placed at the top or bottom of the paper, illustrations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. Number figures sequentially, for example, figure 1, and so on.

The illustration number and caption should appear under the illustration. Leave some space between the figure and the caption and surrounding type; .25 inches should suffice. Captions should be presented in nine-point Times New Roman italic. Labels, and other text in illustrations must be at least nine-point type.

Low-Resolution Bitmaps

You may not use low-resolution (such as 72 dpi) screen dumps and GIF files—these files contain so few pixels that they are always blurry, and illegible when printed. If they are color, they will become an indecipherable mess when converted to black and white. This is always the case with gif files, which should never be used. The resolution of screen dumps can be increased by reducing the print size of the original file while retaining the same number of pixels. You can also enlarge files by manipulating them in software such as PhotoShop. Your figures should be a minimum of 266 dpi when incorporated into your document.

Using Color

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We suggest you use computer-drawing software (such as Adobe Illustrator or, (if unavoidable), the drawing tools in Microsoft Word) to create your illustrations. Do not use Microsoft Publisher. These illustrations will look best if all line widths are uniform (half- to two-point in size), and you do not create labels over shaded areas. Shading should be 133 lines per inch if possible. Use Times New Roman or Helvetica for all figure call-outs. **Do not use hairline width lines** — be sure that the stroke width of all lines is at least .5 pt. Zero point lines will print on a laser printer, but will completely disappear on the high-resolution devices used by our printers.

Photographs and Images

Photographs and other images should be in grayscale (color photographs will not reproduce well; for example, red tones will reproduce as black, yellow may turn to white, and so forth) and set to a minimum of 266 dpi. Do not pre-screen images.

This Is an Example of a Figure Caption.

References

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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. Polygon: 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.

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Acknowledgments

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Thank you for reading these instructions carefully. We look forward to receiving your electronic files!