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**ABSTRACT**

In this paper, we describe the formatting guidelines for submissions to the PDC 2016 Conference Proceedings. They are identical to the ACM SIG Proceedings requirements found at the following link: <http://www.acm.org/publications/article-templates/proceedings-template.html/>. Also, this is where LaTex users can find the correct template. The only modifications in this template different from the ACM SIG Proceedings template are found in the text and examples provided. Please review this document even if you have used a similar format before. ACM has changed details in the format for proceedings as of January 2015. Note especially the change in reference style.

**CCS Concepts**

• **Human-Centered computing➝Interaction design** • **Participatory design**This is just an example, please use the correct category and subject descriptors for your submission*.* The ACM Computing Classification Scheme:

<http://www.acm.org/about/class/class/2012>. Please read the [HOW TO CLASSIFY WORKS USING ACM'S COMPUTING CLASSIFICATION SYSTEM](http://www.acm.org/publications/article-templates/CCS-HOWTO-v6-12Jan2015.docx) for instructions on how to classify your document using the 2012 ACM Computing Classification System and insert the index terms into your Microsoft Word source file.

This is not an obligatory requirement except for accepted submissions.

**Keywords**

Keywords are your own designated keywords separated by semicolons (“;”).

This is required for all submissions

# INTRODUCTION

This format is to be used for submissions that are to be published in the PDC 2016 conference proceedings. We wish to give the conference proceedings a single, high-quality appearance. To do this, we ask you to follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to download this template from the conference website and replace the content with your own material. Or, to download the template from: <http://www.acm.org/publications/article-templates/proceedings-template.html/>

# BLIND REVIEW

Paper submissions for PDC 2016 will go through a two round, double blind review. For more detail on this, please see the PDC 2016 conference website. Before submitting in both rounds, please remove all author and institutional details from the header section, from the acknowledgements and the body of your paper. You do not have to omit citing or referencing your own work, but must do so in ways that do not reveal your identity as author(s).

## Abstract and Keywords

Every submission should begin with an abstract of about 150 words, followed by a set of keywords. 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 PD.

The first set of keywords is used to catalogue the paper in the ACM Digital Library using the ACM Classification System. Please consult the instructions provided above in the ‘CSS Concepts’ section above on how to classify your paper. The second set of keywords will be used to index the paper in the proceedings.

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# PAGE SIZE

All material on each page should fit within a rectangle of 18 × 23.5 cm (7" × 9.25"), centered on the page, beginning 1.9 cm (0.75") from the top of the page and ending with 2.54 cm (1") from the bottom. The right and left margins should be 1.9 cm (.75"). The text should be in two 8.45 cm (3.33") columns with a .83 cm (.33") gutter. Please make sure that you use the Letter format, not A4.

# TYPESET TEXT

## Normal or Body Text

Please use a 9-point Times Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman in which these guidelines have been set. The goal is to have a 9-point text, as you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. If Times Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times. Right margins should be justified, not ragged.

The length of Full Papers can be up to 10 pages (all inclusive), while Short Paper can be up to 4 pages (all inclusive).

## Title and Authors

The title (Helvetica 18-point bold), authors' names (Helvetica 12-point) and affiliations (Helvetica 10-point) run across the full width of the page – one column wide. We also recommend phone number (Helvetica 10-point) and e-mail address (Helvetica 12-point). See the top of this page for three addresses. If only one address is needed, center all address text. For two addresses, use two centered tabs, and so on. For more than three authors, you may have to improvise.[[1]](#footnote-1)

## First Page Copyright Notice

Please leave 3.81 cm (1.5") of blank text box at the bottom of the left column of the first page for the copyright notice.

## Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

## References and Citations

Footnotes should be Times New Roman 9-point, and justified to the full width of the column.

Use the “ACM Reference format” for references – that is, a numbered list at the end of the article, ordered alphabetically and formatted accordingly. See examples of some typical reference types, in the new “ACM Reference format”, at the end of this document. Within this template, use the style named *references* for the text. Acceptable abbreviations, for journal names, can be found here: <http://library.caltech.edu/reference/abbreviations/>. Word may try to automatically ‘underline’ hotlinks in your references, the correct style is NO underlining.

The references are also in 9 pt., but that section (see Section 7) is ragged right. References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. Private communications should be acknowledged, not referenced (e.g., “[Robertson, personal communication]”).



Figure 1. Insert caption to place caption below figure.

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## Page Numbering, Headers and Footers

Do not include headers, footers or page numbers in your submission. These will be added when the publications are assembled.

# LANGUAGE, STYLE AND CONTENT

The language of PDC 2012 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., “Smart Internet Technology Cooperative Research Centre (SIT-CRC)”.

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.

Explain colloquial language and puns. Understanding phrases like “good on you” may require a local knowledge of Australian.

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 – e.g., “Participants were paid 1,000 DKK, or roughly 140€.”

Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairwoman*, *womanpower*, *woman-months*). Use inclusive language that is gender-neutral (e.g., *she* *or* *he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).

If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Malmø, Århus, etc.). These characters are already included in most versions of Times, Helvetica, and Arial fonts.

# FIGURES/CAPTIONS

Place Tables/Figures/Images in text as close to the reference as possible (see Figure 1). It may extend across both columns to a maximum width of 17.78 cm (7”).

Captions should be Times New Roman 9-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”), please note that the word for Table and Figure are spelled out.

Figure’s captions should be centered beneath the image or picture.

Table captions should be centered above the table body.

Table . Table captions should be placed above the table

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| 2006 | Trento |
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# SECTIONS

The heading of a section should be in Times New Roman 12-point bold in all-capitals flush left with an additional 6-points of white space above the section head. Sections and subsequent sub- sections should be numbered and flush left. For a section head and a subsection head together (such as Section 3 and subsection 3.1), use no additional space above the subsection head.

## Subsections

The heading of subsections should be in Times New Roman 12-point bold with only the initial letters capitalized. (Note: For subsections and subsubsections, a word like *the* or *a* is not capitalized unless it is the first word of the header.)

### Subsubsections

The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized and 6-points of white space above the subsubsection head.

#### Subsubsections

The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized.

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The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized.

# Producing and testing PDF files

We recommend that you produce a PDF version of your submission well before the final deadline. Besides making sure that you are able to produce a PDF, you will need to check that (a) the length of the file remains within the submission category’s page limit, (b) the PDF file size is 4 megabytes or less, and (c) the file can be read and printed using Adobe Acrobat Reader.

Test your PDF file by viewing or printing it with the same software we will use when we receive it, Adobe Acrobat Reader which is available for free at www.adobe.com.

# Conclusions

It is important that you write for the PDC audience. Please read previous years’ PDC Proceedings to understand the writing style and conventions that other 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., what is 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.

# ACKNOWLEDGMENTS

Our thanks to ACM SIGCHI for allowing us to modify templates they had developed.

# REFERENCES

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1. If necessary, you may place some address information in a footnote, or in a named section at the end of your paper. [↑](#footnote-ref-1)