

# How to Make a Proceedings Short Summary Submission

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**Keywords:** add your choice of indexing terms or keywords;  
kindly use a semicolon; between each term

## General Formatting Instructions

The entire contribution of a short summary submission (including figures, references, and anything else) can be no longer than two pages. This short summary format is to be used for workshop and tutorial descriptions and symposia. Unlike the 6-page research papers, short summary submissions are never anonymized, and should not begin with a separate abstract. Prior to the first section of the short summary, there should be the header “**Keywords:**” followed by a list of descriptive keywords separated by semicolons, all in 9 point font, as shown above.

The **title** should be in 14 point bold font, centered. The title should be formatted with initial caps (the first letter of content words capitalized and the rest lower case). Leave one space below the title, then list author names (on one line, though if there are many authors this will continue on subsequent lines) in 11 point bold font, and centered, with superscript numerals that will correspond to author affiliation. The **corresponding author**’s email address and no other email addresses should be placed in parentheses next to their name in the author list. Starting on the next line, list authors’ affiliations using the corresponding superscript numeral and including only the department/unit and organization in ordinary 10 point type, one affiliation per line.

The text of the paper should be formatted in two columns with an overall width of 7 inches (17.8 cm) and length of 9.25 inches (23.5 cm), with 0.25 inches between the columns. Leave two line spaces between the last author affiliation and the text of the paper; the text of the paper (starting with the abstract) should begin no less than 2.75 inches below the top of the page. The left margin should be 0.75 inches and the top margin should be 1 inch. **The right and bottom margins will depend on whether you use U.S. letter or A4 paper, so you must be sure to measure the width of the printed text.** Use 10 point Times Roman with 12 point vertical spacing, unless otherwise specified.

Indent the first line of each paragraph by 1/8 inch (except for the first paragraph of a new section). Do not add extra vertical space between paragraphs.

## First Level Headings

First level headings should be in 12 point, initial caps, bold and centered. Leave one line space above the heading and 1/4 line space below the heading.

## Second Level Headings

Second level headings should be 11 point, initial caps, bold, and flush left. Leave one line space above the heading and 1/4 line space below the heading.

**Third Level Headings** Third level headings should be 10 point, initial caps, bold, and flush left. Leave one line space above the heading, but no space after the heading.

## Formalities, Footnotes, and Floats

Use standard APA citation format. Citations within the text should include the author’s last name and year. If the authors’ names are included in the sentence, place only the year in parentheses, as in Daphne and Echo (2022), but otherwise place the entire reference in parentheses with the authors and year separated by a comma (Daphne & Echo, 2022). Use the “et al.” construction for works with three or more authors. List multiple references alphabetically and separate them by semicolons (August et al., 2007; Daphne & Echo, 2022).

## Footnotes

Indicate footnotes with a number<sup>1</sup> in the text. Place the footnotes in 9 point font at the bottom of the column on which they appear. Precede the footnote block with a horizontal rule.<sup>2</sup>

## Tables

Number tables consecutively. Place the table number and title (in 10 point) above the table with one line space above the caption and one line space below it, as in Table 1. You may float tables to the top or bottom of a column, and you may set wide tables across both columns.

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<sup>1</sup>Sample of the first footnote.

<sup>2</sup>Sample of the second footnote.

Table 1: Sample table title.

Error type	Example
Take smaller	$63 - 44 = 21$
Always borrow	$96 - 42 = 34$
$0 - N = N$	$70 - 47 = 37$
$0 - N = 0$	$70 - 47 = 30$

## Figures

All artwork must be very dark for purposes of reproduction and should not be hand drawn. Number figures sequentially, placing the figure number and caption, in 10 point, after the figure with one line space above the caption and one line space below it, as in Figure 1. If necessary, leave extra white space at the bottom of the page to avoid splitting the figure and figure caption. You may float figures to the top or bottom of a column, and you may set wide figures across both columns.

CoGNiTiVe ScIeNcE

Figure 1: This is a figure.

## Acknowledgments

Place acknowledgments (including funding information) in a section **at the end of the paper**.

## References Instructions

Follow the APA Publication Manual for citation format, both within the text and in the reference list, with the following exception: use the same format for unpublished references as for published ones. Alphabetize references by the surnames of the authors, with single author entries preceding multiple author entries. Order references by the same authors by the year of publication, with the earliest first. Include DOIs if available.

Use a first level section heading, “**References**”, as shown below. Use a hanging indent style, with the first line of the reference flush against the left margin and subsequent lines indented by 1/8 inch. Below are example references for a conference paper, journal article, technical report, dissertation, book chapter, edited volume, and book, respectively.

## References

- August, B. C., Benally, C. D., & Cadena, D. E. (2007). An example conference paper. *Proceedings of the Annual Meeting of the Cognitive Science Society*, 29, 100–105. <https://escholarship.org/uc/item/k0e1y2>
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