

# SIGCHI Conference Proceedings Format

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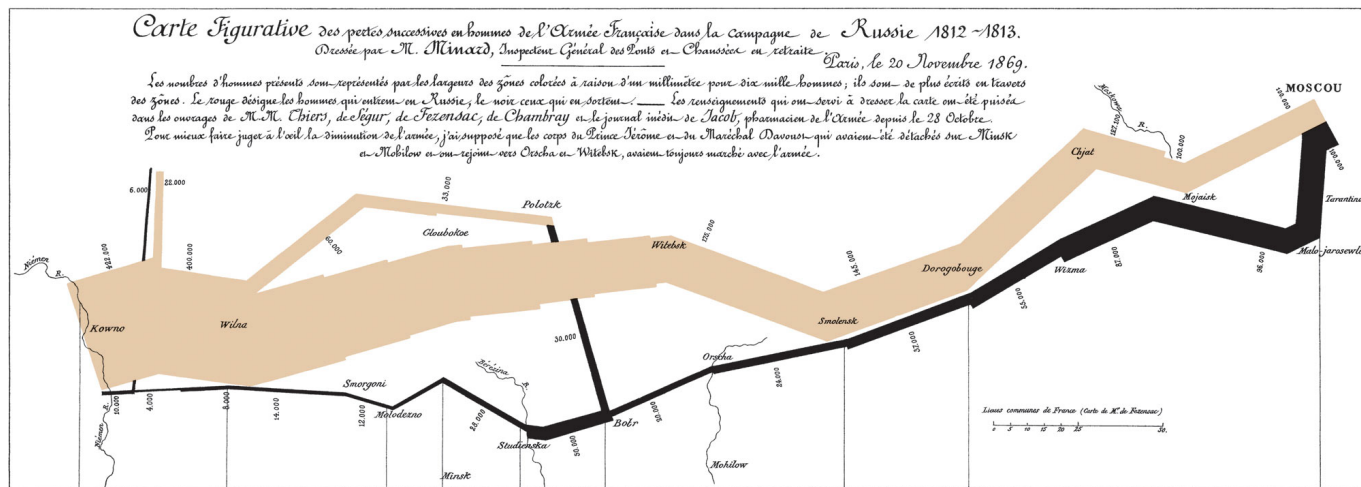


Figure 1. Example banner image spanning both columns. This command must be used before `\maketitle`. In the remainder of the document, use the `{figure*}` environment to produce these.

## ABSTRACT

This paper describes the formatting requirements for SIGCHI Conference Proceedings and a few recommendations on writing for the worldwide SIGCHI readership. It is also the documentation for the  $\text{\LaTeX}$  class for producing formatted papers. (This paper is not produced by SIGCHI, nor is it an authoritative source for the described formatting.)

## Author Keywords

Guides; instructions; author's kit; conference publications.

## ACM Classification

H.5.m [Information Interfaces and Presentation] Miscellaneous

## INTRODUCTION

This format is to be used for submissions to SIGCHI conference proceedings. We wish to give this volume a consistent, high-quality appearance, and therefore ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is

to use the source of this document as a template, and replace the content with your own material.

## $\text{\LaTeX}$ Document Class

The  $\text{\LaTeX}$  document class, `sigchi-modern`, will format your source using the guidelines in this paper (except the editorial guidelines, of course). The document class is also fairly configurable, and contains many conveniences for correctly formatting figures, references, author lists, section headings, etc. Unless noted, the formatting requirements detailed in this document (fonts, spacing, layout, etc.) will be applied automatically when using the  $\text{\LaTeX}$  document class.

The class operates in one of three modes: preprint, submission, or final. The mode is set in an option to the `\documentclass` command and toggles the output of features for each stage of the authoring process (e.g., preprint shows coloured hyperlinks and formatting guides, and submission hides the authorship information).

## PAGE SIZE AND COLUMNS

On each page, your material (not including the page number) should fit within a rectangle of  $18 \times 23.5$  cm ( $7 \times 9.25$  in.), centred on a *US letter* page, beginning 1.9 cm (.75 in.) from the top of the page, with a .85 cm (.33 in.) space between two 8.4 cm (3.3 in.) columns. Right margins should be justified, not ragged. *Please be sure that your final PDF is US letter and not A4.*

## TYPESETTING TEXT

Use 10-point Times for the body text; only use sans-serif or non-proportional fonts only for special purposes, such as headings or source code.

### 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 18-point bold Helvetica. Authors' names should be in 12-point bold Times, and affiliations in 12-point Times 12-point (not bold, nor italic). You may place some address information in a footnote, or in a named section at the end of your paper if it becomes inconvenient to fit them in the space available. Please use full international addresses.

#### *L<sup>A</sup>T<sub>E</sub>X* Commands

There are two ways to format the author and affiliation information with the *L<sup>A</sup>T<sub>E</sub>X* document class. Using these methods ensures a consistent format for this information across papers.

First, you can use the `\author` and `\affiliation` commands to automatically produce a block like that at the top of this document:

```
\author[1]{Author One}
\author[1,2]{Author Two}
\affiliation[1]{Department ...}
\affiliation[2]{...}
```

The optional argument to each command is the superscript symbol to match each author with their affiliation(s).

For more complex formatting, use `\author` commands only (without `\affiliation`).

```
\author{
  \authorname{Author One}\\
  \authoraffil{Department of Examples\\
    Sample University\\
    City, Country\\
    \mailto{one@example.com}}}
\author{...}
```

Use `\authorname` and `\authoraffil` to correctly format the author names and affiliation information, respectively.

When using the latter method, you should also use `\authorlist` to set a comma-separated list of the author names that will be written into the PDF metadata.

```
\authorlist{Author One, Author Two,
  Author Three}
```

If the default spacing of the author information is not appropriate, it can be adjusted with four lengths:

- `\authorwidth` controls the width of the block for each author name. Adjust this if you find that there is too much space between author names, or long names are wrapping.

- `\affilwidth` controls the width of the block for each affiliation.
- `\authorsep` controls the horizontal space between author name blocks.
- `\affilsep` controls the horizontal space between affiliation blocks.

Finally, if you need to insert some text below the author and affiliation blocks (useful for long email addresses), use the `\authorpostscript` command. Refer to this document's source for examples of these commands.

### Abstract and Keywords

Every submission should begin with an abstract of about 150 words in the `{abstract}` environment, followed by a set of keywords using `\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 paper. It should clearly state the paper's contribution to the field of HCI.

The first set of keywords will be used to index the paper in the proceedings, and should be separated by semi-colons. The second set (using `\classification{...}`) are used to catalogue the paper in the ACM Digital Library. The latter are entries from the ACM Classification System [3]. In general, it should only be necessary to pick one or more of the H5 sub-categories, see <http://www.acm.org/class/1998/ccs98.html>.

The `\category` command formats the classifications correctly, and takes three or four arguments—one for each component from the classification.

### Overfull Lines

*L<sup>A</sup>T<sub>E</sub>X* will sometimes create overfull lines that protrude into margins; these will be indicated in preprint mode with a solid black rectangle. To fix these protrusions (like the one here) you should first try the `microtype` package, which allows small adjustments to the typesetting metrics (character protrusion and font expansion). You may also want to encourage *L<sup>A</sup>T<sub>E</sub>X* to hyphenate the offending word (with `\-`).<sup>1</sup>

### First Page Copyright Notice

Leave 3 cm (1.25 in.) of blank space for the copyright notice at the bottom of the left column of the first page. This copyright notice will only appear in `final` mode, and should be formatted using the following commands (as appropriate for the publication venue):

```
\confname{CHI'13}
\confdate{April 27--May 2}
\confsyear{2013}
\conflocation{Paris, France}
\procissn{XXX-X-XXXX-XXXX-X/XX/XX}
\doi{10.1000/182}
\copylicense{...}
```

<sup>1</sup> If the situation is dire, you can try `\sloppy` in your document's preamble, which essentially asks *L<sup>A</sup>T<sub>E</sub>X* to prefer underfull lines with extra whitespace; for more details, see <http://www.economics.utoronto.ca/osborne/latex/PMAKEUP.HTM>.

The argument to `\copylicense` should be one of:

1. `\acmcopyright`,
2. `\authorlicense`, or
3. `\openlicense`;

depending on the licensing option you have selected.

### Subsequent Pages

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. This can be accomplished either using a package such as `balance`, or by manually placing a `\vfill\eject` at the correct point in the source or `bb1` file.

### References and Citations

Use a numbered list of references at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [4–7]. The bibliography section should be formatted with text aligned “ragged right”, and not justified (this will be the default if you are using `natbib`).

For papers from conference proceedings, include the title of the paper and an abbreviated name of the conference (e.g., for CHI 2003 proceedings, use *Proc. CHI '03*). Do not include the location of the conference or the exact date; do include the page numbers if available. See the example citations at the end of this document.

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 reference) 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., “[Robertson, personal communication]”).

### SECTIONS

The heading of a section should be in Helvetica 9-point bold, and will be formatted in all capitals by `\section`. Sections should not be numbered.

#### Subsections

Headings of subsections should be in Helvetica 9-point bold in “title case”. For instance, a word like *the* or *of* is not capitalised unless it is the first word of the heading.

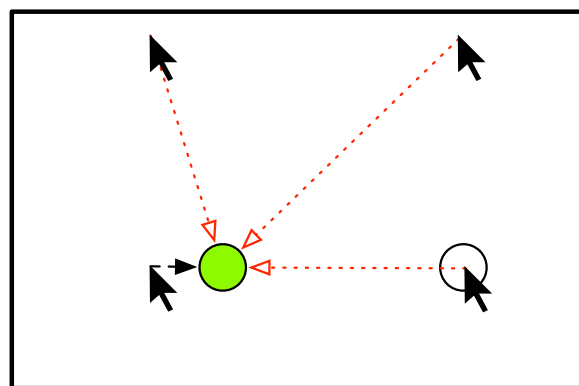
#### Sub-subsections

Headings for sub-subsections should be in Helvetica 9-point italic with only the initial letters capitalised. Standard `\section`, `\subsection`, and `\subsubsection` commands will work as expected.

*Paragraph.* Labels for individual paragraphs can also be used with `\paragraph`. A trailing period will automatically be appended by the command.

### FIGURES AND TABLES

Place figures and tables at the top or bottom of the appropriate column or columns (try not to place them in the middle of a column), on the same page as the relevant text (see Figure 2). A figure or table may extend across both columns to a maximum width of 17.78 cm (7 in.).



**Figure 2.** Images should have a high resolution—preferably a vector image for line-art or charts.

Object	Caption Location	
	Pre-2002	2003 onwards
Tables	Above	Below
Figures	Below	Below

**Table 1.** Table captions should be placed below the table.

Captions should be Times 9-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”), centred, 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.

Tables should be formatted cleanly, with good contrast and spacing. The `booktabs` package provides commands for proper vertical spacing and horizontal rules. The *Publication Manual of the APA* [2] has additional guidance on how to design tables for maximum clarity. In general, limit the use of rules (lines) to those that are necessary for clarity (and never use vertical rules), do not use background colours or shading, and ensure that the table can be understood on its own.

### LANGUAGE, STYLE, AND CONTENT

The written 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.
- Briefly define or explain all technical terms that may be unfamiliar to readers. For example:
  - Explain all acronyms the first time they are used in your text—e.g., “Digital Signal Processing (DSP)”.
  - Explain local references (i.e., not everyone knows all city names in a particular country).
  - Explain “insider” comments. Ensure that your entire audience understands any reference whose meaning you do not describe (e.g., do not assume that every-

one has used a Macintosh or a particular application).

- Explain colloquial language and puns. Understanding phrases like “red herring” may require a local knowledge of English. Humour and irony are difficult to translate.
- Use unambiguous forms for culturally localised concepts, such as times, dates, currencies and numbers (e.g., “1-5-97” or “5/1/97” may mean 5 January or 1 May; “seven o’clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences—e.g., “Participants were paid 1,000 rupees, or roughly USD\$15.”
- 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). Refer to the APA’s “*Guidelines for Unbiased Language*” [2] for advice and examples regarding gender and other personal attributes.
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafrenière, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). If using non-Latin characters, provide appropriate romanisation.

#### PAGE NUMBERING, HEADERS, AND FOOTERS

The preprint and submission versions of your document will have page numbers centred in the footer. These will be removed in the final version of accepted papers, as page numbers, headers, and footers will be added by the conference printers.

#### PRODUCING AND TESTING PDF FILES

We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must be ACM DL Compliant. The requirements for an ACM Compliant PDF are available at: <http://www.sheridanprinting.com/typedept/ACM-distilling-settings.htm>.

Test your PDF file by viewing or printing it with the same software we will use when we receive it, Adobe Acrobat [1].

#### BLIND REVIEW

For archival submissions, CHI requires a “blind review”. To prepare your submission for blind review, switch the document mode to submission to remove author and institutional identities in the title and header areas of the paper. You may also need to remove part or all of the “Acknowledgments” text. Further suppression of identity in the body of the paper and references is left to the authors’ discretion. For more details, see the submission guidelines and checklist for your submission category.

#### L<sup>A</sup>T<sub>E</sub>X Commands

The `\preprintonly{...}`, `\submissiononly{...}`, and `\finalonly{...}` commands can be used to wrap content that should only appear in a particular mode when the document is compiled (e.g., TODO notes).

A `\hideforsubmission{...}` command will hide content in submission mode only—for example, the “Acknowledgments” section, or URLs that may identify the authors.

#### 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., 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 into the conference, and in influencing the work of our field.

#### ACKNOWLEDGMENTS

We thank CHI, PDC and CSCW volunteers, and all publications support and staff, who wrote and provided helpful comments on previous versions of this document. Some of the references cited in this paper are included for illustrative purposes only.

#### REFERENCES

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