Title

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# ABSTRACT

In this paper we describe the formatting requirements for ASIS&T Conference Proceedings, and offer some writing recommendations. Please review this document even if you have submitted to the ASIS&T Annual Meeting before; this format represents a substantial change from previous years. We have endeavoured to select a format that is consistent with spirit of the publication, and readable both on the screen and on the printed page. Please note that the abstract in your paper must match the abstract in your ConfTool submission. Thank you for submitting to ASIS&T 2018!

# Keywords

Guides, instructions, author’s kit, conference publications.

# INTRODUCTION

This format will be used for the submissions that are published in the conference proceedings to give them a consistent, high-quality appearance. Please follow the simple guidelines set forth in this document; if your paper is accepted, it will ease the transition from submission to publication and it will ensure that your paper is the correct length. The page limit for each submission type is in the [ASIS&T 2018 Call for Proposals](https://www.asist.org/am18/call-for-papers/).

The easiest way to format your paper so that it complies with the standards set forth in this template is to download this document from the conference website, and replace the content with your own material. The template file contains the proceedings’ formatting styles (e.g., Text, Heading, Bulleted List, Numbered List, Table Text, Refs, Title, Author, and Author Affiliation); pouring your own content into this file and applying the appropriate styles should make it easier to format your submission.

# PAGE SIZE

On each page your content should fit within a rectangle of 7 x 9.25 in (17.75 x 23.5 cm), centered on a US letter page, .5 in (1.25 cm). from the top of the page. Right margins should be justified. Beware: depending on your own preset preferences, Word may change these dimensions.

# TYPESET TEXT

This year initial submissions may be prepared in PDF or DOC format to facilitate the review process. Later versions of Word (including Word 2007) allow you to create PDF directly from your Word document by selecting “Save as” and “PDF or XPS” from the hierarchical menu. Remember that reviewers may either print your file or read it on the screen; it is prudent to check the appearance of figures on a black and white printer. Final pre-press versions of the paper must be submitted in DOC or DOCX format to allow for final layout of the publication.

## Title and Authors

Your paper’s title should be in a single column in Arial 18 pt bold. **For Papers and Visual Presentations, authors’ names should be omitted from the initial submission**. In Panel and Workshop Proposals, as well as in the final submission, authors names should be in Arial 9.5 pt bold, and affiliations in Arial 9.5 pt italics (note that Title, Author and Author Affiliation are defined Styles in this template file).

To position author names and affiliation, use a two-column format as is included in this template. Please ensure that authors are listed in the same order in the paper as they are in your ConfTool submission. Please only include Institution, Country. Email. No additional information is necessary.

## Abstract and Keywords

Every submission should begin with an abstract of about 150-200 words. The limit on the abstract length is 300 words; abstracts exceeding 300 words will be truncated. 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.

## Normal or Body Text

Please use a 10-point Times Roman font (Times New Roman in Microsoft Word on the PC) or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times Roman 10-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings, pseudocode, or source code, and not for the main body of the paper.

## Subsequent Pages

On pages beyond the first, start at the top of the page and continue in single-column format.

## References and Citations

The accuracy and completeness of the references is the responsibility of the author. 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 citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited.

The format for citations in text for bibliographic references follows the Publication Manual of the American Psychological Association (5th ed., 2001). Citation of an author's work in the text should follow the author-date citation method: the surname of the author(s) and the year of publication should appear in the text. For example, “Smith (1999) found that…”; “other researchers (Black & Tan, 2000) discovered…”. Formats for citation of electronic references are given on the APA web site: http://www.apastyle.org/elecref.html.

References should be in 10 pt type (using the same font as the document’s running text), and should be listed alphabetically at the end of the submission using an unnumbered style with a hanging indentation. The **References** style from this template should be applied to the text of your citation.

There are examples of this citation style at the end of this document. The references cited in this paper are included for illustrative purposes only.

# SECTIONS

Figure 1. Figure captions should be centered and placed below the figure.

Section headings should be in Arial 9-point bold, all capitals (**Heading 1** Style in this template file). Use Helvetica if Arial is not available. Sections should not be numbered.

Subsections

Subsection headings should be in Arial 9-point bold italic with initial letters capitalized (**Heading 2**). (Note: For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

Sub-subsections

Headings for sub-subsections should be in Arial 9-point with initial letters capitalized (**Heading 3**).

# FIGURES/CAPTIONS

|  |  |  |
| --- | --- | --- |
| Objects | Caption style– pre-2010 | Caption–2010 |
| Tables | Above | Below |
| Figures | Below | Below |

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

Place figures and tables the end of the referring paragraph, on the same page as the relevant text. Whenever possible, all tables and figures should be no more than 3.25 inches (8.255 cm) wide. If you require figure or table to extend across the full page, it should be no more than 7 inches (17.75 cm) wide. For 3.25 inch (8.255 cm) tables and figures, utilize the text wrap feature of Word to allow you to utilize the white space beside the table for additional text.

Captions should be Arial 9-point bold (Table Caption Style in this template file). They should be numbered (e.g., “Table 1” or “Figure 2”), centered and placed beneath the figure or table. Please note that the words “Figure” and “Table” should be spelled out (i.e., “Figure” rather than “Fig.”) wherever they occur. Do not use text automation for figure / table numbers as these will be lost when your paper is combined with others.

Papers and notes may use color figures, which are included in the page limit; the figures must be usable when printed in black and white, but you can take advantage of the fact that many readers will be accessing and reading your paper on the screen.

## Inserting Images

Please insert images in such a way that they are included in your PDF file.

## Table Style

The style of the text that you use in tables is up to you, although there is a special Arial 9 point **Table Text** style (in this template file) that you may use for consistency. If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.

# LANGUAGE, STYLE AND CONTENT

Spelling and punctuation for ASIS&T 2018 papers may use any dialect of English (e.g., British, Canadian, US, etc.) provided usage is consistent. Hyphenation is optional. To ensure your paper is written appropriately for an international audience, please pay attention to the following stylistic conventions:

* 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 acronyms the first time you use them – e.g., “Digital Signal Processing (DSP)”.
* If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are included in most versions of Times, Helvetica, and Arial fonts.
* Items in a series should have a serial comma (a comma before the “and” in a series…for example: apples, oranges**,** and bananas).
* Use a single space rather than a double space after a period in a sentence.
* Utilize the grammar function in your wordprocessing software or download a program such as [Grammarly](https://www.grammarly.com/?q=brand&utm_source=google&utm_medium=cpc&utm_campaign=brand_f1&utm_content=229882672988&utm_term=grammerly%20for%20mac&matchtype=b&placement=&network=g&gclid=CjwKCAiA-KzSBRAnEiwAkmQ159Fwd0TtGB7W3uAryNpc_iEiPPv0hlCDfYK0uIQuNm-doBtesFnYShoC4FIQAvD_BwE) to ensure the grammar in your paper is correct.

In general, submission style should follow the forms given in the [*Publication Manual of the American Psychological Association*](http://www.apastyle.org/manual/) (6th ed.). For papers reporting on research, the background and purpose of the study should be stated first, followed by details of the methods, materials, procedures, and equipment used. Findings, discussion and conclusions should follow in that order. For papers reporting on best practices or other aspects of information science, the authors should strive for a structure that will be clear to their intended audience. See [Workshop Guidelines](https://www.asist.org/am18/workshops/) for the recommended proposal sections.

# Page Numbering, Headers and Footers

Please submit the review version of your paper with page numbers centered in the footer. These page numbers will be changed in the final version of accepted papers (page numbers, headers, and footers will be added for the proceedings), but we have found page numbering helps reviewers communicate with authors.

# Producing and testing files

Please be sure that your file falls within the page limit for your submission category; we reserve the right to return papers that exceed the stated length limits to their authors. Be sure that a PDF file can be read and printed using the Adobe Acrobat Reader.

# Conclusion

We hesitate to give too much advice about content; we feel that ASIS&T authors are capable of writing excellent research papers. Please remember a few simple things: be clear about what you have done, and distinguish your accomplishments from your future plans; situate your work by citing appropriate related work, and specifying your work’s unique contribution to the field; and finally think carefully about what readers will take away with them—how do you want to influence the field? Why will others cite your paper?

# ACKNOWLEDGMENTS

This template was adapted for use at the ASIS&T 2018 Annual Meeting from several sources, including the existing ASIS&T Annual Meeting template, and the template used for this year’s ACM SIGCHI Conference proceedings. We would like to thank all of the people who worked hard to design these templates.

# REFERENCES

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Bauin, S., & Rothman, H. (1992). "Impact" of journals as proxies for citation counts. In P. Weingart, R. Sehringer, & M. Winterhager (Eds.), *Representations of science and technology* (pp. 225-239). Leiden: DSWO Press.

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If you have any questions about these guidelines, please email lmiddleton@asist.org.