

# Formatting Instruction for Authors

## Authors' Name

Organization  
Street  
City, State Zip-Code, Country  
E-mail address

## Abstract

The proceedings, working notes, or technical report will be printed directly from camera-ready copy furnished by the authors. To ensure that all papers in the publication have a uniform appearance, authors should adhere to the following instructions. (Authors who are only writing an extended abstract need not include an abstract of their abstract.)

## Output

Your paper must be printed, single sided, in black-and-white on 8-1/2 x 11 inch stiff white paper. To ready your paper for publication, please typeset it using a software program such as Microsoft Word™, Adobe Acrobat™, FrameMaker™, PageMaker™, or other similar formatting software. Output from such software should be (in order of preference) positive resin paper at 1,200 dots per inch (standard image setter output) or, less satisfactory, laser printout at 600 – 1,200 dots per inch or other letter-quality printer output. Do not use a line printer, ink jet, 200 dpi fax, or dot-matrix printer for final output. Papers with poor quality output such as light or gray type, and papers that significantly deviate from these instructions (such as eight-point or smaller type, one-column format, etc.) will not be printed.

## Style and Format

Papers *must* be printed in two-column format on 8-1/2 x 11 inch paper (21.59 cm x 27.94 cm). The margins must be exactly as follows:

- Top margin: 3/4 of an inch (1.905 cm)
- Left margin: 3/4 inch (1.905 cm)
- Right margin: 3/4 inch (1.905 cm) (approximately 1.36 for A4)
- Bottom margin: 1-1/4 inches (3.175 cm) (A4 must be trimmed)

Papers that deviate from these measurements will not be published.

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## A4 Submissions

Paper submission with 8-1/2 x 11 inch paper is required for all US authors. All non-US authors are requested to obtain US-sized paper, if possible. If this proves impossible, A4 submissions will be allowed, provided that the paper is trimmed (preferably with a paper cutter or knife) to 28.94 cm (11 inches) in length. Once trimmed, your paper's top, left, and bottom margins will then conform to the measurements provided above. (The left margin, however, will be slightly smaller.)

## Column Width and Margins

To ensure maximum readability, your paper must include two columns. Each column should be approximately 3.3 inches wide (slightly more than 3-1/4 inches), with a 3/8 inch gutter of white space between the two columns. They should be shipped via US domestic or international mail. Please either allow at least two weeks delivery time or ask that the forms be shipped via courier (at your expense). We can't grant an extension if the master page forms arrive late.

If you format your paper using standard Type 1 Times Roman PostScript fonts, your paper should fit within the specified margins. If your output does not fit these margins, you will have to adjust it to fit your particular printer and fonts.

## Type Font and Size

Please use a version of Times Roman for your text and headings. The default size for your type should be ten-point with eleven- or twelve-point leading (line spacing). 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

The title appears near the top of the first page, centered over both columns in sixteen-point bold type. Author's names should appear below the title of the paper, centered in twelve-point type, along with affiliation(s) and complete

address(es) (including electronic mail address if available) in nine-point roman type. (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.

### **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. 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 extended extracts need not provide an abstract of their abstract!)

### **Text**

The main body of the paper must be formatted in two columns. It follows the abstract. Each column of text should be approximately 3.3 inches wide; a 3/8 inch gutter should separate the two columns. Text should be ten-point with eleven-point or twelve-point leading (line spacing). (These instructions are prepared using ten-point type with eleven-point leading.) If you have the facility to print fractional widths and hyphenate line endings, we recommend that you justify your columns. Mono-spaced output should be ragged right. For the purpose of uniformity, format your paper in a Type 1 Times Roman PostScript font.

**Citations.** Citations within the text should include the author's last name and year, for example (Cheeseman 1988). Append lower-case letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Cheeseman 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.

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.

First-level heads should be twelve-point 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 one blank line preceding them and three additional points of leading following them. Second-level headings should be eleven-point bold type, mixed case, with thirteen-point leading, flush left, with one blank line preceding them and three additional points of leading following them. Do not skip a line between paragraphs. Third-level headings should be run in with the text, ten-point bold type, mixed case, with twelve-point leading, flush left, with six points of additional space preceding them and no additional points of leading following them.

Sections should be arranged and headed as follows:

**Acknowledgments.** The acknowledgments section, if included, appears after the main body of text and is headed "Acknowledgments." This section includes acknowledgments of help from associates and colleagues, credits to sponsoring agencies, financial support, and permission to publish. Please try to limit acknowledgments to no more than three sentences.

**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 end of the paper. A sample list of references is given near the end of 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. We suggest you insert figures using your page-formatting software. If you cannot do so, you must paste the figures so that they are securely attached, using glue, spray adhesive, or rubber cement. If you use transparent tape, do not cover any portion of the figure or surrounding type.

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; 1/4 inch should suffice.

Captions, labels, and other text in illustrations must be at least nine-point type. Do not use line-printer printouts and avoid low-resolution (such as 72 dpi) screen-dumps and GIF files—these files contain so few pixels that they are always blurry, and often illegible when printed.

### **Drawings**

We suggest you use computer drawing software (such as Adobe Illustrator, Freehand, or the drawing tools in Microsoft Word) to create your illustrations. 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 Roman or Helvetica for all figure callouts. If you must use a 300 dpi laser printer, do not make lines any larger than one point, and do not use shading.

### **Photographs**

Photographs should be in black and white (color photographs will not reproduce well; for example, red tones will reproduce as black, etc.). If you pre-screen halftones, make sure you use a screen setting of 84 lines per inch (for 600 dpi laser printers) or 133 lines per inch (for 1200 or 2400 dpi output). If you are outputting your paper on a 300 dpi laser printer, do not print photographs—paste the original photographs (which should be glossy black-and-white prints at actual size) on the page instead. Photographs incur extra expense; please use them judiciously.

## **Sample References**

### **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.: ICAST Press.

### **University Technical Report**

Rice, J. 1986. Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Dept. of Computer Science, Stanford Univ.

### **Dissertation or Thesis**

Clancey, W. J. 1979b. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Dept. of Computer Science, Stanford Univ.

### **Forthcoming Publication**

Clancey, W. J. 1986a. *The Engineering of Qualitative Models*. Forthcoming.

## **Identification**

On the back of each page of your paper, legibly print (in *light pencil*) your name, e-mail address, and telephone number. You should also write (also in *light pencil*) the page number on the back of each page of your paper, followed by the total number of pages in your paper. For example:

John Doe  
doe@site.com  
(900) 555-1212  
Page 1 of 6

Failure to do this may result in the exclusion of your paper or (worse) partial publication, or the scrambling of your paper with that of another author's work. Page numbering is for identification only. Actual page numbers will be assigned by the publisher. *Do not include page numbers on the front of your paper.*

## **Changes**

Once your paper has been submitted in camera-ready form and/or electronic form no changes to it can be made. Consequently, please proofread your paper carefully before sending it! Also, in order to avoid confusion, please refrain from making changes to your original paper's title and its attributed authors

## **Paper Length and Page Charges**

Papers should not exceed the length specified in your acceptance packet. If they exceed that length, extra page charges will be incurred (or, in some cases, your paper will be rejected). See your acceptance packet for the cost of additional pages. We are unable to bill you. Payment must be made with cashier check or money order accompanying your camera-ready copy. Personal check will be accepted only from US authors. Papers that exceed the maximum length allowed will be rejected.

## **Electronic Submissions**

To aid in the creation of a permanent electronic archive of all its publications, ICAST requires electronic submission of your paper, its abstract, and author–title information, in addition to camera-ready hard copy.

## **Mailing**

Make a good-quality photocopy (or an extra print) of your final paper and keep it in your files for reference or in case your paper gets lost in transit. You must send the *original* to us for printing—photocopies are not acceptable!

Your paper and copyright form must be received *no later than the date specified in your acceptance packet*. Papers received later than the due date, or papers received without a signed copyright form cannot be included.

Do not fold your paper for mailing. Send the paper in a sturdy envelope, and enclose cardboard backing. Clearly mark “Do not fold or bend” on both sides of your mailing envelope. Send your paper to the attention of the person or department listed in your instruction packet.

## **Return Receipts**

Most couriers will supply you with return receipt capability; if you need this service, please ask your courier to provide it for you. If that isn't possible, we suggest you enclose a self-addressed, stamped postcard with your paper. We'll return the postcard to you, stamped with the date your paper was received. If you send your paper in early, you can obtain confirmation of its arrival by sending a message to the program chairs. However, paper deadline time is always a busy day for us. We'd appreciate it if you could either send your paper in early, (in which case we'd be delighted to e-mail confirmation), use a self-addressed, stamped postcard, or use the service provided by your courier.

Thank you for reading these instructions carefully. We look forward to receiving your camera-ready copy!