

NordiCHI Conference Publications Format

Subtitle

Author Name

The Department

The University

The Address

The Post Address

The Country

The Telephone Number incl. Country Code

address@domain.name

ABSTRACT

In this paper, we describe the formatting requirements for publications the NordiCHI. We also supply suggested styles for the document version of the publications.

Keywords

NordiCHI, guides, instructions, conference publication, layout

1. INTRODUCTION

The NordiCHI Proceedings are the records of the conference. We hope to give the proceedings a single, high-quality appearance. To do this, we ask that authors 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 NordiCHI website:

<http://www.stimdi.se/konf/nordichi2000/>

and replace the content with your own material.

2. PAGE SIZE

All material on each page should fit within a rectangle of 18 x 22 cm, centered on the page, beginning 3 cm from the top of the page, with a 1 cm space between two 8 cm columns.

2.1 Normal or Body Text

Please use a 10-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 10-point text, as

you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. The Press 10-point font available to users of Script is a good substitute for Times Roman. If Times Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times.

2.2 Title and Authors

The title (Helvetica 18-point bold), authors' names (Times Roman 12-point bold) and affiliations (Times Roman 12-point) run across the full width of the page – one column 18 cm wide. We also recommend phone number and e-mail address. See the top of this page for two names with different 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

¹ If necessary, you may place some address information in a footnote or in a named section at the end of your paper.

2.3 Abstract and Keywords

Every submission should begin with an abstract of about 100-150 words, followed by a set of keywords. The abstract and keywords should be centered on the first page between the author address and the article text. The abstract should be a concise statement of the problem, approach, findings, and conclusions of the work described.

2.4 Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. Right margins should be justified, not ragged. The two columns on the last page should be of equal length.

2.5 References and Citations

Preferably, use the Harvard system for referencing. References should be cited in the text by name and date, for example (Apperley 1989) or (Benbow 1980, Papert 1980). A list of cited references should be included at the end as a separate unnumbered section, in alphabetical order of author name, and then chronologically within author name.

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)").

2.6 Page Numbering, Headers and Footers

Do not include headers, footers or page numbers in your submission. These should contain page numbers and copyright notices, which will be added when the publications are assembled.

3. SECTIONS

First order headings should be in 12 point bold upper case, left justified. First order headings should be numbered consecutively.

3.1 Subsections

Second order headings should be in 10 point bold, mixedcase (i.e. upper case for first letter of word only). Also second order headings should be numbered consecutively, using a hierarchical system.

3.1.1 Subsubsections

The heading for subsubsections should be in Times 10-point italic with initial letters capitalised.

4. FIGURES

Figures should be inserted at the appropriate point in your text. Figures may extend over the two columns up to 18 cm if necessary. Make sure that the figures are of enough quality (contrast, colour, printing resolution) to ensure a good printout. Each figure should have a caption in Times Roman.

Color figures are welcome, since the main conference proceedings format will be electronic. However, please ensure that the format of the picture is suitable for printing (see above).

5. LANGUAGE, STYLE AND CONTENT

The written and spoken language of NordiCHI is English. Spelling and punctuation may consistently use any dialect of English (e.g., British, Canadian or US). Hyphenation is optional. Please write for an international audience:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.
- Use common and basic vocabulary (e.g., use the word "unusual" rather than the word "arcane").
- Briefly define or explain all technical terms.
- Explain acronyms the first time they are used in your text – e.g., "World Wide Web (WWW)".
- 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 (e.g., do not assume that everyone has used a PC or a Macintosh, or that everyone is familiar with a particular application).
- Explain colloquial language and puns. Understanding phrases like "red herring" requires cultural knowledge of English. Humor and irony are difficult to translate.
- 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).

- Be careful with the use of gender-specific pronouns (*he, she*) and other gendered words (*chairman, manpower, man-months*). Use inclusive language (e.g., *she* or *he, s/he, they, chair, staff, staff-hours, person-years*) that is gender-neutral. If necessary, you may be able to use “he” and “she” in alternating sentences, so that the two genders occur equally often.

6. REFERENCES

Apperley, M. D. and Spence, R. (1989). Lean cuisine : a low-fat notation for menus. *Interacting with Computers* **1**(1), 43-68.

Benbow, C.P. and Stanley, J.C. (1980) Sex Differences in mathematical ability: fact or artefact. *Science*, **210**, 1262-4.

Papert, S. (1980) *Mindstorms. Children, computers, and powerful ideas*. Basic Books, New York.

The columns on the last page should be of equal length.