

# HT '99 Proceedings Format (revised papers)

*Klaus Tochtermann*

Forschungsinstitut für anwendungsorientierte  
Wissensverarbeitung (FAW)  
Helmholtzstr. 16, 89081 Ulm, Germany  
Tel: +49 731-501470  
E-mail: [tochterm@faw.uni-ulm.de](mailto:tochterm@faw.uni-ulm.de)

*Jörg Westbomke*

Department of Computer Science  
University of Dortmund  
Otto-Hahn-Str. 16, 44221 Dortmund, Germany  
E-mail: [westbomke@ls1.cs.uni-dortmund.de](mailto:westbomke@ls1.cs.uni-dortmund.de)

## **ABSTRACT**

A brief abstract.

**KEYWORDS:** Guides, instructions, conference proceedings

## **INTRODUCTION**

So, you are about to submit your HT 99 paper and now need to format it. The printed conference proceedings represents the final archival record of the conference. We are striving to give the book a single, high quality appearance. To do this, authors must 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 to simply remove the "instructional" content in one of the templates and add your own text.

We have templates for FrameMaker and MS Word. These templates have styles defined that will aid you in conforming to these formatting instructions. **Note**, that the page size is now **US Letter**. Besides the printed proceedings we will be putting together an online version of the papers. Authors are also asked to submit PDF (preferred) or HTML versions of their papers.

## **WHAT TO SUBMIT AND WHERE**

Authors need to submit a cover page (only for full papers) and 3 copies of the paper conforming to the guidelines in this document together with an electronic version (RTF or MIF). On the cover page include the title, the author name(s), and the author affiliation(s), contact information (mailing address, telephone, fax, email) of the author to whom correspondence should be addressed, an abstract of about 200 words, and several topical keywords. The title, author

name(s) and affiliation(s), the abstract, and the keywords should also appear on the first page of the paper itself.

If you have questions or concerns about your ability to submit any of these formats, contact Klaus Tochtermann ([tochterm@faw.uni-ulm.de](mailto:tochterm@faw.uni-ulm.de)).

Physical copies and the ACM copyright agreement should be sent to FAW, HT' 99 Proceedings Secretary, Klaus Tochtermann, Helmholtzstr. 16, 89081 Ulm, Germany by December 11th. Electronic files (one postscript file and one RTF or MIF file) should be ftp'ed to [dante99.cs.uni-dortmund.de](ftp://dante99.cs.uni-dortmund.de/pub/incoming/ht99) in the directory `"/pub/incoming/ht99"`. The file should start with the family name of the first author.

## **TITLE AND AUTHORS**

The title, author's names and affiliations run across the full width of the page -- one column that is 5.9 cm long and 17.8 cm wide. We also recommend phone number and e-mail address, if available. (See the top of this page for two names with different addresses; note that the names/addresses should be formatted side by side. If only one address is needed, center all text in the page; if three addresses are needed, modify this section style to include 3 columns.)

## **ABOUT THE ABSTRACT**

Every submission should begin with an abstract, followed by a set of keywords; the abstract and keywords should be placed 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 findings of the work reported.

## **SUBSEQUENT PAGES**

For pages other than the first, start at the top of the layout sheets, as indicated, and continue in double-column format.

## **SECTIONS**

The title of a section should be in Helvetica 9 point bold in all capitals. Notice that the sections are not numbered!

### **Subsections**

The title of subsections should be in Helvetica 9 point bold with only the initial letters capitalized. (Note: Words like "the" and "a" are not capitalized.)

*Subsections.* The heading for subsections should be in Helvetica 9 point italics with initial letters capitalized. (Note: Words like “the” and “a” are not capitalized.) The heading ends with a period and is not followed by a return.

#### **TYPESET TEXT**

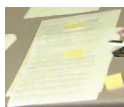
Submissions should be prepared on a typesetter or word processor. Please do not use your favorite obscure font. We want to produce a book that looks like a book, not like many dissimilar papers thrown together. Please use a 10 point Times Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman in which these guidelines have been set. The target is to have a 10 point type set on an 11 point line, as you see here. Do not use a sans-serif font (e.g., Helvetica) except for emphasis, headings, figure text, and the title. The headings should be set, as they are here, in Helvetica 9-point bold and the title in Helvetica 18-point bold. The Press 10 point font available to users of Script is a most acceptable substitute for Times Roman. If actual Times Roman is not available, users might try font Computer Modern Roman. Macintosh users should use the font named Times.

To ensure consistency, the right margin should be justified, not ragged. Spelling may follow any consistent dialect of English (e.g., British, Canadian or American). Hyphenation is at your own discretion.

If you do not have a laser printer, try to borrow one, rent one, or make friends with somebody who has one. In some cases you might be able to bring a disk to a business that will print your document for you. If you really cannot use a laser printer, we will rely on your electronic submission--if this is the case, contact Klaus Tochtermann as soon as possible to make sure you can provide an electronic format we can use to generate the final printed document.

#### **FIGURES**

Figures must be inserted at the appropriate point in your text. Figures can extend over the two columns up to 17.8 cm (7”).



**Figure 1: Who knows what this is?**

Figure text is to be centered under the figure in 9 point Helvetica bold type. (As in the above example.)

#### **REFERENCES AND CITATIONS**

Use the standard CACM format for references, i.e., a numbered list at the end of the article, ordered alphabetically by first author, and referenced by number in brackets [2]. (see the examples of citations at the end of this document).

References should be materials accessible to the public (i.e., articles in standard journals and open conference proceedings.) Internal technical reports should be avoided unless easily accessible (i.e. you can give the address to

obtain it). Private communications should be acknowledged, not referenced.

#### **PAGE LIMIT**

We expect long papers to fit in 8 pages in this format, but you may take up to ten pages without getting special permission. Short papers should fit into 2 pages. If your paper does not fit in the page limit, contact Klaus Tochtermann.

#### **PAGE NUMBERING, HEADERS AND FOOTERS**

Do not include headers, footers (e.g., author name, title) or page numbers in your submission. Page numbers will be added when the proceedings are assembled.

#### **LANGUAGE AND WRITING STYLE**

The written and spoken language of these conferences is English as appropriate for presentation to an international audience.

- Write in a straight-forward style; use simple sentence structure.
- Use common and basic vocabulary (e.g., using “unusual” rather than “arcane”).
- Briefly define or explain all technical terms.
- Explain all acronyms (e.g., User Interface Management System (UIMS)).
- Avoid local references (e.g., not everyone knows all city names). If the local context is important to the material, describe it fully.
- Avoid “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 Macintosh or a particular application.)
- Avoid using “plays on words” and puns. Understanding phrases such as “red herring” requires a cultural knowledge of English.
- Use unambiguous forms for representing such culturally localized things as times, dates, personal names, currencies, and numbers.
- Be clear when you are using humor. Irony, in particular, can be hard to detect if you are a non-native English speaker.
- Avoid the use of gender-specific pronouns (“he,” “she”) and other words (“chairman,” “manpower”). Use inclusive language (e.g., “she or he,” “they,” “chair,” “staff”) that is gender-neutral.

#### **INFORMATION AND QUESTIONS**

If you have any questions concerning formatting or final submissions contact Klaus Tochtermann or Jörg Westbomke. Both addresses are given above.

#### **ACKNOWLEDGMENTS**

The template provided here was adapted from the template prepared for HT’98.

## REFERENCES

1. Cole, William G. Understanding Bayesian Reasoning Via Graphical Displays, in Proc. CHI'89 Human Factors in Computing Systems (Austin, April 30-May 4, 1989), ACM Press, pp. 381-386.
2. Gary, M.R. Optimal binary identification procedures. SIAM J. Appl. Math. 23, 2 (Feb. 1972), 173-186.
3. Gary, M.R. and Johnson, D.S. Computers and Intractability: A Guide to the Theory of NP-Completeness. Freeman, San Francisco, 1979.