

Formatting Instructions for Authors

AAAI Press

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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 submitted as a US-letter-sized, high-resolution PDF. To ready your paper for publication, please typeset it using a software program such as Quark XPress™, Microsoft Word™, FrameMaker™, PageMaker™, or other similar formatting software. Once you have formatted your paper, create a PDF using Acrobat® Distiller or similar software. Your paper must be submitted as a US-letter sized PDF, containing only fully-embedded Type 1 PostScript or TrueType fonts. We cannot accept files that contain Type 3 fonts or that are formatted for A4 paper or where the fonts are not fully embedded..

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Style and Format

Papers **must** be formatted to print in two-column format on 8-1/2 x 11 inch US letter-sized paper. The margins if you use 8-1/2 x 11 inch paper must be **exactly** as follows:

- Top margin: 3/4 of an inch

- Left margin: 3/4 inch
- Right margin: 3/4 inch
- Bottom margin: 1-1/4 inches

Papers that deviate from these measurements will not be published.

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 (.952 cm) gutter of white space between the two columns. A template showing the position of the columns is included at the end of this document.

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

Type Font and Size

For the purpose of uniformity, format your paper in Times Roman (or Times New Roman), and Courier. Use Symbol or Lucida for mathematics. **Do not use Type 3 Computer Modern fonts.** Type 3 fonts (like most renditions of Computer Modern) have to be embedded into the PDF file. This requires additional storage space for the files and it is generally slower to display documents with Type 3 fonts. In addition, these documents have extremely poor resolution, and cannot be printed on many print-on-demand devices. Fortunately, users can, with little effort, avoid the problem, and we have provided a number of workarounds in the LaTeX instructions. For these reasons, **authors who supply files using Type 3 fonts will be required to redo them using modern font technology.**

The default size for your type should be ten-point with eleven- or twelve-point leading (line spacing). If your paper is running long, change the leading to eleven point. If it is short, change the leading to twelve point. Twelve point leading is a little easier to read. 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 (twenty-four point leading). Author's names should appear below the title of the paper, centered in twelve-point type (with fifteen point leading), along with affiliation(s) and complete address(es) (including electronic mail address if available) in nine-point roman type (the twelve point leading). (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 short one- or two-page extended extracts need not provide an abstract of their abstract!)

Page Numbers

Do **not** print page numbers on the front of your paper.

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 (.952 cm) 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.

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 very end of the paper (don't end the paper with references, and then put a figure by itself on the last page). 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, illus-

trations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. 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. 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.

LaTeX users please beware: LaTeX will overflow boxes, figures, tables, and equations into the margins of the paper if you aren't careful. If this happens, you need to scale the material down or indicate permissible breaks in equations. **Nothing** is permitted to intrude into the margins.

Using Color

We suggest you avoid placing color figures in your document, as most hard copies will be printed in black-and-white. The conversion to black-and-white can sometimes render figures illegible (this is especially true if you've used low-resolution rgb color figures), and, of course, any reference to color will be indecipherable to the reader.

Drawings

We suggest you use computer drawing software (such as Adobe Illustrator, Macromedia 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.

Photographs

Photographs should be in black and white (color photographs will not reproduce well; for example, red tones will reproduce as black, etc.) and prescreened according to the settings of your printer. Proper screen setting for all photographs is 133 lines per inch.

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.: AAAI 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.

Obtaining Macros and Style Sheets

AAAI's proceedings are printed in 8-1/2 x 11 inch format. As a courtesy to authors, we have created generic documents, templates, and macros that can be used to format two-column PDF files. Please consult your conference web site for details.

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Page Numbering

Do not include page numbers on your paper.

Changes

Once your paper has been submitted in electronic form no changes to it can be made. Consequently, please proofread your paper carefully before sending it! If, after submitting your paper, you discover that it has major errors, please contact us for permission and instructions on submitting a replacement version. Although we will make every attempt to make the switch, we cannot guarantee that the correct version will appear in the proceedings. Also, in order to avoid confusion, please refrain from making changes to your original paper's title and its attributed authors. If you must do this (because of a reviewer's suggestion, for example), please notify us via e-mail.

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, and the invoice to be used if your paper exceeds the free allowance. Make checks payable to AAAI for such additional charges. Payment must accompany your camera-ready copy. If you would like to pay by credit card (MasterCard, VISA, or American Express), please see the invoice. Papers that exceed the maximum length allowed will be rejected.

Formatting Your PDF File

Your paper must be submitted as a US-letter sized PDF, containing only fully-embedded Type 1 PostScript or TrueType fonts. We cannot accept files that contain Type 3 fonts or that are formatted for A4 paper or where the fonts are not fully embedded. Your file also must abide by the margin requirements stated in this document. Please check your PDF to ensure that it complies with these requirements.

We need PDF files that can be used in a variety of ways and can be output on a variety of devices. To do that, we need files that contain high-resolution graphics and scalable fonts. If possible, please supply a PDF file of your paper using Acrobat Distiller 4.0 or later. That usually only means that you should choose "Press Optimized" as the default Distiller setting. If that isn't available, your distiller setting should be set to produce a high-end print PDF file; thus, automatic compression should be set to ZIP/JPEG low compression, the default resolution should be a minimum of 1,200 dpi, compatibility should be set to Acrobat 4.0, and down sampling should be turned off. All fonts should be embedded, and the default page size must be set to letter (8.5 x 11 inches), not A4. Most versions of the Acrobat Distiller can be easily set to conform to these settings by choosing the "Press Optimized" job option bundled with Acrobat Distiller. Do not choose the Screen optimized setting—if you do your paper cannot be published. (You are not creating a file for the web.)

Please check all the pages of your PDF file. You should

do this to ensure that the margins are correct, that Acrobat does not flag any pages with errors, and to ensure it contains only Type 1 fonts. (You can check the font properties by selecting "document properties"—"fonts" in Acrobat. If you find any Type 3, unembedded, or missing fonts in this list, you will need to fix the problem and compile a new PDF. Also, if you find that your page size is not 8.5 x 11 inches, you will need to redo your paper (telling us to use the "shrink to fit" option is unacceptable). Please also do not create thumbnails.

Improperly Formatted Files

In the past, AAAI has corrected improperly formatted files submitted by the authors. Unfortunately, this has become an increasingly burdensome expense that we can no longer absorb. Consequently, if your file is improperly formatted, you will be notified via e-mail (with a copy to the program chair) of the problems with your file and given the option of correcting the file yourself or asking that AAAI have the file corrected for you, for a fee. If you opt to correct the file yourself, please note that we cannot provide you with any additional advice beyond that given in your packet. Files that are not corrected after a second attempt will be withdrawn.

Warning: If you use LaTeX 209 it is very likely that you will encounter problems.

Recommended Distiller Settings

To enable printing on a wide variety of devices, we suggest you configure Acrobat Distiller for high-end printing before distilling your paper. You can do this by selecting the standard "Press" setting in Distiller, or by selecting the following settings:

General

- Compatibility: Acrobat 4.0
- Default resolution: 1,240 dpi
- Default page size: width—8.50 x height—11.00 inches required
- ASCII format

Compression

- Compress text and line art
- Automatic compression: ZIP/JPEG Low
- Grayscale bitmap images: automatic compression—ZIP/JPEG Low
- Monochrome bitmap images: manual compression—ZIP

Font Embedding

- Embed all fonts
- Subset fonts below 35 percent

Advanced

- Distill with prologue.ps / epilogue.ps
- Preserve OPI comments
- Preserve overprint settings
- Preserve halftone screen information
- Preserve transfer functions
- Preserve under color removal / black generation

- Color conversion unchanged

(Do not downsample images or convert CMYK to RGB.)

Naming Your Electronic File

To avoid possible erasure of your file on our site, you should include the following elements in the name of your file:

- Event abbreviation (the upload form will guide you on the proper abbreviation)
- Last two digits of the current year
- Principal author's first initial and surname (don't include more than one author)
- File type extension (.pdf)

Do not name your file with the name of the event or "aaai" or "paper" or some other generic name! (If you do, it will be automatically deleted.)

Submitting Your Electronic File to AAAI

You may submit your file to AAAI by using the electronic submission form. If this does not work for you, please contact the web master for an alternative method of submission.

Mailing Your Copyright Form

Your copyright or permission to distribute form must be received by AAAI prior to the paper submission deadline. You may fax the form if time is short (the fax number is 650-321-4457) but you must also mail in the original signed form as well (if you fax the form by the deadline, the original can follow via ordinary airmail, provided it is postmarked by the submission deadline. Page over-run checks (made payable to AAAI) must be received *no later than the date specified in your acceptance packet*. Papers submitted later than the due date, or papers received without a signed copyright form cannot be included.

Inquiries

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