

# ASIST Word Template for Panel Sessions

## Moderator

Author's affiliation, mailing address. Email: email address.

## Presenter1

Author's affiliation, mailing address. Email: email address.

## Presenter2

Author's affiliation, mailing address. Email: email address.

## Presenter3

Author's affiliation, mailing address. Email: email address.

**If a panel abstract is provided, it should appear in the first column of the first page. Use 10 point Helvetica font in bold face. If individual abstracts are provided by each presenter, these should follow in paper format below.**

## Introduction

Technical panel sessions can be proposed and developed by individuals, by ASIS&T Special Interest Groups (SIGs), by outside organizations, or collaboratively. Proposals should include title and sponsor(s); name, address, telephone, fax and email address for the contact person who is coordinating the session; names and affiliations of presenters and other participants (moderators, reactors, etc.); and a 500 word descriptive abstract of the session. Panel proposals must be submitted electronically via the conference submission web page. Panels can be accepted in Word, Postscript, PDF and RDF.

## Format

In the proceedings, panel descriptions are limited to 2 pages, following the general format found in the *Journal of the American Society for Information Science*. The description should be in double-column pages with a font size of 10 points using Times New Roman type for text and Helvetica for title, author information, abstract and main section headings. Papers should be formatted for 8.5 x 11 inch paper. All material on each page should fit within a rectangle of 7" x 9", centered on the page. Top and bottom margins should be 1 inch and side margins 0.75 inches. The text should be in two 3.33" columns with a .33" gutter.

## Paper Layout

The first page must contain the title of the panel (16 point type, left justified, helvetica font) and the moderator's and presenters' names, affiliations, mailing addresses, and email addresses, left justified, 11 point helvetica font. Please indicate which individual is to receive correspondence. An informative abstract of 200 words or less (10 point helvetica font, bold face) should be included for the panel and/or for individual presentations within the panel. Right margins should be justified. The two columns on the last page should be as close to equal length as possible.

## References and Citations

If references are included, they should follow the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed., 2001). Citation of an author's work in the text should follow the author-date method of citation; the surname of the author(s) and the year of publication should appear in text. For example, "Smith (1999) found that..."; "other researchers (Black & Tan, 2000) ...". Formats for citation of electronic references are given on the APA web site: <http://www.apastyle.org/electref.html>.

References in 9 point type should be listed alphabetically at the end of the paper using an unnumbered style with a hanging indentation.

## Sample References

- Buckland, M., & Gey, F. (1994). The relationship between recall and precision. *Journal of the American Society for Information Science*, 45, 12-19.
- Borgman, C.L. (Ed.). (1990). *Scholarly communication and bibliometrics*. London: Sage.

Baain, 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.

Hoppe, K., Ammersbach, K., Lutes-Schaab, B., & Zinssmeister, G. (1990). EXPRESS: An experimental interface for factual information retrieval. In J.-L. Vidick (Ed.), *Proceedings of the*

13th International Conference on Research and Development in Information Retrieval (ACM SIGIR '91) (pp. 63-81). Brussels: ACM.

Kling, R. & Elliott, M. (1994). Digital library design for usability. Retrieved December 7, 2001 from <http://www.csdl.tamu.edu/DL94/paper/kling.html>