

# ASIST Word Template for Conference Proceedings

## First Author

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

## Second Author

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

**An abstract of up to 200 words should appear in the first column of the first page. Use 10 point Helvetica font in bold face.**

## Introduction

Contributed papers should present original research contributions and will be refereed. Papers must be submitted electronically via the conference submission web page. Papers can be accepted in Word, Postscript, PDF and RDF. Authors should ensure that their papers are printable on a standard Postscript printer. Charts and graphs should not rely on color for clear interpretation since printing will be black and white only.

## Format

Paper length is limited to 12 pages (including all figures, tables, bibliography and appendices). Authors should follow the format found in the *Journal of the American Society for Information Science*. Papers 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 Style

Paper style should follow the forms given in the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed., 2001). In general, the background and purpose of the study should be stated first, followed by details of the methods, materials, procedures, and equipment used. Findings, discussion and conclusions should follow in that order. Appendices may be employed where appropriate. The APA Publication Manual should be consulted for details as needed.

## Paper Layout

### First Page

The first page must contain the title of the paper (16 point type, left justified, helvetica font) and the authors' names, affiliations, mailing addresses, and email addresses, left justified, 11 point helvetica font. In the case of multiple authors, please indicate which author is to receive correspondence. Financial support may be acknowledged in a footnote to the title; for other purposes endnotes should be used. An informative abstract of 200 words or less (10 point helvetica font, bold face) should be included on the first page.

### Subsequent Pages

Right margins should be justified. The two columns on the last page should be as close to equal length as possible. Tables and figures should be incorporated in the text.

Table 1. Table captions should be placed above the table

Table	Header	Header 2	Header 3
Item 1	Aaa	Bbb	Ccc
Item 2	Ddd	Eee	Fff

## Sections

Sections should not be numbered. First level section headings should be in 11 point Helvetica, bold face with subsections in 11 point italic Times New Roman.

## References and Citations

The accuracy and completeness of the references is the responsibility of the author. References to personal letters, paper presented at meetings, and other unpublished material may be included. The format for citations in text for bibliographic references follows 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/elecref.html>.

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

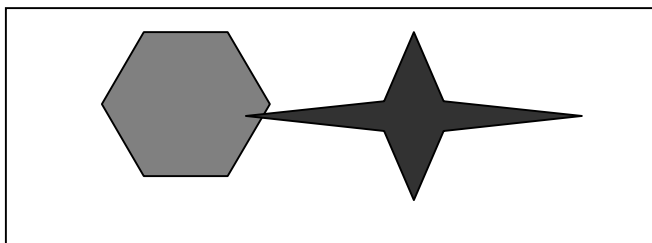


Figure 1: Captions for figures should be below the figure

### Tables and Figures

Tables and figures should be incorporated in the text as close to the reference as possible and should be in a form suitable for publication when printed with a good quality laser printer. Figures will be printed in black and white and should be readily interpreted without the use of color. Tables and figures may extend across both columns.

Captions should be Times New Roman 10-point, centered. Tables and figures should be sequentially

numbered in separate series. Captions for tables should be above the table. Captions for figures should be below the figure.

### ACKNOWLEDGMENTS

This template is based on visual examination of the *Journal of the American Society for Information Science*.

### REFERENCES

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- Bauin, 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.
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