ASIS&T 2013 Conference Proceedings Format

FOR <u>FINAL</u>, ALL please include:
First Author Name
Affiliation
Address
e-mail address

FOR <u>FINAL</u>, ALL please include:
Second Author Name
Affiliation
Address
e-mail address

ABSTRACT

In this paper we describe the formatting requirements for ASIS&T Conference Proceedings, and offer some writing recommendations. Please review this document even if you have submitted to the ASIS&T Annual Meeting before; this format represents a substantial change from previous years. We have endeavored to select a format that is consistent with spirit of the publication, and readable both on the screen and on the printed page. In addition to the new format, please note that: (1) submissions should be uploaded to the conference system as a single PDF file; (2) submissions should adhere to the length limit for the venue venue (papers = about 10 pages or 7500 words – page count will vary depending on figures, tables, bibliography, etc.; panels, posters and others = up to 4 pages, about 1,250 words; workshop/seminar proposals do not need a template as they do not appear in the Proceedings); (3) figures may be in color, but should be legible in black and white; and (4) citations should conform to the APA style conventions (the author-date method). Thank you for submitting to ASIS&T 2013!

Keywords
Guides, instructions, author's kit, conference publications.

INTRODUCTION
This format will be used for the submissions that are published in the conference proceedings to give them a consistent, high-quality appearance. Please follow the simple guidelines set forth in this document; if your paper is accepted, it will ease the transition from submission to publication and it will ensure that your paper is the correct length. The page limit for each submission type is in the ASIS&T 2013 Call for Participation, which is located at http://www.asis.org/asist2013/am13cfp.html.

The easiest way to format your paper so that it complies with the standards set forth in this template is to download this document from the conference website, and replace the content with your own material. The template file contains the proceedings' formatting styles (e.g., **Normal**, **Heading**, **Bullet**, **Table Text**, **References**, **Title**, **Author**, and *Affiliation*); pouring your own content into this file and applying the appropriate styles should make it easier to format your submission.

PAGE SIZE AND COLUMNS
On each page your material (not including any header or footer information) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centered on a US letter page, beginning 1.9 cm (.75 in.) from the top of the page, with a .85 cm (.33 in.) space between two 8.4 cm (3.3 in.) columns. On an A4 page, use a text area of the same dimensions (18 x 23.5 cm.), again centered. Right margins should be justified, not ragged. Beware: depending on your own preset preferences, Word may change these dimensions.

TYPESET TEXT
This year we are requiring that submissions be prepared in PDF to facilitate the review process. Later versions of Word (including Word 2007) allow you to create PDF directly from your Word document by selecting "Save as" and "PDF or XPS" from the hierarchical menu. Remember that reviewers may either print your file or read it on the screen; it is prudent to check the appearance of figures on a black and white printer.

Title and Authors
Your paper's title, authors and affiliations should span the full width of the page in a single column 17.8 cm (7 in.) wide. The title should be in Arial 18-point bold; use Helvetica if Arial is not available. Authors' names should be in Arial 11-point bold, and affiliations in Arial 11-point (note that **Author** and **Affiliation** are defined Styles in this template file).

To position names and addresses, use a single-row table with invisible borders; the easiest thing to do is to use the table included in this document and modify it as necessary. For example, if only one address is needed, use a centered tab stop to center the names and addresses on the page; for two addresses, use two centered tab stops, and so on. For more than three authors, you may have to put some address information in a footnote, or in a named section at the end of your paper. Please use full international addresses and

telephone dialing prefixes. Leave one 10-pt line of white space below the last line of affiliations.

Abstract and Keywords
Every submission should begin with an abstract of about 150-200 words. The limit on the abstract length is 300 words; abstracts exceeding 300 words will be truncated. The abstract should be in 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 conclusions of the work described. It should clearly state the paper's contribution to the field.

Normal or Body Text
Please use a 10-point Times Roman font (Times New Roman in Microsoft Word on the PC) or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times Roman 10-point. On a Macintosh, use the font named Times and not Times New Roman. Please use sans-serif or non-proportional fonts only for special purposes, such as headings, pseudocode, or source code, and not for the main body of the paper.

First Page Copyright Notice
Leave 3 cm (1.25 in.) of blank space for the copyright notice at the bottom of the left column of the first page. In this template a floating text box will automatically generate the required space. Note however that the text box is anchored to the **ABSTRACT** heading, so if that heading is deleted the text box will disappear as well. You should edit this box as appropriate to your situation or needs.

Subsequent Pages
On pages beyond the first, start at the top of the page and continue in double-column format. The two columns on the last page should be of equal length.

References and Citations
The accuracy and completeness of the references is the responsibility of the author. Your references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited.

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

References should be in 10 point type (using the same font as the document's running text), and should be listed alphabetically at the end of the submission using an unnumbered style with a hanging indentation. The **References** style from this template should be applied to the text of your citation.

There are examples of this citation style at the end of this document. The references cited in this paper are included for illustrative purposes only.

SECTIONS
Section headings should be in Arial 9-point bold, all capitals (**Heading 1** Style in this template file). Use Helvetica if Arial is not available. Sections should not be numbered.

Subsections
Subsection headings should be in Arial 9-point bold with initial letters capitalized (**Heading 2**). (Note: For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

Sub-subsections
Headings for sub-subsections should be in Arial 9-point italic with initial letters capitalized (**Heading 3**).

FIGURES/CAPTIONS
Place figures and tables at the top or bottom of the appropriate column or columns, on the same page as the relevant text (see Figure 1). A figure or table may extend across both columns to a maximum width of 17.78 cm (7 in.).

Captions should be Arial 9-point bold (**Caption** Style in this template file). They should be numbered (e.g., "Table 1" or "Figure 2"), centered and placed beneath the figure or table. Please note that the words "Figure" and "Table" should be spelled out (i.e., "Figure" rather than "Fig.") wherever they occur.

Papers and notes may use color figures, which are included in the page limit; the figures must be usable when printed in black and white, but you can take advantage of the fact that many readers will be accessing and reading your paper on the screen.

Inserting Images
Please insert images in such a way that they are included in your PDF file. Unlike past years, we are requesting that you deposit a single PDF file (not a zip file) in the submission system. This will greatly expedite the review process.

Table Style
The style of the text that you use in tables is up to you, although there is a special Arial 9 point **Table Text** style (in this template file) that you may use for consistency. If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. Generally, text in

each field of a table will look better if it has equal amounts of spacing above and below it, as in Table 1.

LANGUAGE, STYLE AND CONTENT

Spelling and punctuation for ASIS&T 2013 papers may use any dialect of English (e.g., British, Canadian, US, etc.) provided usage is consistent. Hyphenation is optional. To ensure your paper is written appropriately for an international audience, please pay attention to the following stylistic conventions:[1]

- Write in a straightforward style.
- Try to avoid long or complex sentence structures.
- Briefly define or explain all technical terms that may be unfamiliar to readers.
- Explain acronyms the first time you use them – e.g., "Digital Signal Processing (DSP)".
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are included in most versions of Times, Helvetica, and Arial fonts.

In general, submission style should follow the forms given in the *Publication Manual of the American Psychological Association* (5th ed., 2001). For papers reporting on research, 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. For papers reporting on best practices or other aspects of information science, the authors should strive for a structure that will be clear to their intended audience. Consult the APA Publication Manual for details as needed.

PAGE NUMBERING, HEADERS AND FOOTERS

Please submit the review version of your paper with page numbers centered in the footer. These page numbers will be removed from the final version of accepted papers (page numbers, headers, and footers will be added for the proceedings), but we have found page numbering helps reviewers communicate with authors.

PRODUCING AND TESTING PDF FILES

Please be sure that your PDF file falls within the page limit for your submission category; we reserve the right to return papers that exceed the stated length limits to their authors. Be sure that the PDF file can be read and printed using the Adobe Acrobat Reader, Version 9; the Adobe Acrobat Reader is free, and may be downloaded and installed from http://www.adobe.com/products/acrobat/.

CONCLUSION

We recognize that this template is a bit different from the publication template that the ASIS&T Annual Meeting has used in previous years. We have made these changes for several reasons: we want the proceedings to have a consistent and professional look, and we are applying best practices readability guidelines to dictate some important layout parameters.

We hesitate to give too much advice about content; we feel that ASIS&T authors are capable of writing excellent research papers. Please remember a few simple things: be clear about what you have done, and distinguish your accomplishments from your future plans; situate your work by citing appropriate related work, and specifying your work's unique contribution to the field; and finally think carefully about what readers will take away with them— how do you want to influence the field? Why will others cite your paper?

ACKNOWLEDGMENTS

REFERENCES

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.

Borgman, C.L. (Ed.). (1990). *Scholarly Communication and Bibliometrics*. London: Sage.

Buckland, M., & Gey, F. (1994). The relationship between recall and precision. *Journal of the American Society for Information Science 45*, 12-19.

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.

---

[1] The items in this bulleted list were formatted using the `Bullet` Style (in this template file).

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