

# Formatting Instructions for Authors Using Microsoft Word

## AAAI Press

Association for the Advancement of Artificial Intelligence  
pubforms17@aaai.org

### Abstract

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### Deleting this Example of a Section Heading will REMOVE the Copyright Line!

Congratulations on having a paper selected for inclusion in an AAAI Press proceedings or technical report! This document details the requirements necessary to get your accepted paper published. Within the document, general guidelines are provided as applicable for using Microsoft Word. If you are using LaTeX, instructions are provided in a different document. If you want to use some other formatting software, you must obtain permission from AAAI Press first.

The instructions herein are provided as a general guide for experienced Word users who would like to use that software to format their paper for an AAAI Press publication or report. We assume that you can comply with the requirements as they are provided herein. If you are not an experienced Word user, please obtain assistance locally. AAAI cannot provide you with support. If the results you obtain are not in accordance with the specifications you received, you must correct your source file to achieve the correct result.

These instructions are generic. Consequently, they do not include specific dates, page charges, and so forth. Please consult your specific written conference instructions for details regarding your submission. Please review the entire document for specific instructions that might apply

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- Check every page of your paper before submitting it.

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### Formatting Requirements in Brief

We need source and PDF files that can be used in a variety of ways and can be output on a variety of devices. AAAI imposes some requirements on your source and PDF files that must be followed. Most of these requirements are

based on our efforts to standardize conference manuscript properties and layout. These requirements are as follows, and all papers submitted to AAAI for publication must comply:

- **ALL FONTS MUST be embedded in the PDF file.** (Your paper cannot be corrected or published if the fonts are missing.)
- No type 3 fonts may be used (even in illustrations).
- Your title must follow mixed-case capitalization rules.
- Word documents must use the Times, Time Roman, or Times New Roman fonts. (Use of any other fonts in the text, title, heading, or references is not permitted).
- Fonts that require non-English language support (CID and Identity-H) must be converted to outlines or removed from the document (even if they are in a graphics file embedded in the document).
- Two-column format in AAAI style is required for all papers.
- The paper size for final submission must be US letter. **No exceptions.**
- The source file must exactly match the PDF.
- The document margins must be as specified in the formatting instructions.
- The number of pages and the file size must be as specified for your event.
- No document may be password protected.
- Neither the PDFs nor the source may contain any embedded links or bookmarks.
- Your source and PDF must not have any page numbers, footers, or headers.
- Your PDF must be compatible with Acrobat 5 or higher.

If you do not follow the above requirements, it is likely that we will be unable to publish your paper.

### What Files to Submit

You must submit the following items to ensure that your paper is published:

- A fully-compliant PDF file.
- Your Word “doc” source file.

Your Word source will be reviewed and your PDF may be recompiled on our system. Name your source file with your last (family) name.

Do not send files that are not actually used in your paper. We don’t want you to send us any files not needed for compiling your paper, including, for example, this instructions file, unused graphics files, and so forth.

### Using Word to Format Your Paper

AAAI Press has provided several versions of the Word template that you can use to create your paper. You must be careful, however, not to change the page set-up of this document (print a PDF and use “shrink to fit” if you need to print it on A4 paper), and you will encounter problems if you use Identity-H or CID fonts. If your paper contains many in-line equations, and a significant amount of display mathematics, you may achieve better results using LaTeX, although the learning curve for this program is significantly higher. AAAI does not offer support in the use of Word or LaTeX.

### Inserting Document Metadata with Word

PDF files contain document summary information that enables us to create an Acrobat index (pdx) file, and also allows search engines to locate and present your paper more accurately. *Inserting metadata is a requirement of submission.*

To insert metadata, open the document properties window. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma.

*Important!* Do not include any nonascii characters (including accented characters) in the metadata, even if the names have accent marks. The data in the metadata must be completely plain ascii. It may not include any slashes, accents, linebreaks, or unicode characters. You may also include keywords in the Keywords field. If you know the full title of the proceedings, include it in the subject line. Leave any additional metadata fields blank.

### Word Copyright Notice

The copyright notice has been added to the Word template using an invisible, unnumbered footnote, appended to the example of a first-level heading. Don’t delete it! Instead, carefully insert your own heading at the left of the existing type, then remove the old type, being careful not to remove the invisible footnote marker at the end of the line. Be sure the copyright date is correct. *(If you disable this footnote and transfer of copyright is required, your paper will not be published.)*

### Size, Margins, and Column Width

Papers must be formatted to print in two-column format on 8.5 x 11 inch US letter-sized paper. The margins must be exactly as follows:

- Top margin: .75 inches
- Left margin: .75 inches
- Right margin: .75 inches
- Bottom margin: 1.25 inches

The Word template is automatically set with these margins.

### **Column Width and Margins**

To ensure maximum readability, your paper must include two columns. Each column should be 3.3 inches wide (slightly more than 3.25 inches), with a .375 inch (.952 cm) gutter of white space between the two columns. The Word template will automatically create these columns for you.

### **Overlength Papers**

If your paper is too long, turn on hyphenation, which will reduce the space used by many lines. Next, alter the text linespacing to 11 point (you can do this globally by editing the Text style) and/or shrink the size of your graphics. You may also alter the size of your bibliography to 8 point. **No alterations to page layout are allowed.** Before using every trick you know to make your paper a certain length, try cutting text instead or (if allowed) paying the extra page charge. It will be cheaper in the long run.

### **Type Font and Size**

Your paper must be formatted in 10 point Times, Times Roman or Times New Roman. We will not accept papers formatted using other fonts (except that Cambria may be used for mathematics only.) This document is formatted in 10 point Times New Roman.

Line spacing should either be single, exactly 12 point. The style file for “Text” sets the line spacing at 12 point.

Do not use type 3 fonts for any portion of your paper, including graphics. Type 3 bitmapped fonts are designed for fixed resolution printers. Most print at 300 dpi even if the printer resolution is 1200 dpi or higher. They also often cause high-resolution imagesetter devices and our PDF indexing software to crash. Consequently, AAAI will not accept electronic files containing obsolete type 3 fonts. Files containing those fonts (even in graphics) will be rejected.

If you are unsure if your paper contains type 3 fonts, view the PDF in Acrobat Reader. The Properties/Fonts window will display the font name, font type, and encoding properties of all the fonts in the document. If you are unsure if your graphics contain type 3 fonts (and they are PostScript or encapsulated PostScript documents), create PDF versions of them, and consult the properties window in Acrobat Reader.

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 and Authors**

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page,

centered over both columns in sixteen-point bold type (twenty-four point leading). This style is called “mixed case.” There should be one carriage return above the title. 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. If it is necessary to include this information on the front page, use a separate footnote. The AAAI copyright notice (if required) must appear first in any list of footnotes.

### **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. (The Abstract Head style will automatically apply these settings.) 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 should provide a short abstract of only a sentence or so.) **Do not include references in your abstract!**

### **Page Numbers**

Do not *ever* print any page numbers on your paper.

### **Text**

The main body of the paper must be formatted in ten-point with twelve-point leading (line spacing). The Text style in this document is 10 point with 12-point line spacing. The first line of text after a heading should not be indented. Subsequent lines of text within the same section or subsection should be indented 10 points. The 10 point tab is automatically set in the Word template.

### **URLs and Word**

Microsoft Word’s default setting is to underline URLs and display them in another color. This causes the URLs to

turn light gray when printed, and often makes them undecipherable. **Please turn this feature off.** Please also turn off the automatic linking feature in Word. Failure to do so will result in page reformatting fees.

### **Automatic Links**

Do not use Microsoft Word's automatic section and reference linking.

### **Citations**

Citations within the text should include the author's last name and year, for example (Newell 1980). Append lower-case letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Feigenbaum 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. The "Extract" style provides this automatically:

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.

Section heads should be twelve-point Times New Roman 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 12 points preceding them and three additional points of leading following them. The Section Heading style will automatically apply these settings (including the extra line space). Subsection headings should be eleven-point Times New Roman bold type, mixed case, with thirteen-point leading, flush left, with 12 points preceding them and three additional points

of leading following them. The Subsection Heading style will automatically apply these settings (including the extra line space). Do not skip a line between paragraphs. Sub-subsection headings should be ten-point Times New Roman bold type, mixed case, with twelve-point leading, flush left, with three points of additional space preceding them and no additional points of leading following them.

### **Section Numbers**

The use of section numbers in AAI Press papers is optional.

### **Section Headings.**

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 acknowledge other contributors, grant support, and so forth, in this section. Do not put acknowledgments in a footnote on the first page. If your grant agency requires acknowledgment of the grant on page 1, limit the footnote to the required statement, and put the remaining acknowledgments at the back. 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 later on in 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, illustrations 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; .25 inches should suffice. Captions should be presented in nine-point Times New Roman italic. Labels, and other text in illustrations must be at least nine-point type.

### Low-Resolution Bitmaps

You may not use low-resolution (such as 72 dpi) screen dumps and GIF files—these files contain so few pixels that they are always blurry, and illegible when printed. If they are color, they will become an indecipherable mess when converted to black and white. This is always the case with gif files, which should never be used. The resolution of screen dumps can be increased by reducing the print size of the original file while retaining the same number of pixels. You can also enlarge files by manipulating them in software such as PhotoShop. Your figures should be a minimum of 266 dpi when incorporated into your document.

### Using Color

Your paper will be printed in black and white and grayscale. Consequently, because conversion to grayscale can cause undesirable effects (red changes to black, yellow can disappear, and so forth), we strongly suggest you avoid placing color figures in your document. Of course, any reference to color will be indecipherable to your reader.

### Drawings

We suggest you use computer-drawing software (such as Adobe Illustrator or, (if unavoidable), the drawing tools in Microsoft Word) to create your illustrations. Do not use Microsoft Publisher. 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 New Roman or Helvetica for all figure call-outs. **Do not use hairline width lines** — be sure that the stroke width of all lines is at least .5 pt. Zero point lines will print on a laser printer, but will completely disappear on the high-resolution devices used by our printers.

### Photographs and Images

Photographs and other images should be in grayscale (color photographs will not reproduce well; for example, red tones will reproduce as black, yellow may turn to white, and so forth) and set to a minimum of 266 dpi. Do not pre-screen images.

*This Is an Example of a Figure Caption.*

## References

To format references, use the References style (which will automatically format your references in 9 point Time Roman with 10 point line spacing, and 3 additional points of space between each entry. Formatted bibliographies should look like the following examples (e.g. justified, no hanging indent).

### 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, Department of Computer Science, Stanford University, Stanford, CA.

### Dissertation or Thesis

Clancey, W. J. 1979b. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Department of Computer Science, Stanford University, Stanford, CA.

## Proofreading Your PDF

Please check all the pages of your PDF file. Is the page size A4? Are there any type 3, Identity-H, or CID fonts? Are all the fonts embedded? Are there any areas where equations or figures run into the margins? Did you include all your figures? Did you follow mixed-case capitalization rules for your title? Did you include a copyright notice? Do any of the pages scroll slowly (because the graphics draw slowly on the page)? Are URLs underlined and in color? You will need to fix these common errors before submitting your file.

## 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, it may not be possible to include your paper in the publication. If time allows, however, 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 (and paying a late fee) or asking that AAAI have the file corrected for you, for an additional fee (a minimum of \$25.00). 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.

### **Naming Your Electronic File**

We request that you name your Word source file with your last name (family name) so that it can easily be differentiated from other submissions. If you name your files with the name of the event or “aaai” or “paper” or “camera-ready” or some other generic or indecipherable name, it may be overwritten.

### **Submitting Your Electronic Files to AAAI**

Submitting your files to AAAI is a two-step process. It is explained fully in the author registration and submission instructions. Please consult this document for details on how to submit your paper.

### **Inquiries**

If you have any questions about the preparation or submission of your paper as instructed in this document, please contact AAAI Press at the address given below. If you have technical questions about implementation of the aaai style file, please contact an expert at your site. We do not provide technical support for Word or any other software package. To avoid problems, please keep your paper simple, and do not incorporate complicated macros and style files.

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for your particular conference or event.

### **Acknowledgments**

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Thank you for reading these instructions carefully. We look forward to receiving your electronic files!