

IWIPS2001 Author Guidelines

Author(s) name(s)

Business or institutional affiliation(s), postal address(es), and e-mail address(es)

1 General Guidelines

IWIPS2001 invites several types of submissions. All are due **1 March 2001** unless indicated otherwise. They include

- Papers - Formally organised reports of completed research or of lessons learned in applied product development. Maximum length: 22 pages in proceedings format.
- Research-in-Progress - Briefs describing the background, procedures, anticipated results, and preliminary findings (if any) of ongoing research or applied product development. Maximum length: 6 pages in proceedings format (approximately 1,700 words). Graduate students are encouraged to submit R-I-Ps based on their theses and dissertations.
- Discussant Critique - Introduction, evaluation, and synthesis of papers or R-I-Ps to be presented during a session at the workshop. Open by invitation only. Discussant critiques will be solicited following the receipt of initial papers and R-I-Ps. They will be due two weeks following the final papers deadline (to be determined). Maximum length: 16 pages in proceedings format (approximately 4,600 words). IWIPS2001 will provide separate guidelines for these submissions.
- Workshop - A comprehensive treatment in tutorial/workshop (hands on) style of a core set of internationalisation and/or localisation skills or procedures. Initial proposals (two to five pages in length) do not have to be in proceedings format. The final submission will be a maximum of 30 pages, in proceedings format (approximately 8,600 words), due at the final papers deadline (to be determined). IWIPS2001 will provide separate guidelines for completion of the final submission (only one will be selected).
- Keynote Talks – Essays of the main points (plus references) underlying keynote presentations at the workshop. Open by invitation only. Initial proposals (one page in length) do not have to be in proceedings format. The final submission will be a maximum of 5 pages, in proceedings format (approximately 1,400 words), due at the final papers deadline (to be determined).
- Breakout Outline - A bulleted list of focused issues to be discussed during one of several breakout sessions, preceded by a one-paragraph introduction. Maximum length: 1 page in proceedings format (approximately 300 words).

Transmit submissions to d.day@acm.org in rich text format, zipped, as attachments to e-mail. In addition to sending submissions via e-mail, please post a laser-printed copy, plus an electronic version on an IBM-formatted diskette to

Donald L. Day, 37 Orchard St., First Floor, Leominster, MA 01453 USA.

2 Page layout and fonts

The paper dimensions for the proceedings are CUSTOM – Width 13.6 cm (5 10/16 in), Height: 21.4 cm (8 3/8 in). The margin settings should be as follows: Upper and lower margins = 2.2 cm (7/8 in.); left and right margins = 1.3 cm (1/2 in). Margins for headers and footers should be 0.9 cm (7/16 in.) from the paper edge. Do not print page numbers or running heads. These will be added during final production. Lines of text must be justified on left and right

margins. Avoid awkward spaces within lines by using creative editing and by breaking URLs, as necessary. Use 6 point spacing (0.5 lines) between paragraphs.

The header for every page (except the first) is to contain the work's title. This should be centered, in italic Times New Roman or equivalent, 10 point.

The required typeface: For body type, use 10-point Times New Roman (or equivalent) on a 12- point line. (See below for heading style requirements.)

3 Title and Headings

Title and author by lines: Type the title in 14-point Helvetica (or equivalent, such as Arial), in boldface upper and lower case letters. The title should be centred on the first page 10 cm (1 in) from the top of the type page. Leave two line spaces below the last title line. At that point, type the author(s) name(s) (centred in 10-point Times New Roman, boldface upper and lower case). On the next line, centred, type the author(s) business or institutional affiliation(s) (regular (not boldface) 10-point Times New Roman). Leave an additional three line spaces space below these entries before the abstract.

Abstracts: Abstracts should not be more than six lines. They should indicate briefly the overall gist of the paper, including methods used, a brief product description, and key results. The abstract is not an introduction; it is an executive summary.

First level headings should appear in upper and lower case letters, left aligned in 12-point Helvetica (or equivalent) boldface. Leave one line space above, and half a line space below all first level headings.

3.1 Second and Third Level Headings

Second level headings should appear flush to the left margin, in upper and lower case 10-point Times New Roman, with a 6 point space above and below.

Third level headings. If needed, third level heads should appear as 10-point Times New Roman italic. The first word (only) should be capitalized, and the heading should run into the beginning of the paragraph text, as is done here.

4 Tables and Figures

Tables: Position tables after but as near as possible to the place in the text where they are first mentioned. Centre tables horizontally on the page. Tables should be neat and legible, never hand-drawn. (Use of the table creation function in your word processor is preferred.) Table numbers and titles should be in 9-point Times New Roman, centred over the table body. Tables should be numbered consecutively, in the same order as their corresponding mention in the text. Leave one line space above and below each table, to separate it visually from the remainder of the text.

Figures: Position figures after but as near as possible to the place in the text where they are first mentioned. All figures must be centred, neat and legible. It must be darkly rendered and high-contrast, for purposes of reproduction. No hand-drawn artwork will be acceptable. Please do not include pictures unless it is absolutely necessary. (If these must be included, please also submit the originals, as separate .gif or .jpg files.) The figure number and caption should appear, centred, beneath the figure. Leave one line space between the figure and its caption, and another line space below the caption, to separate it from following text. The figure caption should be 9-point Times New Roman (or equivalent). Figures should be numbered consecutively, in the same order as their corresponding mention in the text.

5 References

In the text, references should be indicated like this (Jones and Smith, 1999). The references section at the end of the text should begin with a first level heading like the one above. The references should be alphabetically ordered, without the use of numbers (such as "1." or [1]). Following are examples for common types of references.

- Andersen, R.E., Crespo, C.J., Bartlett, S.J., Cheskin, L.J. & Pratt, M. (1998). Relationship of physical activity and television watching with body weight and level of fatness among children. *Journal of the American Medical Association*, 279, 938–942.
- Carroll, J. & Rosson, M. (1996). Developing the Blacksburg electronic village. *Communications of the ACM*, 39 (12), 68–74.
- Matarazzo, G. (1997). Desktop videoconferencing in a cooperative discussion task: video quality and telepresence aspects. In Salvendy, G., Smith, M. & Koubek, R. (Eds.): *Design of Computing Systems: Cognitive Considerations (Vol. 1), Proc. 7th Int. Conference on Human-Computer Interaction*, pp. 3-6. HCI International '97, San Francisco, USA, August 24-29, 1997. Amsterdam: Elsevier.
- McLuhan, M. (1964). *Understanding Media*. New York: McGraw-Hill.

If in doubt, follow the style specified in the latest publications manual of the American Psychological Association. The use of web sites (URLs) as references is discouraged.