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# SIGCHI Extended Abstracts Sample File: Note Initial Caps

**First Author**

University of Author  
Authortown, CA 94022, USA  
author1@anotherco.edu

**Second Author**

VP, Authoring  
Authorship Holdings, Ltd.  
Awdur SA22 8PP, UK  
author2@author.ac.uk

**Third Author**

**Fourth Author**  
Lêkhaka Interaction Labs  
Bengaluru 560 080, India  
author3@anotherco.com  
author4@hchi.anotherco.com

**Fifth Author**

YetAuthorCo, Inc.  
Authortown, BC V6M 2ZP  
Canada  
author5@anotherco.com

**Sixth Author**

Université de Auteur-Sud  
40222 Auteur France  
author6@author.fr

**Seventh Author**

Department of Skrywer  
University of Umbhali  
Cape Town, South Africa  
author7@umbhaliu.ac.za

**Abstract**

UPDATED—February 13, 2015. This sample paper describes the formatting requirements for SIGCHI Extended Abstract Format, and this sample file offers recommendations on writing for the worldwide SIGCHI readership. Please review this document even if you have submitted to SIGCHI conferences before, as some format details have changed relative to previous years. Abstracts should be about 150 words. Required.

**Author Keywords**

Authors' choice; of terms; separated; by semicolons; include commas, within terms only; required.

**ACM Classification Keywords**

H.5.m [Information interfaces and presentation (e.g., HCI)]: Miscellaneous; See [<http://acm.org/about/class/1998/>]: for full list of ACM classifiers. This section is required.

**Introduction**

This format is to be used for submissions that are published in the conference publications. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is to replace the content with your own material.

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### Good Utilization of the Side Bar

**Preparation:** Do not change the margin dimensions and do not flow the margin text to the next page.

**Materials:** The margin box must not intrude or overflow into the header or the footer, or the gutter space between the margin paragraph and the main left column. The text in this text box should remain the same size as the body text. Use the `\vspace` command to set the margin note's position.

**Images & Figures:** Practically anything can be put in the margin if it fits. Use the `\marginparwidth` constant to set the width of the figure, table, minipage, or whatever you are trying to fit in this skinny space.

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## Page Size

All SIGCHI submissions should be US letter (8.5 × 11 inches). US Letter is the standard option used by this L<sup>A</sup>T<sub>E</sub>X template.

## Text Formatting

Please use an 8.5-point Verdana font, or other sans serifs font as close as possible in appearance to Verdana in which these guidelines have been set. Arial 9-point font is a reasonable substitute for Verdana as it has a similar x-height. Please use serif or non-proportional fonts only for special purposes, such as distinguishing `source` code text.

### Text styles

The L<sup>A</sup>T<sub>E</sub>X template facilitates text formatting for normal (for body text); heading 1, heading 2, heading 3; bullet list; numbered list; caption; annotation (for notes in the narrow left margin); and references (for bibliographic entries). Additionally, here is an example of footnoted<sup>1</sup> text. As stated in the footnote, footnotes should rarely be used.

### Language, style, and content

The written and spoken language of SIGCHI is English. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for

<sup>1</sup> Use footnotes sparingly, if at all.



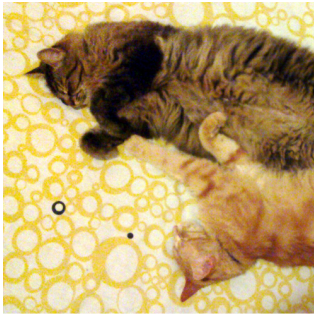
**Figure 1:** Insert a caption below each figure.

Objects	Caption	
	<i>Pre-2002</i>	<i>Current</i>
Tables	Above	Below
Figures	Below	Below

**Table 1:** Table captions should be placed below the table. Minimize use of unnecessary table lines.

an international audience, please pay attention to the following:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.
- Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).
- Briefly define or explain all technical terms. The terminology common to your practice/discipline may be different in other design practices/disciplines.
- Spell out all acronyms the first time they are used in your text. For example, “World Wide Web (WWW)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).
- Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning



**Figure 2:** In this image, the cats are tessellated within a square frame. Images should also have captions and be within the boundaries of the sidebar on page 2. Photo: ©©.

So long as you don't type outside the right margin or bleed into the gutter, it's okay to put annotations over here on the left, too. You'll have to manually align the margin paragraphs to your  $\text{\LaTeX}$  floats using the `\vspace` command.

you do not describe (e.g., do not assume that everyone has used a Macintosh or a particular application).

- Explain colloquial language and puns. Understanding phrases like “red herring” requires a cultural knowledge of English. Humor and irony are difficult to translate.
- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies, and numbers (e.g., “1-5- 97” or “5/1/97” may mean 5 January or 1 May, and “seven o'clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences: “Participants were paid ¥ 25,000, or roughly US \$22.”
- Be careful with the use of gender-specific pronouns (he, she) and other gender-specific words (chairman, manpower, man-months). Use inclusive language (e.g., she or he, they, chair, staff, staff-hours, person-years) that is gender-neutral. If necessary, you may be able to use “he” and “she” in alternating sentences, so that the two genders occur equally often [9].

## Figures

The examples on this and following pages should help you get a feel for how screen-shots and other figures should be placed in the template. Your document may use color figures (see Figures 1), which are included in the page limit; the figures must be usable when printed in black and white. You can use the `command` to insert figures in the (left) margin of the document (see Figure 2). Finally, be sure to make images large enough so the important details are legible and clear (see Figure 3).

## Tables

You can use tables inline with the text (see Table 1) or within the margin as shown in Table 2. Try to minimize the

use of lines (especially vertical lines).  $\text{\LaTeX}$  will set the table font and captions sizes correctly; the latter must remain unchanged.

## Accessibility

The Executive Council of SIGCHI has committed to making SIGCHI conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, the all authors are asked to work on improving the accessibility of their submissions. Specifically, we encourage authors to carry out the following five steps:

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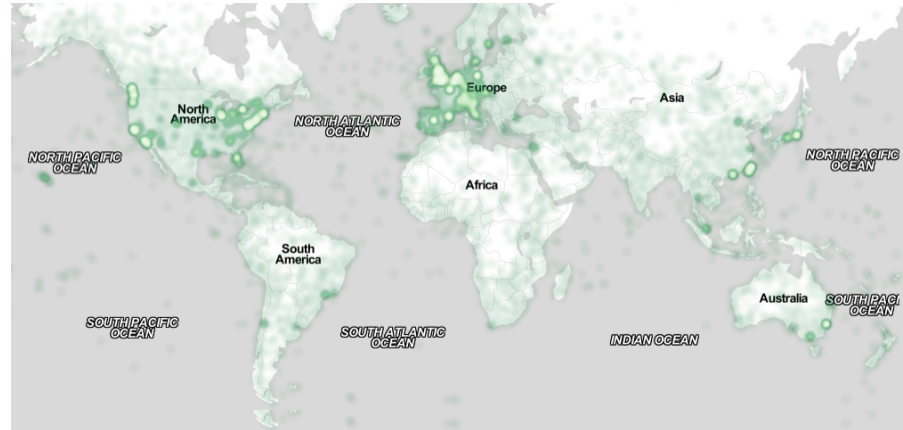
For links to instructions and resources, please see: <http://chi2016.acm.org/accessibility>



Unfortunately good tools do not yet exist to create tagged PDF files from LaTeX.  $\text{\LaTeX}$  users will need to carry out all of the above steps in the PDF directly using Adobe Acrobat, after the PDF has been generated.

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We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must be ACM DL Compliant and meet stated requirements, <http://www.sheridanprinting.com/typedept/ACM-distilling-settings.htm>.



**Figure 3:** In this image, the map maximizes use of space. You can make figures as wide as you need, up to a maximum of the full width of both columns. Note that  $\LaTeX$  tends to render large figures on a dedicated page. Image:   ayman on Flickr.

	First	Second
Child	22	44
Adult	22	16
Gene	22	11
Cliff	34	22

**Table 2:** A simple narrow table in the left margin space.

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## Acknowledgements

We thank all the volunteers, publications support, staff, and authors who wrote and provided helpful comments on previous versions of this document. As well authors 1, 2, and 3 gratefully acknowledge the grant from NSF (#1234–2222–ABC). Author 4 for example may want to acknowledge a supervisor/manager from their original employer. This whole paragraph is just for example. Some of the references cited in this paper are included for illustrative purposes only.

## References Format

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. Private communications should be acknowledged in the main text, not referenced (e.g., “[Golovchinsky, personal communication]”).

Use a numbered list of references at the end of the article, ordered alphabetically by first author, and referenced by numbers in brackets [2, 7]. For papers from conference proceedings, include the title of the paper and an abbreviated name of the conference (e.g., for Interact 2003 proceedings, use Proc. Interact 2003). Do not include the location of the conference or the exact date; do include the page numbers if available. See the examples of citations at the

end of this document and in the accompanying BibTeX document.

References *must be the same font size as other body text*. References should be in alphabetical order by last name of first author. Example reference formatting for individual journal articles [2], articles in conference proceedings [7], books [9], theses [10], book chapters [11], a journal issue [6], websites [1, 3], tweets [4], patents [5], and on-line videos [8] is given here. This formatting is a slightly abbreviated version of the format automatically generated by the ACM Digital Library (<http://dl.acm.org>) as “ACM Ref”. More details of reference formatting are available at: [http://www.acm.org/publications/submissions/latex\\_style](http://www.acm.org/publications/submissions/latex_style).

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