

ACRA Format Instructions for Authors

FirstName LastName
ACME University, Australia
emailaddress

Abstract

The *ACRA Proceedings* will appear in CD-ROM form only. To ensure that all papers in the *Proceedings* have a uniform appearance, authors are asked to adhere to the following instructions. In addition, we will accept, and in fact encourage, submissions in the final format. This file includes the style instructions for submissions.

1 Introduction

Although ACRA is a CD-ROM only conference, papers should be prepared so that they can be printed out.

1.1 Corresponding Author Details

The corresponding author is requested to email the following information along with the paper: 1. title of the paper, 2. name and postal address, email address.

1.2 Word Processing Software

As detailed below, ACRA has prepared and made available a set of L^AT_EX macros and Word templates for use in formatting your paper. If you are using some other word processing software (such as WordPerfect, etc.), please follow the format instructions given below and ensure that your final paper looks as much like this sample as possible.

2 Style and Format

L^AT_EX and BibT_EX style files, and Word templates that implement these instructions can be retrieved electronically. See the ACRA homepage for details under <http://www.araa.asn.au/acra>

2.1 Layout

Prepare manuscripts two columns to a page, in the manner in which these instructions are printed. The exact dimensions for pages are:

- left and right margins: .75"

- column width: 3.375"
- gap between columns: .25"
- top margin—first page: 1.375"
- top margin—other pages: .75"
- bottom margin: 1.25"
- column height—first page: 6.625"
- column height—other pages: 9"

All measurements assume an 8-1/2 × 11" page size. For A4-size paper use the given top and left margins, column width, height, and gap and modify the bottom and right margins as necessary.

2.2 Title and Author Information

Center the title on the entire width of the page in a 14-point bold font. Place the names of authors below the title in a 12-point bold font, and affiliations and complete addresses directly below the author names in a 12-point (non-bold) font.

Credit to a sponsoring agency appears in a footnote at the bottom of the left column of the first page. See the example in these instructions.

2.3 Abstract

Place the abstract at the beginning of the first column 3.0" from the top of the page, unless that does not leave enough room for the title and author information. Use a slightly smaller width than in the body of the paper. Head the abstract with "Abstract" centered above the body of the abstract in a 12-point bold font. The body of the abstract should be in the same font as the body of the paper.

The abstract should be a concise, one-paragraph summary describing 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 200 words long.

2.4 Text

The main body of the text immediately follows the abstract. Use 10-point type in a clear, readable font with 1-point leading (10 on 11). For reasons of uniformity, use Computer Modern font if possible. If Computer Modern is unavailable, Times Roman is preferred.

Indent when starting a new paragraph, except after major headings.

2.5 Headings and Sections

When necessary, headings should be used to separate major sections of your paper. (These instructions use many headings to demonstrate their appearance—your paper should have fewer headings.)

Section Headings

Print section headings in 12-point bold type in the style shown in these instructions. Leave a blank space of approximately 10 points above and 4 points below section headings. Number sections with arabic numerals.

Subsection Headings

Print subsection headings in 11-point bold type. Leave a blank space of approximately 8 points above and 3 points below subsection headings. Number subsections with the section number and the subsection number (in arabic numerals) separated by a period.

Subsubsection Headings

Print subsubsection headings in 10-point bold type. Leave a blank space of approximately 6 points above subsubsection headings. Do not number subsubsections.

Special Sections

The acknowledgments section, if included, follows the main body of the text and is headed “Acknowledgments,” printed in the same style as a section heading, but without a number. This section includes acknowledgments of help from colleagues, financial support, and permission to publish. Please try to limit acknowledgments to no more than three sentences.

Any appendices follow the acknowledgments (or directly follow the text) and look like sections, except that they are numbered with capital letters instead of arabic numerals.

The references section is headed “References,” printed in the same style as a section heading, but without a number. A sample list of references is given at the end of these instructions. Use a consistent format for references, such as provided by Bib_TE_X.

2.6 Citations

Citations within the text should include the author’s last name and the year of publication, for example [Cheeseman, 1985]. Append lowercase letters to the year in cases of ambiguity. Treat multiple authors as in the

following examples: [Abelson *et al.*, 1985] (for more than two authors) and [Brachman and Schmolze, 1985] (for two authors). If the author portion of a citation is obvious, omit it, e.g., Levesque [1984b]. Collapse multiple citations as follows: [Levesque, 1984a; Haugeland, 1981].

2.7 Footnotes

Place footnotes at the bottom of the page in a 9-point font.¹ Refer to them with superscript numbers. Separate them from the text by a short line.² Avoid footnotes as much as possible; they interrupt the flow of the text.

3 Illustrations

3.1 General Instructions

Place illustrations (figures, drawings, tables, and photographs) throughout the paper at the places where they are first discussed, rather than at the end of the paper. If placed at the bottom or top of a page, illustrations may run across both columns. Securely attach them to the master form with glue stick, spray adhesive, rubber cement, or white tape. Do not use transparent tape as the printing process blurs copy under transparent tape.

Number illustrations sequentially. Use references of the following form: Figure 1, Table 2, etc. Place illustration numbers and captions under illustrations. Leave a margin of 1/4-inch around the area covered by the illustration and caption. Use 9-point type for captions, labels, and other text in illustrations.

¹This is how your footnotes should appear. ²Note the line separating these footnotes from the text.

Do not use line-printer printouts or screen-dumps for figures—they will be illegible when printed. Avoid screens or pattern fills as they tend to reproduce poorly.

4 Length of Papers

Submissions must should be within 6 to 10 pages in length.

Acknowledgments

The preparation of these instructions and the LaTeX and BibTeX files that implement them was supported by Schlumberger Palo Alto Research, AT&T Bell Laboratories, and Morgan Kaufmann Publishers.

Format Files

Using LaTeX A LaTeX style file for version 2.09 of LaTeX that implements these instructions has been prepared, as has a BibTeX style file for version 0.99c of

¹This is how your footnote should appear.

²Note the line separating these footnotes from the text.

BibTEX (not version 0.98i) that implements the citation and reference styles here.

There is also a Word 6.0 template available in RTF-format.

The relevant files are available from the ARAA web server.

<http://www.araa.asn.au/acra>

As the files may be changed to fix bugs, you should ensure that you are using the most recent versions.

References

- [Abelson *et al.*, 1985] Harold Abelson, Gerald Jay Sussman, and Julie Sussman. *Structure and Interpretation of Computer Programs*. MIT Press, Cambridge, Massachusetts, 1985.
- [Brachman and Schmolze, 1985] Ronald J. Brachman and James G. Schmolze. An overview of the KL-ONE knowledge representation system. *Cognitive Science*, 9(2):171–216, April–June 1985.
- [Cheeseman, 1985] Peter Cheeseman. In defence of probability. In *Proceedings of the Ninth International Joint Conference on Artificial Intelligence*, pages 1002–1009, Los Angeles, California, August 1985. International Joint Committee on Artificial Intelligence.
- [Haugeland, 1981] John Haugeland, editor. *Mind Design*. Bradford Books, Montgomery, Vermont, 1981.
- [Lenat, 1981] Douglas B. Lenat. The nature of heuristics. Technical Report CIS-12 (SSL-81-1), Xerox Palo Alto Research Centers, April 1981.
- [Levesque, 1984a] Hector J. Levesque. Foundations of a functional approach to knowledge representation. *Artificial Intelligence*, 23(2):155–212, July 1984.
- [Levesque, 1984b] Hector J. Levesque. A logic of implicit and explicit belief. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, pages 198–202, Austin, Texas, August 1984. American Association for Artificial Intelligence.