

## HCII2018 Checks for formatting your manuscript

After formatting your **full paper or poster extended abstract** according to the Springer guidelines and before its submission (through the CMS) you are kindly asked to carry out the following additional checks:

|           | Check point  | Result |
|-----------|--|--------|
| <b>1.</b> | <p><b>Necessary sections</b><br/> <i>Please check that your paper / poster extended abstract has the following:</i></p> <ul style="list-style-type: none"> <li>○ <i>Title, Author(s), Organization, Address, email</i></li> <li>○ <i>Abstract, Keywords</i></li> <li>○ <i>an Introduction</i></li> <li>○ <i>a Conclusion</i></li> <li>○ <i>captions for your figures / tables (if applicable)</i></li> <li>○ <i>the standard paragraphs of the Content</i></li> <li>○ <i>References</i></li> </ul> <ul style="list-style-type: none"> <li>● <i>The abstract is a mandatory element that should summarize the contents of the paper and should contain up to 250 words. Abstract and keywords are made freely available in SpringerLink.</i></li> </ul> |        |
| <b>2.</b> | <p><b>Length of papers / posters</b><br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Papers have typically 12 pages but no less than 10 and no more than 20 pages</i></li> <li>✓ <i>Posters typically have 6 pages (no more than 8 and no less than 4)</i></li> </ul>   |        |
| <b>3.</b> | <p><b>Page numbering and running heads</b><br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Pages numbers or running heads are Not included</i></li> </ul>   |        |
| <b>4.</b> | <p><b>Title</b><br/> <b>Click</b> on the area of the title and then click from the menu → “Springer Proceedings Macros” → Title<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 14</i></li> <li>✓ <i>Title words are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions)</i></li> <li>✓ <i>There is no full stop at the end</i></li> </ul>  |        |

|    |  |  |
|----|--|--|
| 5. | <p><b>Subtitle (if applicable)</b><br/> <b>Click</b> on the area of the subtitle and then click from the menu →<br/> “Springer Proceedings Macros” → Subtitle<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 12</i></li> <li>✓ <i>The first letter of any main word is capital</i></li> <li>✓ <i>There is no full stop at the end</i></li> </ul>   |  |
| 6. | <p><b>Author</b><br/> <b>Click</b> on the area of the author area and then click from the menu →<br/> “Springer Proceedings Macros” → Author<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 10</i></li> <li>✓ <i>The format should be: first name last (family) name<br/> e.g., Michael Smith, Kiju Lee</i></li> <li>✓ <i>The names of multiple authors are separated by comma</i></li> <li>✓ <i>No academic titles or descriptions of academic positions<br/> are included in the author field</i></li> <li>✓ <i>Multiple affiliations are marked with superscript Arabic<br/> numbers after the name of each author (superscript is ap-<br/> plied by ctr-shift-+)</i></li> <li>✓ <i>There is no full stop at the end</i></li> </ul> |  |
| 7. | <p><b>Address (organization and address information)</b><br/> <b>Select</b> the organization and address information and then click from<br/> the menu → “Springer Proceedings Macros” → Address<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 9</i></li> <li>✓ <i>The organization consists of the author’s institution, town,<br/> and country</i></li> <li>✓ <i>Multiple affiliations are marked with superscript Arabic<br/> numbers before the name of each author’s institution (su-<br/> perscript is applied by ctr-shift-+)</i></li> <li>✓ <i>No academic titles or descriptions of academic positions<br/> should be included in the addresses</i></li> <li>✓ <i>There is no full stop at the end</i></li> </ul>            |  |

|     |   |  |
|-----|---|--|
| 8.  | <p><b>E-mail</b><br/> <b>Select</b> the e-mail text and then click from the menu → “Springer Proceedings Macros” → E-mail<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Courier 9</i></li> <li>✓ <i>The email text is below the text of the corresponding affiliation</i></li> <li>✓ <i>Multiple emails of the same affiliation are separated by comma</i></li> <li>✓ <i>There is no full stop at the end</i></li> <li>✓ <i>The email address of the corresponding author is mandatory</i></li> </ul>  |  |
| 9.  | <p><b>Abstract</b><br/> <b>Click</b> on the area of the Abstract paragraph and then click from the menu → “Springer Proceedings Macros” → Abstract<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 9</i></li> <li>✓ <i>There is the word <b>Abstract.</b> in front of the paragraph</i></li> </ul>   |  |
| 10. | <p><b>Keywords</b><br/> <b>Click</b> on the area of the Keywords paragraph and then click from the menu → “Springer Proceedings Macros” → Keywords<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 9</i></li> <li>✓ <i>There is the word <b>Keywords:</b> in front of the paragraph</i></li> <li>✓ <i>The first letter of each keyword should be capitalized</i></li> </ul>  |  |
| 11. | <p><b>Headings (Level 1 to 4 Headings)</b><br/> <b>Click</b> on the area of each Heading and then click from the menu → “Springer Proceedings Macros” → H1/ H2 /H3 / H4 (corresponding level of heading)<br/> <i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is for H1:Times New Roman 12 and for H2, H3, H4:Times New Roman 10 (bold)</i></li> <li>✓ <i>Headings are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions)</i></li> <li>✓ <i>Headings are left aligned</i></li> <li>✓ <i>Only the first two levels (H1 and H2) are numbered and there is no indentation</i></li> </ul> |  |

|     |  |  |
|-----|--|--|
| 12. | <p><b>Normal text (standard character style and paragraph format)</b><br/> <b>Click</b> on the area of the paragraph text (or select the text) and then click from the menu → “Springer Proceedings Macros” → Normal Text</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 10</i></li> <li>✓ <i>If a different font style is required in some expression, please be sure that it is preserved or change it accordingly</i></li> <li>✓ <i>The first standard paragraph (after headings) is not indented</i></li> <li>✓ <i>Standard paragraphs have a first-line indent of 0.4 cm</i></li> <li>✓ <i>Standard paragraphs are not indented after:</i> <ul style="list-style-type: none"> <li>○ <i>headings</i></li> <li>○ <i>captions (figure captions, table captions)</i></li> <li>○ <i>lists (bullet items, dash items, num items)</i></li> </ul> </li> </ul> |  |
| 13. | <p><b>Program Code</b></p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>Program listings or program commands in the text are normally set in Courier font</i></li> </ul>   |  |
| 14. | <p><b>Lists (bullet, dash, num item)</b><br/> <b>Select</b> a block of items and then click from the menu → “Springer Proceedings Macros” → Bullet Item or Dash Item or Num Item</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>The font is Times New Roman 10</i></li> <li>✓ <i>Standard paragraphs are not indented after lists (bullet items, dash items, num items)</i></li> </ul>   |  |
| 15. | <p><b>Figures and Tables</b></p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> <li>✓ <i>All illustrations are clear and legible</i></li> <li>✓ <i>Figures and tables are centered between the margins</i></li> <li>✓ <i>Figures are numbered and have a caption under the figure</i></li> <li>✓ <i>Tables are numbered and have a caption above the table</i></li> <li>✓ <i>A figure or a table together with its caption remain in the same page</i></li> <li>✓ <i>If a table is too big to fit in one page then header is repeated in the next page</i></li> </ul>   |  |

|     |  |  |
|-----|--|--|
| 16. | <p><b>Table caption, Figure caption</b></p> <p>Click on a caption are and then click from the menu → “Springer Proceedings Macros” → Table caption or Figure caption</p> <p>Please check that:</p> <ul style="list-style-type: none"> <li>✓ The font is Times New Roman 9</li> <li>✓ The captions num is correct</li> <li>✓ If the caption is short it is centered between the margins</li> <li>✓ Longer captions, covering more than one line, are justified</li> <li>✓ Captions that do not constitute a full sentence, do not have a full stop</li> </ul> |  |
| 17. | <p><b>Appendix</b></p> <p>Please check that:</p> <ul style="list-style-type: none"> <li>✓ If a paper includes an Appendix, it should be placed in front of the References list</li> <li>✓ If there is only one, it is designated “Appendix”; if there are more than one, they are designated “Appendix 1,” “Appendix 2,” etc.</li> <li>✓ The language and styling rules for the text also apply to the appendixes</li> </ul>   |  |
| 18. | <p><b>Acknowledgments</b></p> <p>Please check that:</p> <ul style="list-style-type: none"> <li>✓ The font is Times New Roman 10</li> <li>✓ Before the word Acknowledgments, which is bold, there is no number</li> <li>✓ After the word Acknowledgments there is a full stop and after that the text begins in the same line</li> </ul>  |  |
| 19. | <p><b>References</b></p> <p>Please check that:</p> <ul style="list-style-type: none"> <li>✓ The font of the heading “References” is Times New Roman 12</li> <li>✓ The heading “References” does not have a number</li> <li>✓ The font of the Reference Items is Times New Roman 9</li> <li>✓ The numbering of the Reference Items is correct</li> </ul>  |  |

|            |  |  |
|------------|--|--|
| <b>20.</b> | <b>Ethics and Permissions</b><br><i>Please note that:</i> <ul style="list-style-type: none"><li>✓ <i>If figures, tables, animations or text quotations from copyrighted works (including websites) are included in your paper, permission must be obtained from the copyright holder</i></li><li>✓ <i>If plagiarism has been committed, the paper on SpringerLink is given a “retracted” stamp, and an erratum explaining the reasons for the retraction (i.e., plagiarism) is inserted. In addition, the volume editors and the author’s academic supervisors are informed</i></li><li>✓ <i>Your paper may be checked by Springer’s plagiarism-checking tool on its arrival at Springer</i></li></ul> |  |
|------------|--|--|