Word Template for AUC EveryWorld

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**Abstract**

In this paper, we describe the formatting guidelines for AUC EveryWorld Proceedings.

**Keywords**

Keywords are your own designated keywords.

# Introduction

The proceedings are the records of the conference. AUC hopes to give these conference by-products a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to re-use this template and replace the content with your own material.

# Page Size

Page size A4, centered on the page, beginning 1.9 cm from the top of the page and ending with 2.54 cm from the bottom. The right and left margins should be 1.9 cm. The text should be in two 8.45 cm columns with a .83 cm gutter.

# Typeset Text

## Normal or Body Text

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## Title and Authors

For blind peer review, please leave the Author section as is, until final paper submission. Please make sure you submission is clearly identified and full details of all authors in the accompanying email, with the submission document.

The title (Arial 18-point bold), authors' names (Arial 10-point italic) and affiliations (Arial 10-point italic) run across the full width of the page, one column wide. See the top of this page for three addresses. If only one address is needed, center all address text. For two addresses, use two centered tabs, and so on. For more than three authors, you may have to improvise.

## First Page Copyright Notice

Please leave 3.81 cm of blank text box at the bottom of the left column of the first page for the copyright notice.

## Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| **Graphics** | **Top** | **In-between** | **Bottom** |
| Tables | End | Last | First |
| Figures | Good | Similar | Very well |

Table 1. Table captions should be placed below the table

## References and Citations

Footnotes should be Arial 9-point, and justified to the full width of the column.

Use a numbered list at the end of the article, ordered alphabetically and formatted accordingly. See examples of some typical reference types, in the References section, at the end of this document. Within this template, use the style named *references* for the text. Word may try to automatically ‘underline’ hotlinks in your references, the correct style is NO underlining.

The references are also in 9 pt., but that section is ragged right. References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. Private communications should be acknowledged, not referenced (e.g., “[Robertson, personal communication]”).

## Page Numbering, Headers and Footers

Do not include headers, footers or page numbers in your submission. These will be added when the publications are assembled.

# Figures/Captions

Place Tables/Figures/Images in text as close to the reference as possible (see Figure 1). It may extend across both columns to a maximum width of 17.78 cm.

Captions should be Arial 9-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”), please note that the word for Table and Figure are spelled out. Figure’s captions should be centered beneath the image or picture, and Table captions should be centered beneath the table body.

# Sections

The heading of a section should be in Arial 12-point bold flush left with an additional 6-points of white space above the section head. Sections and subsequent sub-sections should not be numbered and flush left. For a section head and a subsection head together use no additional space above the subsection head.

## Subsections

The heading of subsections should be in Arial 10-point bold with only the initial letters capitalized. (Note: For subsections and subsubsections, a word like *the* or *a* is not capitalized unless it is the first word of the header.)

### Subsubsections

The heading for subsubsections should be in Arial 10-point italic with initial letters capitalized and 6-points of white space above the subsubsection head.

# Acknowledgements

Our thanks to ACM SIGCHI for allowing us to modify templates they had developed.

# References

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Figure 1. Insert caption to place caption below figure.

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Columns on Last Page Should Be Made As Close As Possible to Equal Length