

***HCI* Style Guidelines for Final Submissions**

While *HCI* is very lenient on the style of papers during the reviewing process, once a paper is accepted, it must conform to these *HCI* style guidelines to enable publication. These guidelines describe the requirements for the final manuscript submission. See also the [*HCI* Production Process](#).

The best examples of *HCI* style are found by referring to the most recent issues of the *HCI* journal. *HCI* generally follows the style of the APA, but with important variations. These guidelines refer you to relevant sections of the *Publication Manual of the American Psychological Association*, Fourth Edition, 1994.

Contact the Editor (moran@acm.org) if further clarifications of style are needed.

Most common problem: Reference formatting is by far the fussiest part of a paper and causes the overwhelming majority of queries from the Production Editor on the page proofs. Please check the completeness, correctness, and format of your references (formats are in Appendix A).

Final Submission Checklist

The final submission is a file that follows the guidelines below. Microsoft Word format is preferable. PDF is not acceptable. The [HCI Article Template](#) is a Word file formatted to these guidelines.

1. Title Page

Give the article's title, the full names of all authors, and their main professional affiliations (usually just the university or company name and possibly the location).

Give a ***running head*** title, which is a shortened title that can fit at the top of each page of the article. It should be no longer than 40 characters (including spaces).

Provide the email address of the ***corresponding author*** on the front page. Also provide information about alternative contacts during anticipated absences during the production process.

A ***biographical footnote*** about each of the authors appears on the first page of the printed article. The purpose of this footnote is to give the reader some background to understand the point of view in the article. The "mini-biography" for each author should be no more than one (compound) sentence long. The Editor will trim it down if it is too long. The first part of the biographical sentence should convey the author's discipline (e.g., designer, computer scientist, sociologist, etc.) and the author's research or design

interests, especially as they relate to the article. The second part of the biographical sentence should give the author's current professional position or title (e.g., Manager of the XXX group, Assistant Professor of XXX, System Programmer, etc.) and institution. If a person has recently changed to a different position, it may also be appropriate to give the previous position. The pattern of a biographical sentence is:

Name is a discipline with an interest in interests; she/he is a position/title in the department/group of institution/company.

2. Abstract

The Abstract should preferably fit on the first printed page of the article (although this is difficult if there many authors to list on the first page). It should be concisely written, briefly describing the work reported in the paper, clearly indicating the nature of the paper (theoretical, empirical, or methodological), and -- most importantly -- conveying the main points or results of the paper.

3. Contents

A table of Contents appears at the top of the second printed page of each article. The Contents lists the top three levels of section headings (explained below) in indented outline format. If there is an Appendix or Appendices, the titles as well as the top level sections of each Appendix should be included in the Contents.

4. Body of the Paper

Fonts

The body and headings should all in a basic serif font. Italics are used to highlight new terms and for emphasis. Symbolic notations, such as computer programs or formal languages, should be in a distinct font, usually sans-serif. Mathematical notation should be in the conventional italic style.

Section Headings

Logical section headings help the reader comprehend the article. Titles of sections should be as informative as possible (e.g., instead of "Experiment" use "A Test of Two Spatial Representations"). The body of the paper should begin with Section 1 (if you can't characterize an introductory theme, then call it "1. INTRODUCTION").

There are five levels of section headings in *HCI* articles:

First-level headings are numbered (1., 2., 3., etc.), and the titles are in all caps. (These are typeset in larger bold font.)

Second-level headings are also numbered (e.g., 2.1., 3.5., etc.), and the first letters of principal words are capitalized. (These are typeset in larger bold font.)

Third-level headings are not numbered, and the first letters of principal words are capitalized. (These are typeset in bold font.)

Fourth-level headings are *rarely* used, except in very long articles that need them. (These are typeset in italic font.)

Fifth-level headings are run-in headings. They are typeset in a bold italic font. Only the first letters of the first words of these headings are capitalized. Fifth-level headings are appropriate for short sections of one or two paragraphs. It is appropriate to jump from first-level or second-level headings to fifth-level headings when the larger section is being divided into small parts.

Figures

All illustration materials -- figures, tables, photographs, drawings, program listings, charts, etc. -- are called "Figures" in *HCI*. Figures are numbered sequentially as they are mentioned in the text (Figure 1, Figure 2, Figure 3, etc.). Each figure should be explicitly mentioned in the body of the paper. Immediately following the paragraph where each figure is first mentioned, include a "FIGURE *N* ABOUT HERE" instruction in the manuscript.

Reference Citations

All references that are listed in the Reference section must be cited in the text. Citations to references should follow the APA style (see APA, pp. 168-234). See Appendix B below for some examples.

Equations

All displayed equations (i.e., equations that are set off from the text and indented) should be numbered. They are numbered using Arabic numerals in parentheses and are right justified [e.g., (1), (2), (3), etc.]. An equation is referred to in the text as, e.g., "Equation 2." Other materials that are too short to be figures (e.g., short computer program segments, command sequences, language examples, quotations from transcripts, etc.) may also be treated like displayed equations.

Footnotes

Footnotes should be used sparingly. Try to integrate into the body of the text all material worth mentioning. Footnotes are numbered consecutively throughout the text and are indicated by superscript Arabic numerals. A footnote is referred to in the text as, e.g., "Footnote 3."

Other Style Issues

American spelling, rather than British, is preferred. Define all abbreviations. Avoid the use of sexist language (see APA, pp. 46-60).

5. Notes Section

A section named "NOTES" follows the body of the paper. It consists of the following paragraphs:

Background. This is for pertinent information explaining the background or origins of the paper (e.g., "This article is based on the Ph.D. thesis of the second author" or "This article is based on an earlier technical report ..."). This paragraph is optional.

Acknowledgments. This is for personal acknowledgments. It is optional.

Support. This is to acknowledge sources of financial or institutional support for the work reported in the paper. It is optional.

Authors' Addresses. This should give complete postal address for all authors, as well as their email addresses (format: "Email:" followed by the email address).

HCI Editorial Record. This paragraph will be supplied by the Editor.

6. References

All references cited in the body of the paper must be listed in the References section. References should be formatted according to the APA style (see APA, pp. 168-234). Note that *HCI* style for conference papers is somewhat different than APA style. See Appendix A for examples.

In the Reference section, references are ordered alphabetically by the surnames and initials of authors. Single-author references precede multiple-author references with the same first author. References with the same first author and different second authors are arranged alphabetically by the surnames of the second authors. References with the same first and second authors are alphabetized by the names of the third authors, and so on. References with the same authors in the same order are arranged by year of publication, earliest first. References with the same authors in the same order with the same publication date are arranged alphabetically by title (excluding "A" or "The"). In these cases, one-letter suffixes should be added to the dates of these references (e.g., 1974a, 1975b)

7. Appendices

Appendices should be used sparingly -- only if the material is necessary for the reader to understand or evaluate the paper. If the material is not too long, it is probably better to incorporate it into the paper as one or more figures. Use appendices only if the added material cannot be incorporated into the body of the paper without distracting the reader.

If there is just one appendix, label it "Appendix." If the Appendix has sections, number them A1, A2, A3, etc. If there are multiple appendices, label them "Appendix A," "Appendix B," etc. If the multiple Appendices have sections, then number them A1, A2,

A3, B1, B2, B3, C1, etc. All appendices should have titles (e.g., "Appendix A. Transcript of User Behavior").

8. Footnotes

During the review process, it is okay to have footnotes at the bottoms of the manuscript pages. But the final manuscript should have the footnotes, or a copy of them, on a separate page.

9. Figure Captions

The text of all figure captions should be listed sequentially on a separate page of the manuscript. Each figure caption should make the figure self-explanatory, allowing it to be understood, as far as possible, without referring to the body of the text. In addition, any notation used in the figure should be explained in the caption. If a figure is from another source, then an acknowledgement should be included in the caption (see the section on Permissions below). Only the first letter of figure caption sentences should be capitalized.

10. Figures

The figures themselves should follow the figure captions, with each figure on a separate page. Each figure page should contain the figure number for identification. For production purposes, there are two types of figures: figures to be typeset by the publisher and photo-ready figures prepared by the author.

Typeset Figures

Figures that are mainly text (e.g., tables and listings) will be typeset. Look at recent issues of the journal to see the style of typeset figures.

Photo-Ready Figures

Photo-ready figures should be carefully prepared. You should take into account that these figures will be photo-reduced for reproduction in the journal. Unless a figure is unusually large, it will occupy from 1/3 to 1/2 of a printed page (4.5" x 7"). Therefore, make the lettering and details large enough to remain distinct after reduction. Your lettering should not be reduced to less than an eight point font. Note that figures in HCI are black and white, so make sure that any color figures you submit will be understandable in black and white.

11. Permission Letters for Use of Copyright Material

As author you are responsible for obtaining permission from copyright owners for the use of lengthy quoted text (500 words or more), tables, and illustrations that were published elsewhere (as well lines of poetry or song lyrics). You should write to the original author and publisher requesting nonexclusive rights to use the material in the paper and in future print and nonprint editions. You are also responsible for any license fees required.

Appendix C contains a form letter that you can adapt to secure permissions for the use of such materials.

In your paper, you must include appropriate acknowledgments to the copyright owners. For example, using a figure from another article, include the following in the caption of the figure in your paper:

This figure is reprinted from "*title of-article*," by *authors*, *year*, *title-of-journal*, *volume*, *page*. Copyright *year* by the *name-of-copyright-holder*. Reprinted with permission.

Use the word "adapted" instead of "reprinted" if the figure has been altered from the original.

Appendix A. Examples of Reference Formats

Journal article, one author:

Johnston, R. (1979). Symbolic love in nineteenth century art. *Literary Digest*, 5, 847-865.

Journal article, two authors:

Johnston, R. J., & Levy, S. (1980). Form and representation in painting. *Literary Digest*, 6, 940-965.

Book:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Edited book:

Tuma, D. T., & Reif, F. (Eds.). (1980). *Problem solving and education: Issues in teaching and research*. Hillsdale, NJ: Lawrence Erlbaum Associates.

Article or chapter in an edited book:

Norman, D. A. (1980). Cognitive engineering and education. In D. T. Tuma & F. Reif (Eds.), *Problem solving and education: Issues in teaching and research* (pp. 365-397). Hillsdale, NJ: Lawrence Erlbaum Associates.

Paper in conference proceedings (note -- different than APA style):

Malone, T. (1985). Designing organizational interfaces. *Proceedings of the CHI '85 Conference on Human Factors in Computer Systems*, 66-72. New York: ACM.

Technical report:

Suchman, L. (1985). *Plans and situated actions: The problem of human-machine communication* (Technical Report ISL-6). Palo Alto, CA: Xerox Palo Alto Research Center.

Videotape:

Henderson, D. A. (1983). *Trillium: A design environment for copier interfaces* (Videotape). Palo Alto, CA: Xerox Palo Alto Research Center.

Unpublished doctoral dissertation or master's thesis:

Halasz, F. G. (1984). *Mental models and problem solving using a pocket calculator*. Unpublished doctoral dissertation, Stanford University.

Appendix B. Examples of Reference Citations

One work, single author:

... Jones (1947) contrasted traits ...
... In one study of traits (Jones, 1947), there is ...

One work, two to five authors:

[first citation--use "and" if names are outside of parentheses]
... Jones, Jackson, and Welsh (1952) found ...
[first citation--use ampersand if names are within parentheses]
... is often claimed (Jones, Jackson, & Welsh, 1952) ...

One work, more than five authors:

... Jones et al. (1952) found ...
... is often claimed (Jones et al., 1952) ...

Corporate authors:

[first citation--define abbreviation]
... (National Institute of Health [NIE], 1970) ...
[subsequent citations--use abbreviation]
(NIE, 1970) ...
[corporate authors that can't be abbreviated]
... (University of Kentucky, 1981) ...

Authors with same surnames:

[include initials to distinguish authors]
... K. Smith (1947) and J. Smith (1952) found ...

Two or more works cited within parentheses:

[order citations in order in which they appear in reference list]
... Johnson, 1978a, 1978b, 1979, in press-a, in press-b) ...
[use semicolons between works with different authors]
... (Harris, 1979; Williams & Smith, 1978, 1980) ...

Personal communications (letters, email, phone conversations, etc.):

... M. H. Howard (personal communication, May 16, 1959) ...

References within parenthetical comment:

[use commas, not brackets, to set off date]
... (see Table 4 of Williams, 1978, for complete data) ...

Appendix C. Form Letter for Permissions

Below is a form letter you can use to obtain permissions for lengthy quoted materials. You should write to both the copyright owner (usually the publisher) and, as a courtesy, the author of the material. Permission letters should be sent to copyright owners in duplicate. Enclose a stamped, self-addressed envelope for fastest results.

copyright holder's name and address
date

Dear *name*:

I am writing an article entitled "*title*," to be published in journal *Human-Computer Interaction*, published by Lawrence Erlbaum Associates, Inc., and would like your permission to obtain nonexclusive world rights in all languages to reprint/adapt the following material in the article and in future print and nonprint editions of the article:

description of materials

A duplicate of this letter is enclosed. Please sign below and return one copy to:

your address

Thank you for granting this request.

Sincerely,

your name, signature, and date

Permission is hereby granted to use the material in the manner described above.

blank line for copyright holder's name, signature, and date

(Optional) Use the following credit line in acknowledging the use of the materials:

blank lines
