

HCII2017 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 |
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| 1. | <p>Apply again the Template to your paper or poster extended abstract</p> <ul style="list-style-type: none"> • Open your document and click <i>Office Button</i> → <i>Word Options</i> (Word 2007) or <i>File</i> → <i>Options</i> (Word 2010). • Choose <i>Add-Ins</i> on the left side, and then select <i>Templates</i> in the drop-down list at the bottom of the dialog box. • Click <i>Attach</i> in the dialog box that opens, navigate to your working directory, select the <i>splnproc1110.dotm</i> template, then click <i>Open</i>. Check the option <i>Automatically update document styles</i> and click <i>OK</i>. • Save the document with a new name adding the extension <i>_checked</i> to its file name and then re-open it. • On re-opening the document, click ‘yes’ if you are asked to adjust the page setup to the template’s default. | |
| 2. | <p>Necessary sections</p> <p><i>Please check that your paper / poster extended abstract has the following:</i></p> <ul style="list-style-type: none"> ○ <i>Title, Author(s), Organization, Address, email</i> ○ <i>Abstract, Keywords</i> ○ <i>an Introduction</i> ○ <i>a Conclusion</i> ○ <i>captions for your figures / tables (if applicable)</i> ○ <i>the standard paragraphs of the Content</i> ○ <i>References</i> <ul style="list-style-type: none"> • 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. | |

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| 3. | <p>Length of papers / posters Please check that:</p> <ul style="list-style-type: none"> ✓ Papers have typically 12 pages but no less than 10 and no more than 20 pages ✓ Posters typically have 6 pages (no more than 8 and no less than 4) | |
| 4. | <p>Page numbering and running heads Please check that:</p> <ul style="list-style-type: none"> ✓ Pages numbers or running heads are Not included | |
| 5. | <p>Title Click on the area of the title and then click from the menu → “Springer Proceedings Macros” → Title Please check that:</p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 14 ✓ Title words are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions) ✓ There is no full stop at the end | |
| 6. | <p>Subtitle (if applicable) Click on the area of the subtitle and then click from the menu → “Springer Proceedings Macros” → Subtitle Please check that:</p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 12 ✓ The first letter of any main word is capital ✓ There is no full stop at the end | |
| 7. | <p>Author Click on the area of the author area and then click from the menu → “Springer Proceedings Macros” → Author Please check that:</p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 10 ✓ The format should be: first name last (family) name e.g., Michael Smith, Kiju Lee ✓ The names of multiple authors are separated by comma ✓ No academic titles or descriptions of academic positions are included in the author field ✓ Multiple affiliations are marked with superscript Arabic numbers after the name of each author (superscript is applied by ctr-shift-+) ✓ There is no full stop at the end | |

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| 8. | <p>Address (organization and address information) Select the organization and address information and then click from the menu → “Springer Proceedings Macros” → Address</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 9 ✓ The organization consists of the author’s institution, town, and country ✓ Multiple affiliations are marked with superscript Arabic numbers before the name of each author’s institution (superscript is applied by <i>ctr-shift-+</i>) ✓ No academic titles or descriptions of academic positions should be included in the addresses ✓ There is no full stop at the end | |
| 9. | <p>E-mail Select the e-mail text and then click from the menu → “Springer Proceedings Macros” → E-mail</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ The font is Courier 9 ✓ The email text is below the text of the corresponding affiliation ✓ Multiple emails of the same affiliation are separated by comma ✓ There is no full stop at the end ✓ The email address of the corresponding author is mandatory | |
| 10. | <p>Abstract Click on the area of the Abstract paragraph and then click from the menu → “Springer Proceedings Macros” → Abstract</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 9 ✓ There is the word Abstract. in front of the paragraph | |
| 11. | <p>Keywords Click on the area of the Keywords paragraph and then click from the menu → “Springer Proceedings Macros” → Keywords</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 9 ✓ There is the word Keywords: in front of the paragraph ✓ The first letter of each keyword should be capitalized | |

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| 12. | <p>Headings (Level 1 to 4 Headings) Click on the area of each Heading and then click from the menu → “Springer Proceedings Macros” → H1/ H2 /H3 / H4 (corresponding level of heading)</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font is for H1:Times New Roman 12 and for H2, H3, H4:Times New Roman 10 (bold)</i> ✓ <i>Headings are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions)</i> ✓ <i>Headings are left aligned</i> ✓ <i>Only the first two levels (H1 and H2) are numbered and there is no indentation</i> | |
| 13. | <p>Normal text (standard character style and paragraph format) Click 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"> ✓ <i>The font is Times New Roman 10</i> ✓ <i>If a different font style is required in some expression, please be sure that it is preserved or change it accordingly</i> ✓ <i>The first standard paragraph (after headings) is not indented</i> ✓ <i>Standard paragraphs have a first-line indent of 0.4 cm</i> ✓ <i>Standard paragraphs are not indented after:</i> <ul style="list-style-type: none"> ○ <i>headings</i> ○ <i>captions (figure captions, table captions)</i> ○ <i>lists (bullet items, dash items, num items)</i> | |
| 14. | <p>Program Code</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>Program listings or program commands in the text are normally set in Courier font</i> | |
| 15. | <p>Lists (bullet, dash, num item) Select 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"> ✓ <i>The font is Times New Roman 10</i> ✓ <i>Standard paragraphs are not indented after lists (bullet items, dash items, num items)</i> | |

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| 16. | <p>Figures and Tables</p> <p>Please check that:</p> <ul style="list-style-type: none"> ✓ All illustrations are clear and legible ✓ Figures and tables are centered between the margins ✓ Figures are numbered and have a caption under the figure ✓ Tables are numbered and have a caption above the table ✓ A figure or a table together with its caption remain in the same page ✓ If a table is too big to fit in one page then header is repeated in the next page | |
| 17. | <p>Table caption, Figure caption</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"> ✓ The font is Times New Roman 9 ✓ The captions num is correct ✓ If the caption is short it is centered between the margins ✓ Longer captions, covering more than one line, are justified ✓ Captions that do not constitute a full sentence, do not have a full stop | |
| 18. | <p>Appendix</p> <p>Please check that:</p> <ul style="list-style-type: none"> ✓ If a paper includes an Appendix, it should be placed in front of the References list ✓ If there is only one, it is designated “Appendix”; if there are more than one, they are designated “Appendix 1,” “Appendix 2,” etc. ✓ The language and styling rules for the text also apply to the appendixes | |
| 19. | <p>Acknowledgments</p> <p>Please check that:</p> <ul style="list-style-type: none"> ✓ The font is Times New Roman 10 ✓ Before the word Acknowledgments, which is bold, there is no number ✓ After the word Acknowledgments there is a full stop and after that the text begins in the same line | |

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| 20. | <p>References</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font of the heading “References” is Times New Roman 12</i> ✓ <i>The heading “References” does not have a number</i> ✓ <i>The font of the Reference Items is Times New Roman 9</i> ✓ <i>The numbering of the Reference Items is correct</i> ✓ <i>There is no full stop at the end of each Reference Item</i> | |
| 21. | <p>Ethics and Permissions</p> <p><i>Please note that:</i></p> <ul style="list-style-type: none"> ✓ <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> ✓ <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> ✓ <i>Your paper may be checked by Springer’s plagiarism-checking tool on its arrival at Springer</i> | |