**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:

<table>
<thead>
<tr>
<th>Check point</th>
<th>Result</th>
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<tbody>
<tr>
<td>1. <strong>Apply again the Template to your paper or poster extended abstract</strong></td>
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<tr>
<td>• Open your document and click Office Button → Word Options (Word 2007) or</td>
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<td>File → Options (Word 2010).</td>
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<td>• Choose Add-Ins on the left side, and then select Templates in the drop-down</td>
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<td>list at the bottom of the dialog box.</td>
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<td>• Click Attach in the dialog box that opens, navigate to your working</td>
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<td>directory, select the splnproc1110.dotm template, then click Open.</td>
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<td>Check the option Automatically update document styles and click OK.</td>
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<td>• Save the document with a new name adding the extension _checked to its</td>
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<td>file name and then re-open it.</td>
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<td>• On re-opening the document, click ‘yes’ if you are asked to adjust the</td>
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<td>page setup to the template’s default.</td>
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<td>2. <strong>Necessary sections</strong></td>
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<td>Please check that your paper / poster extended abstract has the following:</td>
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<tr>
<td>• Title, Author(s), Organization, Address, email</td>
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<td>• Abstract, Keywords</td>
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<td>• an Introduction</td>
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<td>• a Conclusion</td>
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<td>• captions for your figures / tables (if applicable)</td>
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<td>• the standard paragraphs of the Content</td>
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<td>• References</td>
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<td>• The abstract is a mandatory element that should summarize the contents</td>
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<td>of the paper and should contain up to 250 words. Abstract and</td>
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<td>keywords are made freely available in SpringerLink.</td>
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</table>
3. **Length of papers / posters**  
   Please check that:
   - 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. **Page numbering and running heads**  
   Please check that:
   - Pages numbers or running heads are Not included

5. **Title**  
   Click on the area of the title and then click from the menu → “Springer Proceedings Macros” → Title  
   Please check that:
   - 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. **Subtitle (if applicable)**  
   Click on the area of the subtitle and then click from the menu → “Springer Proceedings Macros” → Subtitle  
   Please check that:
   - 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. **Author**  
   Click on the area of the author area and then click from the menu → “Springer Proceedings Macros” → Author  
   Please check that:
   - 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 ctrl-shift+)<sup>*</sup>
   - There is no full stop at the end
<table>
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<th>8.</th>
<th><strong>Address (organization and address information)</strong>&lt;br&gt;Select the organization and address information and then click from the menu → “Springer Proceedings Macros” → Address&lt;br&gt;Please check that:&lt;br&gt; ✓ The font is Times New Roman 9&lt;br&gt; ✓ The organization consists of the author’s institution, town, and country&lt;br&gt; ✓ Multiple affiliations are marked with superscript Arabic numbers before the name of each author’s institution (superscript is applied by ctrl-shift+*)&lt;br&gt; ✓ No academic titles or descriptions of academic positions should be included in the addresses&lt;br&gt; ✓ There is no full stop at the end</th>
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<td>9.</td>
<td><strong>E-mail</strong>&lt;br&gt;Select the e-mail text and then click from the menu → “Springer Proceedings Macros” → E-mail&lt;br&gt;Please check that:&lt;br&gt; ✓ The font is Courier 9&lt;br&gt; ✓ The email text is below the text of the corresponding affiliation&lt;br&gt; ✓ Multiple emails of the same affiliation are separated by comma&lt;br&gt; ✓ There is no full stop at the end&lt;br&gt; ✓ The email address of the corresponding author is mandatory</td>
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<td>10.</td>
<td><strong>Abstract</strong>&lt;br&gt;Click on the area of the Abstract paragraph and then click from the menu → “Springer Proceedings Macros” → Abstract&lt;br&gt;Please check that:&lt;br&gt; ✓ The font is Times New Roman 9&lt;br&gt; ✓ There is the word Abstract. in front of the paragraph</td>
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<td>11.</td>
<td><strong>Keywords</strong>&lt;br&gt;Click on the area of the Keywords paragraph and then click from the menu → “Springer Proceedings Macros” → Keywords&lt;br&gt;Please check that:&lt;br&gt; ✓ The font is Times New Roman 9&lt;br&gt; ✓ There is the word Keywords: in front of the paragraph&lt;br&gt; ✓ The first letter of each keyword should be capitalized</td>
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12. **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)
   Please check that:
   ✓ The font is for H1:Times New Roman 12 and for H2, H3, H4:Times New Roman 10 (bold)
   ✓ Headings are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions)
   ✓ Headings are left aligned
   ✓ Only the first two levels (H1 and H2) are numbered and there is no indentation

13. **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
   Please check that:
   ✓ The font is Times New Roman 10
   ✓ If a different font style is required in some expression, please be sure that it is preserved or change it accordingly
   ✓ The first standard paragraph (after headings) is not indented
   ✓ Standard paragraphs have a first-line indent of 0.4 cm
   ✓ Standard paragraphs are not indented after:
     ○ headings
     ○ captions (figure captions, table captions)
     ○ lists (bullet items, dash items, num items)

14. **Program Code**
   Please check that:
   ✓ Program listings or program commands in the text are normally set in Courier font

15. **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
   Please check that:
   ✓ The font is Times New Roman 10
   ✓ Standard paragraphs are not indented after lists (bullet items, dash items, num items)
| 16. | **Figures and Tables**  
|     | *Please check that:*  
|     | ✓ 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. | **Table caption, Figure caption**  
|     | *Click on a caption are and then click from the menu → “Springer Proceedings Macros” → Table caption or Figure caption*  
|     | *Please check that:*  
|     | ✓ 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. | **Appendix**  
|     | *Please check that:*  
|     | ✓ 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. | **Acknowledgments**  
|     | *Please check that:*  
|     | ✓ 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  

20. **References**  
*Please check that:*  
- The font of the heading “References” is Times New Roman 12  
- The heading “References” does not have a number  
- The font of the Reference Items is Times New Roman 9  
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