

HCII2019 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
1.	<p>Necessary sections <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> <p>• 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.</p>	
2.	<p>Length of papers / posters <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>Papers have typically 12 pages but no less than 10 and no more than 20 pages</i> ✓ <i>Posters typically have 6 pages (no more than 8 and no less than 4)</i> 	
3.	<p>Page numbering and running heads <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>Pages numbers or running heads are Not included</i> 	
4.	<p>Title Click on the area of the title and then click from the menu → “Springer Proceedings Macros” → Title <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font is Times New Roman 14</i> ✓ <i>Title words are capitalized (i.e., nouns, verbs and all other words except articles, prepositions and conjunctions)</i> ✓ <i>There is no full stop at the end</i> 	

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

8.	<p>E-mail Select the e-mail text and then click from the menu → “Springer Proceedings Macros” → E-mail <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font is Courier 9</i> ✓ <i>The email text is below the text of the corresponding affiliation</i> ✓ <i>Multiple emails of the same affiliation are separated by comma</i> ✓ <i>There is no full stop at the end</i> ✓ <i>The email address of the corresponding author is mandatory</i> 	
9.	<p>Abstract Click on the area of the Abstract paragraph and then click from the menu → “Springer Proceedings Macros” → Abstract <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font is Times New Roman 9</i> ✓ <i>There is the word Abstract. in front of the paragraph</i> 	
10.	<p>Keywords Click on the area of the Keywords paragraph and then click from the menu → “Springer Proceedings Macros” → Keywords <i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>The font is Times New Roman 9</i> ✓ <i>There is the word Keywords: in front of the paragraph</i> ✓ <i>The first letter of each keyword should be capitalized</i> 	
11.	<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) <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> 	

12.	<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> 	
13.	<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> 	
14.	<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> 	
15.	<p>Figures and Tables</p> <p><i>Please check that:</i></p> <ul style="list-style-type: none"> ✓ <i>All illustrations are clear and legible</i> ✓ <i>Figures and tables are centered between the margins</i> ✓ <i>Figures are numbered and have a caption under the figure</i> ✓ <i>Tables are numbered and have a caption above the table</i> ✓ <i>A figure or a table together with its caption remain in the same page</i> ✓ <i>If a table is too big to fit in one page then header is repeated in the next page</i> 	

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

20.	Ethics and Permissions <i>Please note that:</i> <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>	
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