The abstract should be a concise statement of the problem, approach, findings, and conclusions of the work described. The abstract starts with the title Abstract: (in bold) followed by text, not more than 150 words long. The abstract should be in Times Roman 10-point, left and right justified, as a single column across the width of the page, followed by one blank line.

The keywords section starts with the title Keywords: (in bold) followed by a list of keywords separated by commas, and should be in Times Roman 10-point, left and right justified, as a single column, across the width of the paper, followed by two blank lines.

3.4 Normal or Body Text

Please use a 10-point Times Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman. Sans-serif or non-proportional fonts should be used only for special purposes, such as distinguishing source code text. (The Press 10-point font available to users of Script is a good substitute for Times Roman.) If Times Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times.

The text should be left and right justified (not ragged), in double column format with a space of 10 mm between the two 75 mm wide columns.

The first line of each paragraph in the text starts is indented about 0.5cm, unless it is the first paragraph after a heading in which case it starts at the left-hand margin.

Note: If you do not have access to Times Roman fonts, contact the INTERACT 2001 Secretariat for help.

3.5 References and Citations

Use the Harvard system if possible. References should be cited in the text by name and date, for example (Apperley, 1989) or (Benbow, 1980; Keller, 1999) or (Card et al, 1983). A list of cited references is included at the end of the submission, as a separate un-numbered section, in alphabetical order of author name, and then chronologically within author name.

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 (for example, "[Robertson, personal communication]").

Papers should not normally have more than 15 references.

The reference section starts immediately after the last paragraph in the text body. It starts with the title References (in bold) preceded by two blank lines. The references follow in the same double column format as in the body text, except that the font for references is in 9-point Times Roman font. The second and subsequent lines in each reference are indented about 0.8cm. The following words are to be placed in italics: the name of a referenced book, a chapter, or section of a book, the name of the Journal in which a referenced article appears or the name of the Proceedings of a conference in which a paper was presented.

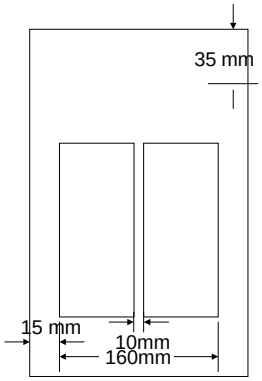
Each reference is followed by one blank line.

3.6 Figures

Figures will be printed in the Proceedings in black & white only. Colour figures cannot be accommodated in the printed proceedings.

Figures should be inserted at the appropriate point in your text and normally should be no more than one column in width. If necessary, figures may extend over the two columns, up to 160mm in width. Each figure should have a figure caption in Times Roman (9-point) beneath the figure. The caption should be centred and labelled Figure n: in 9-point bold mixed case. This should be followed by the title of the figure in 9-point mixed case.

An example of a figure is shown in Figure 1.



3.7 Page Numbers, Headers, Footers

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

3.8 Headings

First order headings should be in 14-point bold mixed case, where upper case is used for the first letter of the word only, left justified, preceded by two blank lines. First order headings should be numbered consecutively with no period (full stop) appearing after the number (3 is correct but not 3.).

Second order headings should be in 12-point bold, mixed case, where upper case is used for the first letter of words only, left justified, preceded by one blank line. Second order headings should be numbered consecutively, using a hierarchical system. No period (full stop) appears after the number (3.4 is correct but not 3.4.).

Lower level subsections should be avoided if possible.

3.9 Language, Style and Content

Papers should report original and recent work and must not be submitted to another conference or journal. The written and spoken language of INTERACT is English. Spelling and punctuation may consistently use any dialect of English (e.g., British, Canadian or US). Hyphenation is optional. Please write for an international audience:

Write in a straightforward style. Use simple sentence structure. Try to avoid long and complex sentence structures.

Use common and basic vocabulary (e.g., use the word "unusual" rather than the word" arcane").

Briefly define or explain all technical terms.

Explain all acronyms the first time they are used in your text e.g., "World Wide Web (WWW)".

Explain local references (e.g., not everyone knows all city names in a particular country).

Explain "insider" comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used a Macintosh, or a particular application).

Explain colloquial language and puns. Understanding phrases like "red herring" requires a cultural knowledge of English. Humour and irony are often difficult to translate.

Use unambiguous forms for culturally localised concepts, such as: times, dates, currencies and numbers.

Use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months) should be avoided wherever possible. Rather use inclusive language(e.g., they, she or he, chair, staff, staff-hours, person-years) that is gender-neutral.

3.10 Template file

This document is an example of the recommended format. It defines styles for *Title, Author, Address* lines, *Abstract* (and keywords), major headings (*Heading 1*), minor headings (*Heading 2*), *1st para* first paragraph after a heading, *Body text*, *Bullet* lists within body text, headings for references (*Reference Heading*), and entries in the *Reference* list (*Normal Body* is the same as without the leading indent). There is an extra single-column section containing white space after the references, to force balancing of the columns on the final page.

4 Submission Procedure

Electronic submission is strongly recommended, although paper submissions are also accepted. The following materials are required for the initial submission;

- a paper with authors' names, affiliations, and addresses in the final publication format
- a paper without author's names, affiliations, and addresses for blind review.

In case of electronic submission, your materials are received through our conference WEB page at http://www.interact2001.com. Please follow the Instructions on Electronic Submission and submit the above materials in Portable Document Format (PDF).

In case of paper submission, send 6 hard copies of the materials and a cover page that includes paper title, author names, contact persons, address, abstract, and keywords by the deadline date.

Submission of non-electronic materials is received at:

INTERACT 2001 Secretariat
NOVAS Inc.
9-5 Shinsen-cho, Shibuya-ku,
Tokyo 150-0045 Japan
tel: +81-3-5489-7471 / fax: +81-3-5489-7472.
email: interact2001@adam.cs.inf.shizuoka.ac.jp

Faxed submissions cannot be accepted. Acknowledgement of receipt of submissions will be sent by e-mail within 7 days.

Authors for papers, panels, tutorials, workshops, and doctoral consortium will be informed of the outcome of the review process by Wednesday 31 January, 2001. The final version of the paper, incorporating any changes recommended by the reviewers, must reach the Secretariat by Tuesday 20 February, 2001 to ensure inclusion in the proceedings.

For other submission categories, authors will be notified by Tuesday 20 March, 2001. Revision of the original submission cannot be accommodated.

At least one author of each accepted paper must register for INTERACT 2001 by 31 March, 2001, otherwise the paper will not be included in the conference proceedings.

References

Apperley, M.D. & Spence, R.(1989), Lean cuisine: a low-fat notation for menus, *Interacting with Computers* 1(1), 43-68.

Benbow, C.P. & Stanley, J.C. (1980), Sex Differences in mathematical ability: fact or artifact, *Science*, 210, 1262-4.

Card, S.K., Moran, T.P. & Newell, A. (1983), *The Psychology of Human-Computer Interaction*, Lawrence Erlbaum Associates.

Keller, K.D. (1999), The Usability of a Computer-based Work System, *in* M.A. Sasse & C. Johnson (eds.), *Human-Computer Interaction – INTERACT '99: Proceedings of the Seventh IFIP Conference on Human-Computer Interaction*, IOS Press, pp.558-565.