

# Pictorials Conference Proceedings Format Template

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## ABSTRACT

UPDATED—1 November 2020. This Pictorial template describes the formatting requirements for Pictorial submissions to SIGCHI conference proceedings and offers recommendations on writing for the worldwide SIGCHI readership. Please review this document even if you have submitted to the Pictorials track before, as some format details may have changed relative to previous years. Abstracts should be about and not longer than 150 words and are required.

## Author Keywords

Authors' choice; of terms; separated; by semicolons.

## CSS Concepts

• Human-centered computing~Virtual reality  
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## INTRODUCTION

Pictorials must be submitted using one of the provided templates. We strongly advise you to use the *InDesign* template to compose your Pictorial. If you do not have access to *InDesign*, please use the *MS Word* or *PowerPoint* template.

The Pictorials format encourages and supports authors creative use with the templates but also asks authors to prepare their submissions following some simple guidelines provided in this document.

## Typeset and Text

The styles used in this document are default styles reflecting ACM and its other formats templates. However, the Pictorials track encourages and supports authors' creativity and design choices. Authors can change the fonts and formatting styles used; however, they need to ensure they hold the rights for or licensing to use them. If different fonts are used authors should generally aim to match the font sizes to the SIGCHI conventions as displayed in this document.

## Page Size and Margins

Make sure your document and PDF are US letter (not A4) and set and readable in landscape format. On each page your text material should fit within a rectangular area with the following margins: Top: 2.54 cm (1 in), Bottom: 2.1 cm (0.83 in), Left and Right: 1.3 cm (0.51 in). You can also keep your visual content within this rectangular area but you can also break out of it if you

find that your visual content and layout work better that way (see page 5 & 6).

## Page Numbering, Headers and Footers

Please be aware that if accepted, a header and footer as shown on page 5 and 6 with conference and session information as well as page numbers in black type will later be added by Sheridan (the publishers) on your camera-ready PDF submission as these are all assembled. This information needs to be legible at least on the first page of the submission.

Initial submissions may include header or footer information and page numbers. Your final camera-ready submission should be cleared of conference information or page numbers in header and footer.

## Page Length

Pictorials cannot exceed 12 pages, excluding references.

## File Size

PCS allows file sizes up to 150 MB, but we suggest that you keep reviewers in mind and experiment with lower resolution to make the submission considerably smaller.

## Inserting Images

We recommend authors use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the images. This is to minimize extra-large file sizes problem in MS Word when using Insert | Picture | From File. Specifically, MS Word occasionally generates larger-than-necessary PDF

files when images inserted into the document are manipulated in MS Word.

### Producing and Testing PDF files

We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must be ACM DL Compliant. The requirements for an ACM Compliant PDF are available at:

[www.scomminc.com/pp/acmsig/ACM-DL-pdfs-requirements.htm](http://www.scomminc.com/pp/acmsig/ACM-DL-pdfs-requirements.htm)

### THE FIRST PAGE

Authors must ensure that above mentioned conference and session information and page numbers (added by Sheridan) are legible on at least the first page of the submission. Further, the first page must include the submission's title, author(s) and their affiliation(s) (leave blank for double blind review).

### Title and Authors

Title and authors should be easy to make out and legible. If you use different fonts we recommend you ensure they are similar in size to this template: The title font used is Arial 18-pt bold, Authors' names (in bold) and affiliations (in regular) are Times New Roman 12-pt.

### Abstract

Every submission needs to begin with an abstract of about 150 words, followed by a set of keywords. The abstract should be a concise statement of the problem, approach, and conclusions of the work described. It should clearly state the paper's contribution to the field of DIS/HCI.

### Other Sections

Further written parts known from other conference formats such as Introduction, Conclusion, Discussion, Acknowledgements, and References are optional yet commonly used in Pictorials, just not to the same extent as in papers. The main part of a Pictorial submission should be an annotated visual composition and we encourage submissions to use the format creatively.

### Copyright Notice

You will need to update the ACM copyright block (see page 1, bottom of column 1, left) with the assigned text

and DOI during the ACM rights-review process. Accepted papers will be distributed in the conference publications. They will also be placed in the ACM Digital Library, where they will remain accessible to thousands of researchers and practitioners worldwide. ACM's copyright and permissions policy is here: [http://acm.org/publications/policies/copyright\\_policy](http://acm.org/publications/policies/copyright_policy)

### ACCESSIBILITY

The Executive Council of SIGCHI has committed to making SIGCHI conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, authors are encouraged to work on improving the accessibility of their submissions. Specifically, you could:

1. Add alternative text to all figures
2. Mark table headings
3. Generate a tagged PDF
4. Verify the default language
5. Set the tab order to "Use Document Structure"

Adobe PDF offers a built-in "Read Out Loud" function that will help you understand how your text is interpreted by screen readers. For more information and links to instructions and resources, please see: <http://chi2016.acm.org/accessibility>

### Adding Alt Text to Figures

We would like to encourage authors to include alt text with their figures for improved accessibility.

#### Instructions for InDesign

You find for example instruction on how to "add alt text by typing it directly into InDesign follow these steps:

1. Select an image that does not have alt text.
2. With the Selection tool, select the image.
3. Choose Object > Object Export Options.
4. Select the Alt Text tab in the Object Export Options dialog box.
5. Choose Custom from the Alt Text Source menu.

6. Enter the description in the text field and click Done.

Also see this link for more information on Accessibility in InDesign documents: <https://www.adobe.com/accessibility/products/indesign.html>

#### Instructions for MS Word

To add alt text to your figures in MS *Word*, right click the figure, and select Format Picture | Layout | Alt Text).

#### Instructions for PowerPoint

In *PowerPoint*, right click the object for which you would like to add Alt Text and select "Edit Alt Text." Alternatively, you can select "Alt Text" from the Shape Format Menu in the Options Toolbar. When converting your PowerPoint template to PDF the alt text *should* copy over but many say that you should do a double check, and where necessary, use Adobe PDF's Accessibility tool to add text and customize the order in which items will be read. Alternatively, you can add alt text in Adobe PDF by selecting the image you would like to add text for and selecting Tools | Accessibility | Add Alternative Text.

### LANGUAGE, STYLE AND CONTENT

The written and spoken language of SIGCHI is English. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please:

- Write in a straightforward style.
- Try to avoid long or 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 that may be unfamiliar to readers.
- Explain all acronyms the first time they are used in your text—e.g., "Digital Signal Processing (DSP)".
- 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 an Android phone, or a particular application).
- Explain colloquial language and puns. Understanding phrases like “red herring” may require a local knowledge of English. Humor and irony are difficult to translate.
- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies, and numbers (e.g., “1-5- 97” or “5/1/97” may mean 5 January or 1 May, and “seven o’clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences: “Participants were paid ₩22, or roughly US\$29.”
- Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months). Use inclusive language that is gender-neutral (e.g., she or he, they, s/he, chair, staff, staff-hours, person-years). See the Guidelines for Bias-Free Writing for further advice and examples regarding gender and other personal attributes . Be particularly aware of considerations around writing about people with disabilities.
- If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønabæk, Lafrenière, Sánchez, Nguyễn, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions and variants of Times, Helvetica, and Arial fonts.

### Quotations

Quotations may be italicized when “*placed inline*”.

Longer quotes, when placed in their own paragraph, need not be italicized or in quotation marks when indented.

### CONCLUSION

It is important that you write for the DIS/SIGCHI audience. Please read previous years’ proceedings to

understand the writing style and conventions that successful Pictorials authors have used. State clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., *the unique contribution that your work makes to the field*. Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

### ACKNOWLEDGMENTS

Sample text: We thank all the volunteers, and all publications support and staff, who wrote and provided helpful comments on previous versions of this document. Authors 1, 2, and 3 gratefully acknowledge the grant from NSF (#1234-2012-ABC). This is just an example.

### References and Citations

Your references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced (e.g., “[Borriello, personal communication]”).

References if a different font type is used must be matched in font size to the SIGCHI body text (Times New Roman, 10pt, as here displayed) and further must follow ACM formatting rules and citation format: [http://acm.org/publications/submissions/latex\\_style](http://acm.org/publications/submissions/latex_style).

References should be in alphabetical order by last name of first author and numbered with square brackets as shown here. Example reference formatting for individual journal articles [11], articles in conference proceedings [6], books [8], theses [9], book chapters [10], an entire journal issue [5], websites [1],[3], tweets [1], patents [4], and online videos [7] is given here. This includes citations to internet resources [1,3,7] according

to ACM format, although it is often appropriate to include URLs directly in the text, as above.

This formatting is a slightly edited version of the format automatically generated by the ACM Digital Library (<http://dl.acm.org>) as “ACM Ref”. Lastly, keep in Mind that references will not count into the maximum page count of 12 pages.

### REFERENCES

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