

# **Formatting Instructions for AAAI Authors**

## **AAAI Press**

Association for the Advancement of Artificial Intelligence  
publications11@aaai.org

This document contains two complete instruction sets. The first one, beginning on the next page, contains the complete formatting instructions for authors who would like to use LaTeX to format their AAAI conference, symposium, or workshop paper. The second set, beginning on page 10, contains the complete instructions for authors who would like to use Word to format their paper.

These two documents are also available separately on the AAAI website and in the AAAI Author Kit.

# Formatting Instructions for Authors Using L<sup>A</sup>T<sub>E</sub>X

## AAAI Press

Association for the Advancement of Artificial Intelligence  
445 Burgess Drive  
Menlo Park, California 94025

### Abstract

AAAI creates proceedings, working notes, and technical reports directly from electronic source furnished by the authors. To ensure that all papers in the publication have a uniform appearance, authors must adhere to the following instructions.

Congratulations on having a paper selected for inclusion in an AAAI Press proceedings or technical report! This document details the requirements necessary to get your accepted paper published using L<sup>A</sup>T<sub>E</sub>X. If you are using Microsoft Word, instructions are provided in a different document. If you want to use some other formatting software, you must obtain permission from AAAI Press first.

The instructions herein are provided as a general guide for experienced L<sup>A</sup>T<sub>E</sub>X users who would like to use that software to format their paper for an AAAI Press publication or report. If you are not an experienced L<sup>A</sup>T<sub>E</sub>X user, do not use it to format your paper. AAAI cannot provide you with support and the accompanying style files are **not** guaranteed to work. If the results you obtain are not in accordance with the specifications you received, you must correct your source file to achieve the correct result.

These instructions are generic. Consequently, they do not include specific dates, page charges, and so forth. Please consult your specific written conference instructions for details regarding your submission. Please review the entire document for specific instructions that might apply to your particular situation. All authors must comply with the following:

- You must use the latest AAAI Press L<sup>A</sup>T<sub>E</sub>X macro .
- Download the author kit.
- Complete, sign, and return by the deadline the AAAI copyright form (proceedings authors) or distribution license (technical report authors).
- Read and format your paper source and PDF according to the formatting instructions for authors.
- Submit your electronic files and abstract using our electronic submission form **on time**.

- Submit your copyright form, and any required page or formatting charges to AAAI Press so that they are received by the deadline.
- Check every page of your paper before submitting it.

### Copyright

All papers submitted for publication by AAAI Press must be accompanied by a valid signed copyright form or, in the case of technical reports, by a valid signed permission to distribute form. There are no exceptions to this requirement. You must send us the original version of this form. However, to meet the deadline, you may fax (1-650-321-4457) or scan and e-mail the form (publications11@aaai.org) to AAAI by the submission deadline, and then mail the original via postal mail to the AAAI office. If you fail to send in a signed copyright or permission form, your paper will not be published. You will find PDF versions of the AAAI copyright and permission to distribute forms in the author kit.

### Formatting Requirements in Brief

We need source and PDF files that can be used in a variety of ways and can be output on a variety of devices. AAAI imposes some requirements on your source and PDF files that must be followed. Most of these requirements are based on our efforts to standardize conference manuscript properties and layout. These requirements are as follows, and all papers submitted to AAAI for publication must comply:

- All fonts must be embedded in the PDF file.
- No type 3 fonts may be used (even in illustrations).
- Your title must follow US capitalization rules.
- L<sup>A</sup>T<sub>E</sub>X documents must use the Times or Nimbus font package (do not use Computer Modern for the text of your paper).
- No L<sup>A</sup>T<sub>E</sub>X 209 documents may be used or submitted.
- Fonts that require non-English language support (CID and Identity-H) must be converted to outlines or removed from the document (even if they are in a graphics file embedded in the document).
- Two-column format in AAAI style is required for all papers.

- The paper size for final submission must be US letter. No exceptions.
- The source file must exactly match the PDF.
- The document margins must be as specified in the formatting instructions.
- The number of pages and the file size must be as specified for your event.
- No document may be password protected.
- Neither the PDFs nor the source may contain any embedded links or bookmarks.
- Your source and PDF must not have any page numbers, footers, or headers.
- Your PDF must be compatible with Acrobat 5 or higher.

If you do not follow the above requirements, it is likely that we will be unable to publish your paper.

### What Files to Submit

You must submit the following items to ensure that your paper is published:

- A fully-compliant PDF file.
- Your L<sup>A</sup>T<sub>E</sub>X source file submitted as a *single* .tex file that *includes* the bibliography formatted using aaai.bib, and any custom macros your paper uses (include them in the preamble). Your source must compile on our system.
- All your graphics files.
- The .aux and .log file for your compiled source.
- All the style files used in your document.

Your L<sup>A</sup>T<sub>E</sub>X source will be reviewed and recompiled on our system (if it does not compile, you may incur late fees). **Do not submit your source in multiple text files.** Your single L<sup>A</sup>T<sub>E</sub>X source file must include all your text, your bibliography (formatted using aaai.bst), and any custom macros. Accompanying this source file, you must also supply all your referenced style files and graphics files.

Your files should work without any supporting files (other than the program itself) on any computer. Place your PDF and source files in a single tar, zipped, gzipped, stuffed, or compressed archive. Name your source file with your last (family) name.

**Do not send files that are not actually used in the paper.** We don't want you to send us any files not needed for compiling your paper, including, for example, this instructions file, unused graphics files, and so forth. A shell script that might help you create the L<sup>A</sup>T<sub>E</sub>X source package is included in the Author Kit.

### Using L<sup>A</sup>T<sub>E</sub>X to Format Your Paper

The latest version of the AAAI style file is available on AAAI's website. Download this file and place it in a file named "aaai.sty" in the T<sub>E</sub>X search path. Placing it in the same directory as the paper should also work. You must download the latest version of the complete author kit so that you will have the latest instruction set.

### Document Preamble

In the L<sup>A</sup>T<sub>E</sub>X source for your paper, you **must** place the following lines as shown in the example in this subsection. This command set-up is for three authors. Add or subtract author and address lines as necessary, and uncomment the portions that apply to you. In most instances, this is all you need to do to format your paper in the Times font. The helvet package will cause Helvetica to be used for sans serif, and the courier package will cause Courier to be used for the typewriter font. These files are part of the PSNFSS2e package, which is freely available from many Internet sites (and is often part of a standard installation).

Leave the setcounter for section number depth commented out and set at 0 unless you want to add section numbers to your paper. If you do add section numbers, you must uncomment this line and change the number to 1 (for section numbers), or 2 (for section and subsection numbers). The style file will not work properly with numbering of subsections, so do not use a number higher than 2.

To add the required metadata for your paper, uncomment one of the two metadata sections. Metadata will be explained in greater detail in the next subsection.

```
\documentclass[letterpaper]article
% Required Packages
\usepackage{aaai}
\usepackage{times}
\usepackage{helvet}
\usepackage{courier}
%%%%
% PDFMARK for TeX and GhostScript
% Uncomment and complete the following for
% metadata if your paper is typeset using TeX and
% GhostScript (e.g if you use .ps or .eps files in your paper):
% \special{! /pdfmark where
% {pop} {userdict /pdfmark /cleartomark load put} ifelse
% [ /Author (John Doe, Jane Doe)
% /Title (Input Your Paper Title Here)
% /Subject (Input the Proceedings Title Here)
% /Keywords (Input your paper's keywords here)
% /DOCINFO pdfmark
% }
%%
% PDFINFO for PDFTEX
% Uncomment and complete the following for metadata if
% your paper is typeset using PDFTEX
% \pdfinfo{
% /Title (Input Your Paper Title Here)
% /Author (John Doe, Jane Doe)
% /Subject (Input the Proceedings Title Here)
% /Keywords (Input your paper's keywords here)
% }
%%
% Section Numbers
% Uncomment if you want to use section numbers
% and change the 0 to a 1 or 2
% \setcounter{secnumdepth}{0}
%%
% Title, Author, and Address Information
```

```

\title{Title}
\author{Author 1 \and Author 2}\
Address line\\
Address line\\
\And
Author 3\\
Address line\\
Address line}
%%
% Body of Paper Begins
\begin{document}
\maketitle
...
%%
% References and End of Paper
\bibliography{Bibliography-File}
\bibliographystyle{aaai}
\end{document}

```

## Inserting Document Metadata with L<sup>A</sup>T<sub>E</sub>X

PDF files contain document summary information that enables us to create an Acrobat index (pdx) file, and also allows search engines to locate and present your paper more accurately. *Inserting metadata is a requirement of submission.*

If your paper includes illustrations that are not compatible with PDF<sub>T</sub>E<sub>X</sub> (such as .eps or .ps documents), you will be using GhostScript to create your PDF. To add metadata to your paper, you should uncomment the *PDFMARK for T<sub>E</sub>X and GhostScript* section in the preamble shown above.

If you have no illustrations, or all of your illustrations are compatible with PDF<sub>T</sub>E<sub>X</sub> (that is, they are PDF or another compatible format), you should use PDF<sub>T</sub>E<sub>X</sub>. To add metadata to your paper, you should uncomment the *PDFINFO for PDF<sub>T</sub>E<sub>X</sub>* section in the preamble instead.

*Important:* Do not include *any* L<sup>A</sup>T<sub>E</sub>X code or nonascii characters (including accented characters) in the metadata. The data in the metadata must be completely plain ascii. It may not include slashes, accents, linebreaks, unicode, or any L<sup>A</sup>T<sub>E</sub>X commands. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma. You may also include keywords in the Keywords field. If you know the full title of the proceedings, include it in the subject line. Leave any additional metadata fields blank.

## Preparing Your Paper

After the preamble above, you should prepare your paper as follows:

```

\begin{document}
\maketitle
...
\bibliography{Bibliography-File}
\bibliographystyle{aaai}
\end{document}

```

## Incompatible Packages

The following packages are incompatible with aaai.sty and/or aaai.bst and must not be used (this list is not exhaustive):

- hyperref
- natbib
- geometry
- titlesec
- layout
- T1 fontenc package (install the CM super fonts package instead)

## Paper Size, Margins, and Column Width

Papers must be formatted to print in two-column format on 8.5 x 11 inch US letter-sized paper. The margins must be exactly as follows:

- Top margin: .75 inches
- Left margin: .75 inches
- Right margin: .75 inches
- Bottom margin: 1.25 inches

The default paper size in most installations of L<sup>A</sup>T<sub>E</sub>X is A4. However, because we require that your electronic paper be formatted in US letter size, you will need to alter the default for this paper to US letter size. Assuming you are using the 2e version of L<sup>A</sup>T<sub>E</sub>X, you can do this by including the [letterpaper] option at the beginning of your file: `\documentclass[letterpaper]article.`

This command is usually sufficient to change the format. Sometimes, however, it may not work, especially if you use PDF<sub>L</sub>A<sub>T</sub>E<sub>X</sub>, and you may need to make some alterations to your source. **Do not use the Geometry package to alter the page size.** Use of this style file alters aaai.sty and will result in your paper being rejected.

It is also usually necessary to configure dvips. Try passing the -tletter option to dvips. Those using RedHat Linux 8.0 and L<sup>A</sup>T<sub>E</sub>X should also check the paper size setting in “/usr/share/texmf/dvips/config/config.ps” — it may be that “A4” is the default, rather than “letter.” This can result in incorrect top and bottom margins in documents you prepare with L<sup>A</sup>T<sub>E</sub>X. You may need to edit the config file to correct the problem. (Once you’ve edited to config file for US letter, however, don’t forget to change it back — otherwise it may not be possible for you to print your papers locally.)

**Column Width and Margins.** To ensure maximum readability, your paper must include two columns. Each column should be 3.3 inches wide (slightly more than 3.25 inches), with a .375 inch (.952 cm) gutter of white space between the two columns. The aaai.sty file will automatically create these columns for you.

## Overlength Papers

If your paper is too long, turn on `\frenchspacing`, which will reduce the space after periods. Next, alter the linespacing to 11 point and/or shrink the size of your graphics. Use `\centering` instead of `\begin{center}` in your

figure environment. If these two methods don't work, you may minimally use the following. For floats (tables and figures), you may minimally reduce `\floatsep`, `\textfloatsep`, `\abocaptionskip`, and `\belowcaptionskip`. For mathematical environments, you may minimally reduce `\abovedisplayskip`, `\belowdisplayskip`, and `\arraycolsep`. You may also alter the size of your bibliography to `\small`.

Commands that alter page layout are forbidden. These include `\columnsep`, `\topmargin`, `\topskip`, `\textheight`, `\textwidth`, `\oddsidemargin`, and `\evensidemargin`. **If you alter page layout, your paper will be classified as late, and it will either be excluded from the proceedings or you will be required to pay a significant late fee.** Other commands that are questionable and may cause your paper to be rejected include `\parindent` and `\parskip`. Commands that alter the space between sections are also questionable. Regardless of the above, if your paper is obviously "squeezed" it is not going to be accepted. Before using every trick you know to make your paper a certain length, try cutting text instead or (if allowed) paying the extra page charge. It will be cheaper in the long run.

## Type Font and Size

Your paper must be formatted in Times Roman or Nimbus. We will not accept papers formatted using Computer Modern as the text or heading typeface. Sans serif, when used, should be Courier. Use Symbol or Lucida or Computer Modern for *mathematics only*.

Do not use type 3 fonts for any portion of your paper, including graphics. Type 3 bitmapped fonts are designed for fixed resolution printers. Most print at 300 dpi even if the printer resolution is 1200 dpi or higher. They also often cause high resolution imagesetter devices and our PDF indexing software to crash. Consequently, AAAl will not accept electronic files containing obsolete type 3 fonts. Files containing those fonts (even in graphics) will be rejected.

Fortunately, there are effective workarounds that will prevent your file from embedding type 3 bitmapped fonts. The easiest workaround is to use the required times, helvet, and courier packages with L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub>. (Note that papers formatted in this way will still use Computer Modern for the mathematics. To make the math look good, you'll either have to use Symbol or Lucida, or you will need to install type 1 Computer Modern fonts — for more on these fonts, see the section "Obtaining Type 1 Computer Modern.")

If you are unsure if your paper contains type 3 fonts, view the PDF in Acrobat Reader. The Properties/Fonts window will display the font name, font type, and encoding properties of all the fonts in the document. If you are unsure if your graphics contain type 3 fonts (and they are PostScript or encapsulated PostScript documents), create PDF versions of them, and consult the properties window in Acrobat Reader.

The default size for your type should be ten-point with eleven- or twelve-point leading (line spacing). Twelve point leading is easier to read, however if your paper is running long, you may change the leading to eleven point. Start all pages (except the first) directly under the top margin. (See the next section for instructions on formatting the title page.) Indent ten points when beginning a new paragraph, unless

the paragraph begins directly below a heading or subheading.

**Obtaining Type 1 Computer Modern for L<sup>A</sup>T<sub>E</sub>X.** If you use Computer Modern for the mathematics in your paper (you cannot use it for the text) you may need to download type 1 Computer fonts. They are available without charge from the American Mathematical Society: <http://www.ams.org/tex/type1-fonts.html>.

## Title and Authors

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page, centered over both columns in sixteen-point bold type (twenty-four point leading). This style is called "mixed case." Author's names should appear below the title of the paper, centered in twelve-point type (with fifteen point leading), along with affiliation(s) and complete address(es) (including electronic mail address if available) in nine-point roman type (the twelve point leading). (If the title is long, or you have many authors, you may reduce the specified point sizes by up to two points.) You should begin the two-column format when you come to the abstract.

**Formatting Author Information** Author information can be set in a number of different styles, depending on the number of authors and the number of affiliations you need to display. For several authors from the same institution, use `\and`:

```
\author{Author 1 \and ... \and Author n}\
Address line \\\ ... \\\ Address line}
```

If the names do not fit well on one line use:

```
\author{Author 1}\
{\bf Author 2}\ ... \{\bf Author n}\
Address line \\\ ... \\\ Address line}
```

For authors from different institutions, use `\And`:

```
\author{Author 1\ Address line \\\ ... \\\ Address line
\And ... \And Author n}\
Address line \\\ ... \\\ Address line}
```

To start a separate "row" of authors, use `\AND`:

```
\author{Author 1\ Address line \\\ ... \\\ Address line\
\AND
Author 2 \ Address line \\\ ... \\\ Address line\
\And
Author 3 \ Address line \\\ ... \\\ Address line\
}
```

If the title and author information does not fit in the area allocated, place `\setlength\titlebox{height}` after the `\documentclass` line where `{height}` is something like 2.5in.

## L<sup>A</sup>T<sub>E</sub>X Copyright Notice

The copyright notice automatically appears if you use `aaai.sty`. If you are creating a technical report, it is not necessary to include this notice. You may disable the copyright line using the `\nocopyrightcommand`. To change the entire text of the copyright slug, use: `\copyrighttext {text}`. Either of these must appear before `\maketitle`. Please be advised,

however, that *if you disable or change the copyright line and transfer of copyright is required, your paper will not be published.*

## Credits

Any credits to a sponsoring agency should appear in the acknowledgments section, unless the agency requires different placement. If it is necessary to include this information on the front page, use `\thanks` in either the `\author` or `\title` commands. For example:

```
\title{Very Important Results in AI}\thanks{This work is supported by everybody.}}
```

Multiple `\thanks` commands can be given. Each will result in a separate footnote indication in the author or title with the corresponding text at the bottom of the first column of the document. Note that the `\thanks` command is fragile. You will need to use `\protect`.

Please do not include `\pubnote` commands in your document.

## Abstract

The abstract must be placed at the beginning of the first column, indented ten points from the left and right margins. The title Abstract should appear in ten-point bold type, centered above the body of the abstract. The abstract should be set in nine-point type with ten-point leading. This concise, one-paragraph summary should describe the general thesis and conclusion of your paper. A reader should be able to learn the purpose of the paper and the reason for its importance from the abstract. The abstract should be no more than two hundred words in length. (Authors who are submitting short one- or two-page extended extracts should provide a short abstract of only a sentence or so.) **Do not include references in your abstract!**

## Page Numbers

Do not **ever** print any page numbers on your paper.

## Text

The main body of the paper must be formatted in ten-point with eleven-point or twelve-point leading (line spacing).

## Citations

Citations within the text should include the author's last name and year, for example (Newell 1980). Append lower-case letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Feigenbaum and Englemore 1988) or (Ford, Hayes, and Glymour 1992). In the case of four or more authors, list only the first author, followed by et al. (Ford et al. 1997).

## Extracts

Long quotations and extracts should be indented ten points from the left and right margins.

This is an example of an extract or quotation. Note the indent on both sides. Quotation marks are not necessary if you offset the text in a block like this, and properly identify and cite the quotation in the text.

## Footnotes

Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers. Footnotes should appear at the bottom of the page, separated from the text by a blank line space and a thin, half-point rule.

## Headings and Sections

When necessary, headings should be used to separate major sections of your paper. Remember, you are writing a short paper, not a lengthy book! An overabundance of headings will tend to make your paper look more like an outline than a paper.

First-level heads should be twelve-point Times Roman bold type, mixed case (initial capitals followed by lower case on all words except articles, conjunctions, and prepositions, which should appear entirely in lower case), with fifteen-point leading, centered, with one blank line preceding them and three additional points of leading following them. Second-level headings should be eleven-point Times Roman bold type, mixed case, with thirteen-point leading, flush left, with one blank line preceding them and three additional points of leading following them. Do not skip a line between paragraphs. Third-level headings should be run in with the text, ten-point Times Roman bold type, mixed case, with twelve-point leading, flush left, with six points of additional space preceding them and no additional points of leading following them.

**Section Numbers** The use of section numbers in AAAI Press papers is optional. To use section numbers in  $\LaTeX$ , uncomment the `setcounter` line in your document preamble and change the 0 to a 1 or 2. Section numbers should not be used in short poster papers.

**Section Headings.** Sections should be arranged and headed as follows:

**Acknowledgments.** The acknowledgments section, if included, appears after the main body of text and is headed "Acknowledgments." This section includes acknowledgments of help from associates and colleagues, credits to sponsoring agencies, financial support, and permission to publish. Please acknowledge other contributors, grant support, and so forth, in this section. Do not put acknowledgments in a footnote on the first page. If your grant agency requires acknowledgment of the grant on page 1, limit the footnote to the required statement, and put the remaining acknowledgments at the back. Please try to limit acknowledgments to no more than three sentences.

**Appendices.** Any appendices follow the acknowledgments, if included, or after the main body of text if no acknowledgments appear.

**References** The references section should be labeled "References" and should appear at the very end of the paper (don't end the paper with references, and then put a figure by itself on the last page). A sample list of references is given later on in these instructions. Please use a consistent format

for references. Poorly prepared or sloppy references reflect badly on the quality of your paper and your research. Please prepare complete and accurate citations.

## Illustrations and Figures

Figures, drawings, tables, and photographs should be placed throughout the paper near the place where they are first discussed. Do not group them together at the end of the paper. If placed at the top or bottom of the paper, illustrations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. Number figures sequentially, for example, figure 1, and so on.

The illustration number and caption should appear under the illustration. Leave some space between the figure and the caption and surrounding type; .25 inches should suffice. Captions should be presented in nine-point Times Roman italic. Labels, and other text in illustrations must be at least nine-point type.

**Low-Resolution Bitmaps.** You may not use low-resolution (such as 72 dpi) screen-dumps and GIF files—these files contain so few pixels that they are always blurry, and illegible when printed. If they are color, they will become an indecipherable mess when converted to black and white. This is always the case with gif files, which should never be used. The resolution of screen dumps can be increased by reducing the print size of the original file while retaining the same number of pixels. You can also enlarge files by manipulating them in software such as PhotoShop. Your figures should be a minimum of 266 dpi when incorporated into your document.

**L<sup>A</sup>T<sub>E</sub>X Overflow.** L<sup>A</sup>T<sub>E</sub>X users please beware: L<sup>A</sup>T<sub>E</sub>X will sometimes put portions of the figure or table or an equation in the margin. If this happens, you need to scale the figure or table down, or reformat the equation. Check your log file! You must fix any overflow into the margin (that means no overfull boxes in L<sup>A</sup>T<sub>E</sub>X). If you don't, the overflow text will simply be eliminated. **Nothing is permitted to intrude into the margins.**

**Using Color.** Your paper will be printed in black and white and grayscale. Consequently, because conversion to grayscale can cause undesirable effects (red changes to black, yellow can disappear, and so forth), we strongly suggest you avoid placing color figures in your document. Of course, any reference to color will be indecipherable to your reader.

**Drawings.** We suggest you use computer drawing software (such as Adobe Illustrator or, (if unavoidable), the drawing tools in Microsoft Word) to create your illustrations. Do not use Microsoft Publisher. These illustrations will look best if all line widths are uniform (half- to two-point in size), and you do not create labels over shaded areas. Shading should be 133 lines per inch if possible. Use Times Roman or Helvetica for all figure call-outs. **Do not use hairline width lines** — be sure that the stroke width of all lines is at least .5 pt. Zero point lines will print on a laser

printer, but will completely disappear on the high-resolution devices used by our printers.

**Photographs and Images.** Photographs and other images should be in grayscale (color photographs will not reproduce well; for example, red tones will reproduce as black, yellow may turn to white, and so forth) and set to a minimum of 266 dpi. Do not prescreen images.

## References

The aaai.sty file includes a set of definitions for use in formatting references with BibTeX. These definitions make the bibliography style fairly close to the one specified below. To use these definitions, you also need the BibTeX style file “aaai.bst,” available in the author kit on the AAAI web site. Then, at the end of your paper but before \enddocument, you need to put the following lines:

```
\bibliographystyle{aaai} \bibliography{bibfile1,bibfile2,...}
```

The list of files in the \bibliography command should be the names of your BibTeX source files (that is, the .bib files referenced in your paper).

The following commands are available for your use in citing references:

\cite: Cites the given reference(s) with a full citation. This appears as “(Author Year)” for one reference, or “(Author Year; Author Year)” for multiple references.

\shortcite: Cites the given reference(s) with just the year. This appears as “(Year)” for one reference, or “(Year; Year)” for multiple references.

\citeauthor: Cites the given reference(s) with just the author name(s) and no parentheses.

\citeyear: Cites the given reference(s) with just the date(s) and no parentheses.

**Warning:** The aaai.sty file is incompatible with the hyperref and natbib packages. If you use either, your references will be garbled.

Formatted bibliographies should look like the following examples.

### Book with Multiple Authors

Engelmore, R., and Morgan, A. eds. 1986. *Blackboard Systems*. Reading, Mass.: Addison-Wesley.

### Journal Article

Robinson, A. L. 1980a. New Ways to Make Microcircuits Smaller. *Science* 208: 1019–1026.

### Magazine Article

Hasling, D. W.; Clancey, W. J.; and Rennels, G. R. 1983. Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies* 20(1): 3–19.

### Proceedings Paper Published by a Society

Clancey, W. J. 1983b. Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 556–560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

*Proceedings Paper Published by a Press or Publisher*  
Clancey, W. J. 1984. Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49–54. Menlo Park, Calif.: AAAI Press.

*University Technical Report*

Rice, J. 1986. Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Dept. of Computer Science, Stanford Univ.

*Dissertation or Thesis*

Clancey, W. J. 1979b. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Dept. of Computer Science, Stanford Univ., Stanford, Calif.

*Forthcoming Publication*

Clancey, W. J. 1986a. The Engineering of Qualitative Models. Forthcoming.

## Producing Reliable PDF Documents with $\LaTeX$

Generally speaking, PDF files are platform independent and accessible to everyone. When creating a paper for a proceedings or publication in which many PDF documents must be merged and then printed on high-resolution PostScript RIPs, several requirements must be met that are not normally of concern. Thus to ensure that your paper will look like it does when printed on your own machine, you must take several precautions:

- Use type 1 fonts (not type 3 fonts)
- Use only standard Times, Nimbus, and CMR font packages (not fonts like F3 or fonts with tildes in the names or fonts—other than Computer Modern—that are created for specific point sizes, like Times~19) or fonts with strange combinations of numbers and letters
- Embed all fonts when producing the PDF
- Do not use the [T1]fontenc package (install the CM super fonts package instead)

### Traditional $\LaTeX$ Output

Most authors using traditional  $\LaTeX$  output methods will have success by taking the following three steps in creating their paper (called, in the example, proceedingspaper.tex).

```
latex proceedingspaper
dvips -Ppdf -G0 -tletter proceedingspaper
ps2pdf -dPDFSETTINGS=/printer
-dCompatibilityLevel=1.4 -dMaxSubsetPct=0
-dSubsetFonts=false -dEmbedAllFonts=true
-sPAPERSIZE=letter proceedingspaper.ps
```

Note that the ps2pdf command should be typed all on one line. You can then proceed to distill your PostScript file into a PDF file using GhostScript or Acrobat Distiller.

If your PostScript output still includes type 3 fonts, you should run dvips with option “dvips -Ppdf -G0 -o papername.ps papername.dvi” (If your machine or site has type 1 fonts, they will probably be loaded.) Note that it is a zero following the “-G.” This tells dvips to use the config.pdf file (and this file refers to a better font mapping). If that doesn’t

work, you’ll have to download the fonts and create a font substitution list.

## Creating Output Using PDF $\LaTeX$

PDF $\LaTeX$  is a good alternative solution to the  $\LaTeX$  font problem. By using the PDF $\TeX$  program instead of straight  $\LaTeX$  or  $\TeX$ , you will probably avoid the type 3 font problem altogether. PDF $\LaTeX$  enables you to create a PDF document directly from  $\LaTeX$  source. The one requirement of this software is that all your graphics and images are available in a format that PDF $\LaTeX$  understands (normally PDF).

PDF $\LaTeX$ ’s default is to create documents with type 1 fonts. If you find that it is not doing so in your case, it is likely that one or more fonts are missing from your system or are not in a path that is known to PDF $\LaTeX$ .

One problem with PDF $\LaTeX$ , however, is that, by default, it will not embed base 14 fonts. AAAI will embed these fonts for you, but we will not be able to proofread the results. If you are concerned that font substitution may alter your paper in an adverse way (and it can), we recommend that you alter the PDF $\TeX$ .cfg configuration file so that the following lines are present and uncommented:

```
map +bsr.map % CM/AMS fonts
map +bsr-interpolated.map % additional sizes
map +hoekwater.map % additional fonts
```

The base 14 Nimbus fonts can be embedded by replacing the line *map acrobat-std-adobe-suidin.map* with *map acrobat-std-urw-kb.map*. If this doesn’t work, you should look at the PDF $\TeX$  mailing list for hints on how to configure PDF $\TeX$  or PDF $\LaTeX$  to properly embed the typefaces: <http://tug.org/pipermail/PDFTEX/2002-July/002803.html>

**dvipdf Script** Scripts such as dvipdf which ostensibly bypass the Postscript intermediary should not be used since they generally do not instruct dvips to use the config.pdf file.

**dvipdfm** Do not use this dvi-PDF conversion package if your document contains graphics (and we recommend you avoid it even if your document does not contain graphics).

### Ghostscript

$\LaTeX$  users using GhostScript should make sure that they are using v7.04 or newer. The older versions do not create acceptable PDF files on most platforms.

### Graphics

If you are still finding type 3 fonts in your PDF file, look at your graphics!  $\LaTeX$  users should check all their imported graphics files as well for font problems.

## Proofreading Your PDF

Please check all the pages of your PDF file. Is the page size A4? Are there any type 3, Identity-H, or CID fonts? Are all the fonts embedded? Are there any areas where equations or figures run into the margins? Did you include all your figures? Did you follow mixed case capitalization rules for your title? Did you include a copyright notice? Do any of

the pages scroll slowly (because the graphics draw slowly on the page)? Are URLs underlined and in color? You will need to fix these common errors before submitting your file.

### Improperly Formatted Files

In the past, AAAI has corrected improperly formatted files submitted by the authors. Unfortunately, this has become an increasingly burdensome expense that we can no longer absorb. Consequently, if your file is improperly formatted, it may not be possible to include your paper in the publication. If time allows, however, you will be notified via e-mail (with a copy to the program chair) of the problems with your file and given the option of correcting the file yourself (and paying a late fee) or asking that AAAI have the file corrected for you, for an additional fee. If you opt to correct the file yourself, please note that we cannot provide you with any additional advice beyond that given in your packet. Files that are not corrected after a second attempt will be withdrawn.

### L<sup>A</sup>T<sub>E</sub>X 209 Warning

If you use L<sup>A</sup>T<sub>E</sub>X 209 it is extremely unlikely that we will be able to publish your paper. Convert your paper to L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub>.

### Naming Your Electronic File

We request that you name your L<sup>A</sup>T<sub>E</sub>X source file with your last name (family name) so that it can easily be differentiated from other submissions. If you name your files with the name of the event or “aaai” or “paper” or “camera-ready” or some other generic or indecipherable name, you bear all risks of loss — it is extremely likely that your file may be overwritten.

### Submitting Your Electronic Files to AAAI

Submitting your files to AAAI is a two-step process. It is explained fully in the author registration and submission instructions. Please consult this document for details on how to submit your paper.

### Inquiries

If you have any questions about the preparation or submission of your paper as instructed in this document, please contact AAAI Press at the address given below. If you have technical questions about implementation of the aaai style file, please contact an expert at your site. We do not provide technical support for L<sup>A</sup>T<sub>E</sub>X or any other software package. To avoid problems, please keep your paper simple, and do not incorporate complicated macros and style files.

AAAI Press  
445 Burgess Drive  
Menlo Park, California 94025  
*Telephone:* (650) 328-3123  
*E-mail:* See the submission instructions for your particular conference or event.

### Possible Bugs in the AAAI Style File

Some users have found that the aaai.sty does not work properly at their site. They have submitted suggestions for improvement of the macro. You will find those suggestions in the buglist file that is part of author kit, and also as a separate file on the AAAI website. Some of these suggestions have already been implemented, while others seem to be dependent on individual site conditions. If you’re having problems with aaai.sty, we suggest you look at the “bug list” first. The style file is **not** guaranteed to work in all situations and on all platforms. If you make bug fixes or improvements, please let us know so that we might share them with others.

### Additional Resources

L<sup>A</sup>T<sub>E</sub>X is a difficult program to master. If you’ve used that software, and this document didn’t help or some items were not explained clearly, we recommend you read Michael Shell’s excellent document (testflow doc.txt V1.0a 2002/08/13) about obtaining correct PS/PDF output on L<sup>A</sup>T<sub>E</sub>X systems. (It was written for another purpose, but it has general application as well). It is available at [www.ctan.org](http://www.ctan.org) in the tex-archive.

### Acknowledgments

AAAI is especially grateful to Peter Patel Schneider for his work in implementing the aaai.sty file, liberally using the ideas of other style hackers, including Barbara Beeton. We also acknowledge with thanks the work of George Ferguson for his guide to using the style and BibT<sub>E</sub>X files — which has been incorporated into this document — and Hans Guesgen, who provided several timely modifications, as well as the many others who have, from time to time, sent in suggestions on improvements to the AAAI style.

The preparation of the L<sup>A</sup>T<sub>E</sub>X and BibT<sub>E</sub>X files that implement these instructions was supported by Schlumberger Palo Alto Research, AT&T Bell Laboratories, Morgan Kaufmann Publishers, The Live Oak Press, LLC, and AAAI Press. Bibliography style changes were added by Sunil Issar. \pubnote was added by J. Scott Penberthy. George Ferguson added support for printing the AAAI copyright slug. Additional changes to aaai.sty and aaai.bst have been made by the AAAI staff.

Thank you for reading these instructions carefully. We look forward to receiving your electronic files!

# Formatting Instructions for Authors Using Microsoft Word

## AAAI Press

Association for the Advancement of Artificial Intelligence  
publications11@aaai.org

### Abstract

AAAI creates proceedings, working notes, and technical reports directly from electronic source furnished by the authors. To ensure that all papers in the publication have a uniform appearance, authors must adhere to the following instructions.

### Deleting this Example of a Section Heading will Remove the Copyright Line!

Congratulations on having a paper selected for inclusion in an AAAI Press proceedings or technical report! This document details the requirements necessary to get your accepted paper published. Within the document, general guidelines are provided as applicable for using Microsoft Word. If you are using LaTeX, instructions are provided in a different document. If you want to use some other formatting software, you must obtain permission from AAAI Press first.

The instructions herein are provided as a general guide for experienced Word users who would like to use that software to format their paper for an AAAI Press publication or report. We assume that you can comply with the requirements as they are provided herein. If you are not an experienced Word user, please obtain assistance locally. AAAI cannot provide you with support. If the results you obtain are not in accordance with the specifications you received, you must correct your source file to achieve the correct result.

These instructions are generic. Consequently, they do not include specific dates, page charges, and so forth. Please consult your specific written conference instructions for details regarding your submission. Please review the entire document for specific instructions that might apply

to your particular situation. All authors must comply with the following:

- You must use the latest AAAI Press Word template.
- Download the author kit.
- Complete, sign, and return by the deadline the AAAI copyright form (proceedings authors) or distribution license (technical report authors).
- Read and format your paper source and PDF according to the formatting instructions for authors.
- Submit your electronic files and abstract using the AAAI Press electronic submission form **on time**.
- Submit your copyright form, and any required page or formatting charges to AAAI Press so that they are received by the deadline.
- Check every page of your paper before submitting it.

### Copyright

All papers submitted for publication by AAAI Press must be accompanied by a valid signed copyright form or, in the case of technical reports, by a valid signed permission to distribute form. There are no exceptions to this requirement. You must send us the original version of this form. However, to meet the deadline, you may fax (1-650-321-4457) or scan and e-mail the form (publications11@aaai.org) to AAAI by the submission deadline, and then mail the original via postal mail, to the AAAI office. If you fail to send in a signed copyright or permission form, your paper will not be published. You will find PDF versions of the AAAI copyright and permission to distribute forms in the author kit.

### Formatting Requirements in Brief

We need source and PDF files that can be used in a variety of ways and can be output on a variety of devices. AAAI imposes some requirements on your source and PDF files that must be followed. Most of these requirements are

based on our efforts to standardize conference manuscript properties and layout. These requirements are as follows, and all papers submitted to AAAI for publication must comply:

- All fonts must be embedded in the PDF file.
- No type 3 fonts may be used (even in illustrations).
- Your title must follow mixed-case capitalization rules.
- Word documents must use the Times, Time Roman, or Times New Roman fonts. (Use of any other fonts in the text, title, heading, or references is not permitted).
- Fonts that require non-English language support (CID and Identity-H) must be converted to outlines or removed from the document (even if they are in a graphics file embedded in the document).
- Two-column format in AAAI style is required for all papers.
- The paper size for final submission must be US letter. No exceptions.
- The source file must exactly match the PDF.
- The document margins must be as specified in the formatting instructions.
- The number of pages and the file size must be as specified for your event.
- No document may be password protected.
- Neither the PDFs nor the source may contain any embedded links or bookmarks.
- Your source and PDF must not have any page numbers, footers, or headers.
- Your PDF must be compatible with Acrobat 5 or higher.

If you do not follow the above requirements, it is likely that we will be unable to publish your paper.

## What Files to Submit

You must submit the following items to ensure that your paper is published:

- A fully-compliant PDF file.
- Your Word “doc” source file.

Your Word source will be reviewed and your PDF may be recompiled on our system. Name your source file with your last (family) name.

Do not send files that are not actually used in your paper. We don’t want you to send us any files not needed for compiling your paper, including, for example, this instructions file, unused graphics files, and so forth.

## Using Word to Format Your Paper

AAAI Press has provided several versions of the Word template that you can use to create your paper. You must be careful, however, not to change the page set-up of this

document (print a PDF and use “shrink to fit” if you need to print it on A4 paper), and you will encounter problems if you use Identity-H or CID fonts. If your paper contains many in-line equations, and a significant amount of display mathematics, you may achieve better results using LaTeX, although the learning curve for this program is significantly higher. AAAI does not offer support in the use of Word or LaTeX.

## Inserting Document Metadata with Word

PDF files contain document summary information that enables us to create an Acrobat index (pdx) file, and also allows search engines to locate and present your paper more accurately. *Inserting metadata is a requirement of submission.*

To insert metadata, open the document properties window. Type the title exactly as it appears on the paper (minus all formatting). Input the author names in the order in which they appear on the paper (minus all accents), separating each author by a comma.

*Important!* Do not include any nonascii characters (including accented characters) in the metadata, even if the names have accent marks. The data in the metadata must be completely plain ascii. It may not include any slashes, accents, linebreaks, or unicode characters. You may also include keywords in the Keywords field. If you know the full title of the proceedings, include it in the subject line. Leave any additional metadata fields blank.

## Word Copyright Notice

The copyright notice has been added to the Word template using an invisible, unnumbered footnote, appended to the example of a first-level heading. Don’t delete it! Instead, carefully insert your own heading at the left of the existing type, then remove the old type, being careful not to remove the invisible footnote marker at the end of the line. Be sure the copyright date is correct. *(If you disable this footnote and transfer of copyright is required, your paper will not be published.)*

## Size, Margins, and Column Width

Papers must be formatted to print in two-column format on 8.5 x 11 inch US letter-sized paper. The margins must be exactly as follows:

- Top margin: .75 inches
- Left margin: .75 inches
- Right margin: .75 inches
- Bottom margin: 1.25 inches

The Word template is automatically set with these margins.

### Column Width and Margins

To ensure maximum readability, your paper must include two columns. Each column should be 3.3 inches wide

(slightly more than 3.25 inches), with a .375 inch (.952 cm) gutter of white space between the two columns. The Word template will automatically create these columns for you.

### Overlength Papers

If your paper is too long, turn on hyphenation, which will reduce the space used by many lines. Next, alter the text linespacing to 11 point (you can do this globally by editing the Text style) and/or shrink the size of your graphics. You may also alter the size of your bibliography to 8 point. **No alterations to page layout are allowed.** Before using every trick you know to make your paper a certain length, try cutting text instead or (if allowed) paying the extra page charge. It will be cheaper in the long run.

### Type Font and Size

Your paper must be formatted in 10 point Times, Times Roman or Times New Roman. We will not accept papers formatted using other fonts (except that Cambria may be used for mathematics only.) This document is formatted in 10 point Times New Roman.

Line spacing should either be single, exactly 12 point, or exactly 11 point. The style file for “Text” sets the line spacing at 12 point. Twelve point leading is easier to read, however if your paper is running long, you may change the leading to eleven point.

Do not use type 3 fonts for any portion of your paper, including graphics. Type 3 bitmapped fonts are designed for fixed resolution printers. Most print at 300 dpi even if the printer resolution is 1200 dpi or higher. They also often cause high-resolution imagesetter devices and our PDF indexing software to crash. Consequently, AAAI will not accept electronic files containing obsolete type 3 fonts. Files containing those fonts (even in graphics) will be rejected.

If you are unsure if your paper contains type 3 fonts, view the PDF in Acrobat Reader. The Properties/Fonts window will display the font name, font type, and encoding properties of all the fonts in the document. If you are unsure if your graphics contain type 3 fonts (and they are PostScript or encapsulated PostScript documents), create PDF versions of them, and consult the properties window in Acrobat Reader.

Start all pages (except the first) directly under the top margin. (See the next section for instructions on formatting the title page.) Indent ten points when beginning a new paragraph, unless the paragraph begins directly below a heading or subheading.

### Title and Authors

Your title must appear in mixed case (nouns, pronouns, and verbs are capitalized) near the top of the first page, centered over both columns in sixteen-point bold type (twenty-four point leading). This style is called “mixed

case.” There should be one carriage return above the title. Author’s names should appear below the title of the paper, centered in twelve-point type (with fifteen point leading), along with affiliation(s) and complete address(es) (including electronic mail address if available) in nine-point roman type (the twelve point leading). (If the title is long, or you have many authors, you may reduce the specified point sizes by up to two points.) You should begin the two-column format when you come to the abstract.

### Credits

Any credits to a sponsoring agency should appear in the acknowledgments section, unless the agency requires different placement. If it is necessary to include this information on the front page, use a separate footnote. The AAAI copyright notice (if required) must appear first in any list of footnotes.

### Abstract

The abstract must be placed at the beginning of the first column, indented ten points from the left and right margins. The title “Abstract” should appear in ten-point bold type, centered above the body of the abstract. The abstract should be set in nine-point type with ten-point leading. (The Abstract Head style will automatically apply these settings.) This concise, one-paragraph summary should describe the general thesis and conclusion of your paper. A reader should be able to learn the purpose of the paper and the reason for its importance from the abstract. The abstract should be no more than two hundred words in length. (Authors who are submitting short one- or two-page extended extracts should provide a short abstract of only a sentence or so.) **Do not include references in your abstract!**

### Page Numbers

Do not *ever* print any page numbers on your paper.

### Text

The main body of the paper must be formatted in ten-point with eleven-point or twelve-point leading (line spacing). The Text style in this document is 10 point with 12-point line spacing. The first line of text after a heading should not be indented. Subsequent lines of text within the same section or subsection should be indented 10 points. The 10 point tab is automatically set in the Word template.

### URLs and Word

Microsoft Word’s default setting is to underline URLs and display them in another color. This causes the URLs to turn light gray when printed, and often makes them undecipherable. Please turn this feature off. Please also turn off

the automatic linking feature in Word. Failure to do so will result in page reformatting fees.

### **Automatic Links**

Do not use Microsoft Word's automatic section and reference linking.

### **Citations**

Citations within the text should include the author's last name and year, for example (Newell 1980). Append lower-case letters to the year in cases of ambiguity. Multiple authors should be treated as follows: (Feigenbaum and Engelmores 1988) or (Ford, Hayes, and Glymour 1992). In the case of four or more authors, list only the first author, followed by et al. (Ford et al. 1997).

### **Extracts**

Long quotations and extracts should be indented ten points from the left and right margins. The "Extract" style provides this automatically:

This is an example of an extract or quotation. Note the indent on both sides. Quotation marks are not necessary if you offset the text in a block like this, and properly identify and cite the quotation in the text.

### **Footnotes**

Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers. Footnotes should appear at the bottom of the page, separated from the text by a blank line space and a thin, half-point rule.

### **Headings and Sections**

When necessary, headings should be used to separate major sections of your paper. Remember, you are writing a short paper, not a lengthy book! An overabundance of headings will tend to make your paper look more like an outline than a paper.

Section heads should be twelve-point Times New Roman bold type, mixed case (initial capitals followed by lower case on all words except articles, conjunctions, and prepositions, which should appear entirely in lower case), with fifteen-point leading, centered, with 12 points preceding them and three additional points of leading following them. The Section Heading style will automatically apply these settings (including the extra line space). Subsection headings should be eleven-point Times New Roman bold type, mixed case, with thirteen-point leading, flush left, with 12 points preceding them and three additional points of leading following them. The Subsection Heading style will automatically apply these settings (including the extra

line space). Do not skip a line between paragraphs. Sub-subsection headings should be ten-point Times New Roman bold type, mixed case, with twelve-point leading, flush left, with three points of additional space preceding them and no additional points of leading following them.

### **Section Numbers**

The use of section numbers in AAAI Press papers is optional.

### **Section Headings.**

Sections should be arranged and headed as follows:

*Acknowledgments.* The acknowledgments section, if included, appears after the main body of text and is headed "Acknowledgments." This section includes acknowledgments of help from associates and colleagues, credits to sponsoring agencies, financial support, and permission to publish. Please acknowledge other contributors, grant support, and so forth, in this section. Do not put acknowledgments in a footnote on the first page. If your grant agency requires acknowledgment of the grant on page 1, limit the footnote to the required statement, and put the remaining acknowledgments at the back. Please try to limit acknowledgments to no more than three sentences.

*Appendices.* Any appendices follow the acknowledgments, if included, or after the main body of text if no acknowledgments appear.

*References.* The references section should be labeled "References" and should appear at the very end of the paper (don't end the paper with references, and then put a figure by itself on the last page). A sample list of references is given later on in these instructions. Please use a consistent format for references. Poorly prepared or sloppy references reflect badly on the quality of your paper and your research. Please prepare complete and accurate citations.

### **Illustrations and Figures**

Figures, drawings, tables, and photographs should be placed throughout the paper near the place where they are first discussed. Do not group them together at the end of the paper. If placed at the top or bottom of the paper, illustrations may run across both columns. Figures must not invade the top, bottom, or side margin areas. Figures must be inserted using your page-formatting software. Number figures sequentially, for example, figure 1, and so on.

The illustration number and caption should appear under the illustration. Leave some space between the figure and the caption and surrounding type; .25 inches should suffice. Captions should be presented in nine-point Times New Roman italic. Labels, and other text in illustrations must be at least nine-point type.

### Low-Resolution Bitmaps

You may not use low-resolution (such as 72 dpi) screen dumps and GIF files—these files contain so few pixels that they are always blurry, and illegible when printed. If they are color, they will become an indecipherable mess when converted to black and white. This is always the case with gif files, which should never be used. The resolution of screen dumps can be increased by reducing the print size of the original file while retaining the same number of pixels. You can also enlarge files by manipulating them in software such as PhotoShop. Your figures should be a minimum of 266 dpi when incorporated into your document.

### Using Color

Your paper will be printed in black and white and grayscale. Consequently, because conversion to grayscale can cause undesirable effects (red changes to black, yellow can disappear, and so forth), we strongly suggest you avoid placing color figures in your document. Of course, any reference to color will be indecipherable to your reader.

### Drawings

We suggest you use computer-drawing software (such as Adobe Illustrator or, (if unavoidable), the drawing tools in Microsoft Word) to create your illustrations. Do not use Microsoft Publisher. These illustrations will look best if all line widths are uniform (half- to two-point in size), and you do not create labels over shaded areas. Shading should be 133 lines per inch if possible. Use Times New Roman or Helvetica for all figure call-outs. **Do not use hairline width lines** — be sure that the stroke width of all lines is at least .5 pt. Zero point lines will print on a laser printer, but will completely disappear on the high-resolution devices used by our printers.

### Photographs and Images

Photographs and other images should be in grayscale (color photographs will not reproduce well; for example, red tones will reproduce as black, yellow may turn to white, and so forth) and set to a minimum of 266 dpi. Do not pre-screen images.

## References

To format references, use the References style (which will automatically format your references in 9 point Time Roman with 10 point line spacing, and 3 additional points of space between each entry. Formatted bibliographies should look like the following examples.

#### Book with Multiple Authors

Engelmore, R., and Morgan, A. eds. 1986. *Blackboard Systems*. Reading, Mass.: Addison-Wesley.

#### Journal Article

Robinson, A. L. 1980a. New Ways to Make Microcircuits Smaller. *Science* 208:1019-1026.

#### Magazine Article

Hasling, D. W.; Clancey, W. J.; and Rennels, G. R. 1983. Strategic Explanations in Consultation. *The International Journal of Man-Machine Studies* 20(1): 3–19.

#### Proceedings Paper Published by a Society

Clancey, W. J. 1983b. Communication, Simulation, and Intelligent Agents: Implications of Personal Intelligent Machines for Medical Education. In *Proceedings of the Eighth International Joint Conference on Artificial Intelligence*, 556-560. Menlo Park, Calif.: International Joint Conferences on Artificial Intelligence, Inc.

#### Proceedings Paper Published by a Press or Publisher

Clancey, W. J. 1984. Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49-54. Menlo Park, Calif.: AAAI Press.

#### University Technical Report

Rice, J. 1986. Poligon: A System for Parallel Problem Solving, Technical Report, KSL-86-19, Department of Computer Science, Stanford University, Stanford, CA.

#### Dissertation or Thesis

Clancey, W. J. 1979b. Transfer of Rule-Based Expertise through a Tutorial Dialogue. Ph.D. diss., Department of Computer Science, Stanford University, Stanford, CA.

## Proofreading Your PDF

Please check all the pages of your PDF file. Is the page size A4? Are there any type 3, Identity-H, or CID fonts? Are all the fonts embedded? Are there any areas where equations or figures run into the margins? Did you include all your figures? Did you follow mixed-case capitalization rules for your title? Did you include a copyright notice? Do any of the pages scroll slowly (because the graphics draw slowly on the page)? Are URLs underlined and in color? You will need to fix these common errors before submitting your file.

## Improperly Formatted Files

In the past, AAAI has corrected improperly formatted files submitted by the authors. Unfortunately, this has become an increasingly burdensome expense that we can no longer absorb. Consequently, if your file is improperly formatted, it may not be possible to include your paper in the publication. If time allows, however, you will be notified via e-mail (with a copy to the program chair) of the problems with your file and given the option of correcting the file yourself (and paying a late fee) or asking that AAAI have the file corrected for you, for an additional fee. If you opt to correct the file yourself, please note that we cannot provide you with any additional advice beyond that given in your packet. Files that are not corrected after a second attempt will be withdrawn.

## **Naming Your Electronic File**

We request that you name your Word source file with your last name (family name) so that it can easily be differentiated from other submissions. If you name your files with the name of the event or “aaai” or “paper” or “camera-ready” or some other generic or indecipherable name, it may be overwritten.

## **Submitting Your Electronic Files to AAAI**

Submitting your files to AAAI is a two-step process. It is explained fully in the author registration and submission instructions. Please consult this document for details on how to submit your paper.

## **Inquiries**

If you have any questions about the preparation or submission of your paper as instructed in this document, please contact AAAI Press at the address given below. If you have technical questions about implementation of the aaai style file, please contact an expert at your site. We do not provide technical support for Word or any other software package. To avoid problems, please keep your paper simple, and do not incorporate complicated macros and style files.

AAAI Press  
445 Burgess Drive  
Menlo Park, California 94025  
*Telephone:* (650) 328-3123  
*E-mail:* See the submission instructions  
for your particular conference or event.

## **Acknowledgments**

The preparation of the files that implement these instructions was supported by The Live Oak Press, LLC, and AAAI Press.

Thank you for reading these instructions carefully. We look forward to receiving your electronic files!