

Formatting Instructions and Template for Authors Using Microsoft Word

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Abstract (This is the Abstract Head style)

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.

Code — <https://aaai.org/example/code>

Datasets — <https://aaai.org/example/datasets>

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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. AAAI only accepts papers formatted using Word or LaTeX.

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 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.
- Complete and sign, the AAAI copyright transfer form.
- 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 camera-ready submission site **on time**.
- Check every page of your paper before submitting it.
- (This is the Bulleted List Style)

Copyright (This Is a Section Heading)

All papers submitted for publication by AAAI Press must be accompanied by a valid signed copyright form. They must also contain the AAAI copyright notice at the bottom of the first page of the paper. If you fail to provide us with a signed copyright form or disable the copyright notice, we will be unable to publish your paper. There are no exceptions to this policy. You can obtain the copyright form to sign through the camera-ready submission site where you will have to upload the filled form once filled.

(This is an example of the Text-Indent style. It is identical to the Text style, except that each paragraph is automatically indented.)

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

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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.** (Your paper cannot be corrected or published if the fonts are missing.)
- No type 3 fonts may be used (even in illustrations).
- All text in your paper must be black. Use of any colored type must be restricted to figures.
- Your title must follow the Chicago Manual of Style (CMOS) title-case capitalization rules. That means all verbs (including short verbs like be, is, using, and go) nouns, adverbs, adjectives should be capitalized, including both words in hyphenated terms, while articles, conjunctions, and prepositions are lower case unless they directly follow a colon or long dash.
- Word documents must use the Times, Time Roman, Times New Roman, URW Nimbus Roman or TeX Gyre Termes 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 (8-1/2 x 11 inches). **No exceptions.**
- The submitted source file must exactly match the PDF.
- The document margins must be as specified in the formatting instructions. Ensure that the specifications are for the whole document, not just the first section.
- 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. **URLs in your document must be black, and may not be underlined.**
- Your source and PDF must not have any page numbers, footers, or headers.
- Your PDF must be compatible with the PDF 1.5 standard.

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 “docx” source file (required).

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

Using Word to Format Your Paper

AAAI Press has provided a 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.

You are required to use the above custom style sheets embedded in this document without alteration. **Do not** use the built-in Word styles such as Header, Normal, and Heading 1.

Style Sheets (This Is an Example of a Subsection Heading)

The Word template provided by AAAI Press supplies custom styles for the most common elements in conference papers. **Use of the following style sheets is required:**

- Abstract Head
- Abstract Text
- Affiliation and Address
- Author Name.
- Bulleted List
- Extract
- Figure Caption (must also be used for Tables)
- Footnote Text
- Paper Title
- Paper External Links
- References
- Section Heading
- Subsection Heading
- Text
- Text-indent

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. If you accidentally delete it or you want to add it after removing it

for an anonymous submission you can carefully copy/paste it back from the Camera Ready instructions.

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: 1.25 inches (first page), .75 inches (others)
- Left margin: .75 inches
- Right margin: .75 inches
- Bottom margin: 1.25 inches

The Word template is automatically set with these margins. Be certain, however, that the document margins apply to the *entire* document, not just the first section.

Column Width and Margins (This Is a Subsubsection Heading Example)

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.

Nothing may intrude into the outside margins — including boxes around figures. Documents and tables may span two columns, but single-column figures, tables, and equations must remain completely within the column width.

Overlength Papers

If your paper is too long, turn on hyphenation, which will reduce the space used by many lines. Next, shrink the size of your graphics so long as the text doesn't get too small. **No alterations to page layout are allowed.** Do not use formatting tricks to make your paper a certain length. Cut text or remove figures instead. If your conference allows it, pay for an extra page.

Type Font and Size

Your paper must be formatted using the style sheets embedded in the Word Template. They will automatically format your paper 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 for text must be exactly 12 point. The style file for "Text" sets the line spacing at 12 point. You may not alter line spacing or point size.

Do not use type 3 fonts for any portion of your paper, including graphics. AAAI will not accept electronic files containing obsolete type 3 fonts. Files containing such 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.) The Text-Indent style will automatically insert the proper indent when beginning a new paragraph. It should be used unless the paragraph begins directly below a heading or subheading. **Do not skip a line between paragraphs.**

Title and Authors

The title must be written in Title Case according to the Chicago Manual of Style rules. The rules are a bit involved, but in general verbs (including short verbs like be, is, using, and go), nouns, adverbs, adjectives, and pronouns should be capitalized (including both words in hyphenated terms), while articles, conjunctions, and prepositions are lower case unless they directly follow a colon or long dash. You can use the online tool at titlecaseconverter.com to double-check the proper capitalization (select the "Chicago" style and mark the "Show explanations" checkbox. Your title must be centered over both text columns in 14.5-point bold type. The Paper Title style will automatically apply the proper font size and leading to your title.

Leave "Anonymous submission" as the sole author when preparing an anonymous submission. You will update that part if your paper is accepted.

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 (required) must appear first in any list of footnotes.

Abstract

All conference papers must include an 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 Head style will automatically format this heading properly.

The abstract should be set in nine-point type with ten-point leading. The Abstract Head style will automatically apply these settings. This concise 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 print any page numbers on your paper.

Text

The main body of the paper must be formatted in ten-point with 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. The Text-indent style will automatically apply the indent without having to use a tab.

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. **This feature must be turned off.** Please also turn off the automatic linking feature in Word. Failure to do so will result in a page reformatting fee.

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 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. The "Extract" style provides this type 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 headings should be twelve-point Times New Roman bold type, mixed case centered. The Section Heading style will automatically apply these settings (including the extra required spacing). Subsection headings should be eleven-point Times New Roman bold type. The Subsection Heading style will automatically apply the proper settings automatically. Do not skip a line between paragraphs. Subsubsection 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. The Subsubsection heading style will apply the appropriate formatting automatically.

Section Numbers

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

Section Headings

Sections should be arranged and titled as follows:

1. Main Content Sections
2. Content Appendices (optional). These appendices are considered part of the main paper, count towards page limits and are subject to the same formatting and review requirements.
3. Ethical Statement (optional, unnumbered)
4. Acknowledgements (optional, unnumbered)
5. References (unnumbered)
6. SSupplementary Material / Technical Appendices (only if permitted by the conference). Policies regarding supplementary material vary across conferences: some require technical appendices to be submitted as separate documents, some permit them at submission time but do not publish them in the proceedings, and others do not allow them at all. Consult the conference website for the applicable instructions.

Appendices

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

Ethical Statement

You can write a statement about the potential ethical impact of your work, including its broad societal implications, both positive and negative. If included, such statement must be written in an unnumbered section title *Ethical Statement*.

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.

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. AAI style is required 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 (including boxes and rules) must not intrude into 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. There must be a minimum of 9 points between the figure and the figure caption, and an additional 12 points beneath the caption. There must also be 12 points additional space before a figure or table that does not begin at the top of a page.

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 10-point Times New Roman. Labels and other text in illustrations must be preferably 9-point or larger, but never smaller than 7-point type. The Figure Caption style will apply the appropriate caption formatting automatically.

Low-Resolution Bitmaps

You may not use low-resolution (such as 72 dpi) screen dumps—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. **Gif files and low-resolution jpg or png files should never be used.** The resolution of screen dumps can be increased by reducing the print size of the original



Figure 1: The First AI Magazine Cover.
(This is an example of the required figure caption style.
The illustration uses the required Figure stylesheet)

file while retaining the same number of pixels. **Your figures should be a minimum of 300 dpi when incorporated into your document.**

Using Color

The archival version of 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. If you do include color figures, you must be mindful of readers who may happen to have trouble differentiating some colors. **Your paper must be decipherable without using color for distinction.**

You must leave a minimum of one carriage return between a figure or table and its surrounding text.

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 300 dpi. Do not prescreen images.

Algorithm 1: Example Algorithm

Input: Your algorithm's input
Parameter: Optional list of parameters
Output: Your algorithm's input
1: Let $t = 0$.
2: **while** condition **do**
3: Do some action.
4: **if** conditional **then**
5: Perform task A.
6: **else**
7: Perform task B.
8: **end if**
9: **end while**
10: **return** solution

Algorithms and Listings

Algorithms are a special kind of figures. Like all illustrations, they should appear floated to the top (preferably) or bottom of the page. However, their caption should appear in the header, left-justified and enclosed between horizontal lines, as shown in Algorithm 1. The algorithm body should be terminated with another horizontal line. It is up to the authors to decide whether to show line numbers or not, how to format comments, etc. We suggest placing the algorithm inside a text box to ease positioning when using MS Word.

Listings are much like algorithms. They should also appear floated to the top (preferably) or bottom of the page. Font size in Listings must be nine-point Courier New. Listing captions should appear in the header, left-justified and enclosed between horizontal lines as shown in Listing 1. Terminate the body with another horizontal line and avoid any background color. Line numbers, if included, must appear within the text column.

References

Reference citations in the text should appear in author-year format, for example (Smith 1975). References of the same year by the same author(s) should be distinguished by small letters following the year, for example (Smith 1977c) and ordered alphabetically by title. Use a narrative citation form when referring to a paper in a narrative context. For example, say "In his paper, Michael Youngblood (2017) refers to" instead of (Youngblood 2017) refers to...."

All entries in the reference list must be cited in the text. In-text citations of four or more authors should be shortened to "first author et al." For example, the university technical report reference in the sample that follows would be cited as (Vattam et. al. 2013) in the text because it contains four authors.

Generally, references include the name of the author (surname first, followed by initials only for given names) and the date, followed by a period, then the title, presented in

Listing 1: Example listing quicksort.hs

```
1 quicksort :: Ord a => [a] -> [a]
2 quicksort [] = []
3 quicksort (p:xs) = (quicksort lesser) ++
                     [p] ++ (quicksort greater)
4   where
5     lesser  = filter (< p) xs
6     greater = filter (>= p) xs
```

mixed case. For multiple authors, separate two names with a comma, and three or more authors with a semicolon. The place of publication (which is required for all book and proceedings publications) is followed by a colon, with the name of the publisher following. For journal articles and serial publications, provide the volume and issue numbers as well as the page numbers. DOIs are strongly for serial publications if they have been assigned. For conference papers, and book chapters, give inclusive page numbers. Provide the DOI if it is available. Do not use shorthand abbreviations (such as AAI-19) — spell out the full title of the publication.

If you are citing an ephemeral or highly dynamic page of a website (such as, but not limited to, the landing page of a company or product), please do not include the citation in the reference list. Instead, incorporate the URL into a footnote. All references must contain author, title, and date information.

To meet CrossRef requirements, all cited journal articles within a reference list should include a DOI if one has been assigned.

References should be listed alphabetically (by surname of the primary author or main entry) at the end of the article. Multiple references by the same author(s) should be listed in ascending chronological order with the earliest reference first (for example, Matthews 1979 precedes Matthews 1986). Information for each reference should be in the sequence illustrated by the following examples.

Dissertation or Thesis

(Note: Include department and university):

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

Forthcoming Book

Clancey, W. J. Forthcoming. *The Engineering of Qualitative Models*. Redwood City, CA: Addison-Wesley Publishing Company.

Preprint Server

Agrawal, A.; Batra, D.; and Parikh, D. 2016. Analyzing the Behavior of Visual Question Answering Models. arXiv preprint. arXiv:1606.07356v2 [cs.CL]. Ithaca, NY: Cornell University Library.

Published Book

Petroski, H. 1985. *To Engineer Is Human: The Role of Failure in Successful Design*. New York: St. Martin's Press.

Chapter in Published Book

Brown, J. S. 1977. Artificial Intelligence and Learning Strategies. In *Learning Strategies*, edited by J. O'Neil, 345–78. New York: Academic Press.

Forthcoming Journal Article

O'Connor, J. L. Forthcoming. Artificial Intelligence and Commonsense Reasoning. *AI Magazine* 44(3).

Published Journal or Magazine Article

Cox, M. T. 2007. Perpetual Self-Aware Cognitive Agents. *AI Magazine* 28(1): 32–45. doi.org/10.1609/aimag.v28i1.2027.

Paper Presented at Meeting

(Note: Use this format only if no published proceedings appeared):

Schoenfeld, A. H. 1981. Episodes and Executive Decisions in Mathematical Problem Solving. Paper presented at the 1981 AERA Annual Meeting. Boston, MA, September 24–30.

Zhou, S.; Suhr, A.; and Artzi, Y. 2017. Visual Reasoning with Natural Language. Paper presented at the AAAI 2017 Fall Symposium on Natural Communication for Human-Robot Collaboration. Arlington, VA, November 9–11.

Paper Presented at Meeting and Published in Proceedings

Lester, J.; Converse, S.; Kahler, S.; Barlow, T.; Stone, B.; and Bhogal, R. 1997. The Persona Effect: Affective Impact of Animated Pedagogical Agents. In *Proceedings of the ACM SIGCHI Conference on Human Factors in Computing Systems*. New York: Association for Computing Machinery. doi.org/10.1145/258549.258797.

Company Technical Report

Carbonell, J. R. 1970. Mixed-Initiative Man-Computer Instructional Dialogues, Technical Report QW-19871. Marina del Rey, CA: USC/Information Sciences Institute.

Scholarly Society Technical Report

Lin, F. 2007. Finitely-Verifiable Classes of Sentences. In *Logical Formalizations of Commonsense Reasoning: Papers from the 2007 AAAI Spring Symposium*. Technical Report SS-07-05. Palo Alto, CA: AAAI Press.

University Technical Report

Vattam, S.; Klenk, M.; Molineaux, M.; and Aha, D. W. 2013. Breadth of Approaches to Goal Reasoning: A Research Survey. In *Goal Reasoning: Papers from the ACS Workshop*, edited by D. W. Aha, M. T. Cox, and H. Muñoz-Avila. Technical Report CS-TR-5029. College Park, MD: University of Maryland, Department of Computer Science.

ArXiv Paper

Bouville, M. 2008. Crime and punishment in scientific research. arXiv:0803.4058.

Website or online resource

NASA. 2015. Pluto: The 'Other' Red Planet. <https://www.nasa.gov/nh/pluto-the-other-red-planet>. Accessed: 2018-12-06.

You are required to use the above AAAI reference format in your paper. If you fail to do so, your paper will be returned to you for reformatting (and a resubmission fee will apply). In addition, you must apply the built-in 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.

For the most up to date version and complete version of the AAAI reference style, please consult the *AI Magazine* Author Guidelines at

aaai.org/ojs/index.php/aimagazine/about/submissions#authorGuidelines.

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 the title-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 (we are charged double for papers that require reformatting). Consequently, if your file is improperly formatted, it will probably be returned to you by the outside Production agency. If that happens, you will be required to fix your file and pay a resubmission fee.

Naming Your Electronic File

We require that you name your Word source file with the last name (family name) of the first listed author so that it can easily be differentiated from other submissions. Complete file-naming instructions will be provided to you in the submission instructions.

Submitting Your Electronic Files to AAAI

Submitting your files to AAAI will be provided to you with submission instructions for your conference. 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.

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Acknowledgments

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