

ECSCW 2005 instructions

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Abstract. This document is formatted in accordance with the ECSCW formatting guidelines by means of a Microsoft Word style sheet. Use this document as a template.

Document layout

The manuscript must not have page number or running headers and footers.

The text bloc (the printed area) should measure and must not exceed 140 x 227 mm; it must have a one-column format and be positioned at the center of the page. In A4 format, this corresponds to 35 mm margins on all sides. If you use other formats, e.g., US Letter, please make sure the text bloc measures 140 x 227 mm (i.e., make sure line lengths do not exceed 140 mm).

Title, author, abstract

The title of the article must be preceded by 50 mm blank space (the blank space on top of the first page will be used for editorial purposes). The title should be set in 24 point Times, flushed left.

The title should be followed by the name of the author(s) in 14 point Times, flushed left. Immediately after the name of the author, the name and country of the affiliation of the author should be given in a separate line (12 point Times, flushed left).

The title, author's name, and author's affiliation should be followed by a short **abstract** of not more than 200 words, which clearly summarizes the paper. The

abstract should be set in 10 point Helvetica (or an equivalent sans serif font) with 13 point line leading (line space). The abstract should have 24 point space before and after.

Body text

Body text should be set in 12 point Times (the font used here) or an equivalent serif font. Line spacing (leading) should be 15 point. The first paragraph after a headline should not be indented; otherwise the first line of a body text paragraph should be indented by 5 mm. Body text should be justified (i.e., do not use a ragged-right style).

Headings should be set in Times and flush left:

- Level 1: 18 point, 24 point space before, 12 point after.
- Level 2: 14 point, 18 point space before, 9 point after.
- Level 3: 12 point, 12 point space before, 6 point after.

Quoted passages of more than 40 words should be set off from the text by indenting the left-hand margin 5 mm. Such quotations should be set in 10 point Times with 13 point line spacing, with 2 mm additional spacing before and after the quotation.

Trademarks and system names should be set in small caps, for example, THE COORDINATOR.

References

Citations should be incorporated into the text, either directly in the sentence ('As claimed by Bowers (1990)...') or at the end, with author's name and date of publication in parenthesis: (Bowers, 1990).

References should be listed at the end of the article, after the Notes, in alphabetical and chronological order. References should be set in 10 point Times, with 5 mm hanging indents.

(a) References to books should include the author's name; year of publication; title in full, in italics; publisher; place of publication; volume number (if appropriate).

Johansen, R. (1988): *Groupware. Computer Support for Business Teams*, The Free Press, New York and London.

(b) References to articles in periodicals should include the author's name; year of publication; title of article, in quotation marks; full title of periodical, in italics; volume number; issue number; issue date; page numbers.

Gerson, E. M. and Star, S. L. (1986): 'Analyzing due process in the workplace', *ACM Transactions on Office Information Systems*, vol. 4, no. 3, July 1986, pp. 257-270.

(c)References to essays in edited editions should include the author's name; year of publication; title of essay, in quotation marks; editor's name; title of collection, in italics; publisher; place of publication; volume number (if appropriate).

Bowers, J. M. (1991): 'The Janus Faces of Design: Some Critical Questions for CSCW', in J. M. Bowers and S. D. Benford (eds.): *Studies in Computer Supported Cooperative Work. Theory, Practice and Design*, North-Holland, Amsterdam etc., 1991, pp. 333-350.

Notes

Please keep notes to a minimum, and avoid long or discursive notes. Short notes should preferably be placed as footnotes at the bottom of the page.¹ Notes should be numbered consecutively with Arabic numbers, and indicated in the text by superscript numbers.

Tables

Tables should be numbered consecutively with roman numbers, followed by the title (Table I. xxxxx). Horizontal rules should be indicated; vertical rules should not be used. Each table should be mentioned in the text. Each table should be positioned in place in the manuscript.

Figures

Figures should be numbered consecutively with arabic numbers, followed by the title (Figure 1. xxxxx). Each figure should be mentioned in the text. Each figure should be positioned in place in the manuscript:



Figure 1. Figure caption.

Photographs should be black-and-white and should be prepared for offset printing without further processing.

¹ Please remember to insert a tab after the footnote mark and the footnote text.

Long quotes

Long quotes should be set in 10 point Times with a 5 mm paragraph indentation and 2 mm space above and after (as here).

Lists

The following list formats are recommended:

- list 1
- list 1
- list 1

- (1) list numbered 1
- (2) list numbered 1
- (3) list numbered 1

Acknowledgments

Acknowledgment.

References

Bibliography.

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