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ABSTRACT

This sample paper describes the formatting requirements for ASIST conference proceedings. Please review this document for the formatting details which are intended to provide a consistent format for our Proceedings. Abstracts should be no more than 150 words. The abstract should be a concise statement of the problem, approach, findings, and implications of the work described. It should clearly state the paper's contribution to the field. This section is required.

KEYWORDS

Add not more than 5 keywords or phrases separated by semicolons for use in indexing this paper; these may also be used to identify appropriate reviewers. This section is required.

INTRODUCTION

This format is to be used for submissions that are published in the conference proceedings. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. You should format your paper exactly like this document. The easiest way to do this is to replace the content with your own material.

This document describes how to prepare your submissions using Microsoft Word on a PC or Mac. Please consult the Word software for specific instructions on how to use Word.

Page Size and Columns

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Text

Content paragraphs like this one are formatted using the Normal style (Times New Roman, 10 pt).

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On pages beyond the first, start at the top of the page and continue in single-column format.

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In-text citations should be in APA (edition 6th or 7th) style and all citations must appear in the references at the end of the document. All references in the reference listing must be cited in the manuscript.

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Footnotes & Endnotes

Footnotes and endnotes may not be used.

SECTIONS

The heading of a section should be in Times New Roman 10-point bold, all in capitals (Section Heading Style). Sections should not be numbered.

Sub-sections

Headings of sub-sections should be in Times New Roman 10-point bold with initial letters capitalized (Sub-Section Heading Style). For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading (general rule is words of four or more letters, capitalize the first letter).

Sub-subsubsections

Headings for sub-subsections should be in Times New Roman 10-point italic with initial letters capitalized (Sub-sub-section Heading Style). No more than three tiers of sections should be used.

Table & Figure Style

Use Tabletext style (as in Table 1) for all tables. If you do not use this style, then you may want to adjust the vertical spacing of the text in the tables. To adjust the spacing of text in a table in Word, use Home | Paragraph | Indents and Spacing. Generally, text in each field of a table will look better if it has equal amounts of spacing above and below it, as in Table1. Table captions should be placed below the table. We recommend minimum use of table lines.

Objects	Column A	Column B
Tables	Above	More
Figures	Below	Less

Table 1. Example Table Caption Style

Number all tables manually (do not auto-number) followed by a period, one space, and the caption. Table captions should be placed below the table. We recommend table lines be 1 point, 25% black. Minimize use of unnecessary table lines.

Whenever possible, place figures and tables at the end of the paragraph in which the figure or table is referenced.

Captions should be Times New Roman 10-point bold (Caption style). They should be numbered (e.g., "Table 1" or "Figure 2"), centered, and placed beneath the figure or table. The words "Figure" and "Table" should be spelled out (e.g., "Figure" rather than "Fig.") wherever they occur.

Use high-resolution images, 300+ dpi, legible if printed in color or black-and-white. Number all figures manually followed by a period, one space, and the caption. Do not use autonumbering of tables and figures.

CONCLUSION

It is important that you write for the ASIS&T audience. Please read previous years' proceedings to understand the writing style and conventions that successful authors have used. State clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., *the unique contribution*

that your work makes to the field. Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the conference, and in influencing the work of our field.

ACKNOWLEDGMENTS (OPTIONAL)

REFERENCES

References use the References Style. References should be in alphabetical order by last name of first author.

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LANGUAGE, STYLE, AND CONTENT

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

- Write in a straightforward style.

- Avoid long or complex sentence structures.

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

- Briefly define or explain all technical terms that may be unfamiliar to readers.

- Explain all acronyms the first time they are used in your text—e.g., "Digital Signal Processing (DSP)".

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

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

- Explain colloquial language and puns. Understanding phrases like "red herring" may require a local knowledge of English. Humor and irony are difficult to translate.

- Use unambiguous forms for culturally localized concepts, such as times, dates, currencies, and numbers (e.g., "1-5- 97" or "5/1/97" may mean 5 January or 1 May, and "seven o'clock" may mean 7:00 am or 19:00). For currencies, indicate equivalences: "Participants were paid ₩22, or roughly US$29."

- Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months). Use inclusive language that is gender-neutral (e.g., she or he, they, s/he, chair, staff, staff-hours, person-years). See the Guidelines for Bias-Free Writing for further advice and examples regarding gender and other personal attributes [https://archive.org/details/ guidelinesforbia00schw**Error! Reference source not found.**]. Be particularly aware of considerations around writing about people with disabilities.

If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Nguyễn, Universität, Weißenbach, Züllighoven, Århus, etc.). These characters are already included in most versions and variants of Times, Helvetica, and Arial fonts.

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ASIS&T is committed to making conferences more inclusive for researchers, practitioners, and educators with disabilities. As a part of this goal, all authors are asked to work on improving the accessibility of their submissions. Specifically, we encourage authors to carry out the following five steps:

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