ISEA2024 pictorial formatting instructions for authors

­1st Author Name, 2nd Author Name, …, 5thAuthor Name LEAVE BLANK FOR SUBMISSION

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**Abstracts**

The Proceedings of the International Symposium on Electronic Art will be compiled from electronic manuscripts submitted by the authors. This paper provides brief style instructions that will facilitate high-quality, consistent, proceedings. The title “Abstract” should be 10 point, bold type, centered at the beginning of the left column. The body of the abstract summarizing the thesis and conclusion of the paper in no more than 200 words should be 9 point, justified, regular type.

**Keywords**

The title “Keywords” should be 12 point, bold type, centered at the beginning of the left column. Using 10 point, justified, regular type, write up to ten keywords that highlight the main areas of your essay’s content.

**Introduction**

Pictorials must be submitted using one of the provided *MS* *Word* or *PowerPoint* template templates.

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

**Style and Format**

**Layout**

For the production of the electronic manuscript, you must use Adobe's *Portable Document Format* (PDF). Additionally, you must specify the American **letter** format (corresponding to 8-1/2'' × 11'') when formatting the submission. On each page your text material should fit within a rectangular area with the following margins: Top: 2.54 cm (1 in), Bottom: 2.1 cm (0.83 in), Left and Right: 1.3 cm (0,51 in). You can also keep your visual content within this rectangular area but you can also break out of it if you find that your visual content and layout work better that way (see page 4 & 5).

**Page Numbering**

Please be aware that if accepted page numbers in black type will later be added on your camera-ready PDF submission as these are all assembled. This information needs to be legible at least on the first page of the submission.

**Page Length**

Pictorials cannot exceed 10 pages, excluding references.

**Inserting Images**

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

**Blind Review**

All submission in the academic call will be reviewed in a double-blind manner. Please do not include your affiliation and anonymize the text to keep your identity secret.

**Title and Author Information**

Center the title on the entire width of the page in a 16-point bold font. Below it, center the author name(s) in a 12-point bold font, and then center the address(es) in a 9-point regular font. Credit to a sponsoring agency can appear in the Acknowledgment Section described below.

**Abstract**

The title ``Abstract'' should be 10 point, bold type, centered at the beginning of the left column. The body of the abstract summarizing the thesis and conclusion of the paper in no more than 200 words should be 9 point, justified, regular type.

**Text**

The main body of the text immediately follows the abstract. Use 10-point type in *Times New Roman* font.

Indent when starting a new paragraph, except after major headings.

**Headings and Sections**

When necessary, headings should be used to separate major sections of your submission. These instructions use many headings to demonstrate their appearance; your paper should have fewer headings.

**Section Headings** Print section headings centered, in 12-point bold type in the style shown in these instructions. Your body text should be 10 point, justified, single space. Do not number sections.

**Subsection Headings** Print subsection headings left justified, in 11-point bold type and mixed case (nouns, pronouns, and verbs are capitalized). They should be flush left. Your text should be 10 point, justified, single space. Do not number subsections.

**Subsubsection Headings** Print subsubsection headings inline in 10-point bold type. Do not number subsubsections.

**Special Sections** You may include an unnumbered acknowledgments section, including acknowledgments of help from colleagues, financial support, and permission to publish. The references section is headed “References,” printed in the same style as a section heading. A sample list of references is given at the end of these instructions. Note the various examples for books, proceedings, multiple authors, etc.

**Footnotes**

If footnotes are necessary, place them at the bottom of the page in 9-point font. Refer to them with superscript numbers.[[1]](#footnote-1) Separate them from the text by a short horizontal line.

**Quotations and Extracts**

Indent long quotations and extracts by 10 points at left margins.

**Adding Alt Text to Figures**

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

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

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

**Acknowledgements**

The preparation of these instructions and Word files was facilitated by borrowing from similar documents used for AAAI and IJCAI proceedings.

**References**

The title “References” should be 12 point, bold style, centered. Editorial standards adhere to the guidelines set by the Chicago Manual of Style, 17th ed. References should be 9 point, regular type. List them in numerical order immediately after your essay. The numbers should be cross-referenced within the essay, with numbers placed at the end of the sentence in square brackets, with a space after the full stop, as shown at the end of this sentence. [1]

**Books**[1] Thomas H. Corman, *Algorithms Unlocked* (Cambridge and London: MIT Press, 2013), 40.

[2] Mikhail Bakhtin, *The Dialogical Principle*, trans. Wald Godzich (Manchester: Manchester University Press, 1984), 56.

**Second and subsequent citations**

[3] Thomas H. Corman, *Algorithms Unlocked*, 15.

Reference with multiple authors

[4] Martin Dodge, John Paul, and Rob Kitchin, *Mapping Cyberspace* (London and New York: Routledge, 2001), 49.

**Edited Books**

[5] Alan Turing, “Computing Machinery and Intelligence,” in *The New Media Reader*, ed. Noah Wardrip-Fruin and Nick Montfort (Cambridge and London: MIT Press, 2003), 50.

**Chapter in a single author book**

[6] Geet Lovnik, “Radical Media Pragmatism (1998),” in *Dark Fiber* (Cambridge and London: MIT Press, 2002), 218–225.

**Journal article (print)**

[7] Rob Van Rijswijk and Jeroen Strijbos, “Sounds in Your Pocket: Composing Live Soundscapes with an App,” *Leonardo Music Journal* 23, (2013): 27.

**Journal article (online)**

[8] Faith Wilding, “Mujer es Revolución,” *Media-N Journal of the New Media Caucus*, Vol. 09, No. 01, accessed February 28, 2013, http://median.newmediacaucus.org/tracing-newmediafeminisms/mujer-es-revolucion/

**Magazines and Newspapers (online)**

[9] Rich Preston, “Virtual mannequins promise better fit for online shoppers,” *BBC News Technology*, January 20, 2014, accessed January 27, 2014,

http://www.bbc.co.uk/news/technology-25812130

**Websites**

[10] Stephen Wilson, “Protozoa Games (2003)”, San Francisco State University website, accessed January 27, 2014, http://userwww.sfsu.edu/swilson/art/protozoagames/protogames10.html

**Proceedings Paper Published**

[11] Alvy Ray Smith, “Digital Paint Systems: An Anecdotal and Historical Overview,” (paper based on a talk presented at the Computer History Museum, Palo Alto, California, January, 2000). *IEEE Annals of the History of Computing*,

http://design.osu.edu/carlson/history/PDFs/paint.pdf

**Dissertation or Thesis**

[12] Fionnuala Fagan, “The Sound of Memory: An Artistic Exploration of Personal and Cultural Memories of Post-conflict Communities,” (Ph.D. diss., School of Creative Arts, Queen’s University Belfast, 2013.)

**Bibliography**

The title “Bibliography” should be 12 point, bold style, centered. Using 9 point, regular type, list your bibliography in alphabetical order by family name, after the references. The difference between a reference list and a bibliography is that in your references, you list all the sources you directly referred to in the body of your writing - in numerical order, whereas a bibliography includes an alphabetical listing of all those authors and sources that you have consulted while writing your essay. Use the same format as for the references otherwise.

**Author(s) Biography(ies)**

The title “Author(s) Biography(ies)” should be 12 point, bold style**,** centered**.** Using 9 point, regular type, biographies should be no longer than 150-word count.

**Questions?**

For technical questions about Microsoft Word formatting please seek online tutorials. For other questions about your manuscript please contact: [isea2024@expertevents.com.au](mailto:isea2024@expertevents.com.au)

The Pictorials format encourages authors to use the space of their submission creatively and supports their design choices. However, authors should aim for keeping their text contents within this grey area which uses the following margins: Top: 2.54 cm (1 in), Bottom: 2.1 cm (0.83 in), Left and Right: 1.3 cm (0,51 in).

You can also keep your visual content within this area; but you can also break out of it if you find that your visual content and layout work better that way (see next page).

Figure 1. This is an example of figure caption. Use 9 point, regular type. Note that all figures, and tables are to be referenced in the text. ©Respect Copyright.

# If you decide to break out of the ‘text’ area with visual content, as mentioned on the previous page, be aware that if accepted, a footer with page number may later be added.

1. This is what a footnote looks like. Try to avoid using them! [↑](#footnote-ref-1)