HCII2016 Checks for formatting your manuscript

After formatting your **full paper or poster extended abstract** according to the Springer guidelines and before its submission (through the CMS) you are kindly asked to carry out the following additional checks:

		Check point	Result
1.		**Apply again the Template to your paper or poster extended abstract**	
		• Open your document and click *Office Button → Word Options* (Word 2007) or *File → Options* (Word 2010).	
		• Choose *Add-Ins* on the left side, and then select *Templates* in the drop-down list at the bottom of the dialog box.	
		• Click *Attach* in the dialog box that opens, navigate to your working directory, select the splnproc1110.dotm template, then click *Open*. Check the option *Automatically update document styles* and click *OK*.	
		• Save the document with a new name adding the extension _checked to its file name and then re-open it.	
		• On re-opening the document, click 'yes' if you are asked to adjust the page setup to the template's default.	
2.		**Necessary sections** *Please check that your paper / poster extended abstract has the following:*	
		○ *Title, Author(s), Organization, Address, email*	
		○ *Abstract, Keywords*	
		○ *an Introduction*	
		○ *a Conclusion*	
		○ *captions for your figures / tables (if applicable)*	
		○ *the standard paragraphs of the Content*	
		○ *References*	
3.		**Length of papers / posters** *Please check that:*	
		✓ *Papers are between 8-12 pages*	
		✓ *Posters are between 4-6 pages*☐	

4.	**Page numbering and running heads** *Please check that:* ✓ *Pages numbers or running heads are Not included*	
5.	**Title** **Click** on the area of the title and then click from the menu → "Springer Proceedings Macros" → Title *Please check that:* ✓ *The font is Times New Roman 14* ✓ *Title words are capitalized (i.e.,. nouns, verbs and all other words except articles, prepositions and conjunctions)* ✓ *There is no full stop at the end*	
6.	**Subtitle (if applicable)** **Click** on the area of the subtitle and then click from the menu → "Springer Proceedings Macros" → Subtitle *Please check that:* ✓ *The font is Times New Roman 12* ✓ *The first letter of any main word is capital* ✓ *There is no full stop at the end*	
7.	**Author** **Click** on the area of the author area and then click from the menu → "Springer Proceedings Macros" → Author *Please check that:* ✓ *The font is Times New Roman 10* ✓ *The format should be: first name last (family) name e.g., Michael Smith, Kiju Lee* ✓ *The names of multiple authors are separated by comma* ✓ *No academic titles or descriptions of academic positions are included in the author field* ✓ *Multiple affiliations are marked with superscript Arabic numbers after the name of each author (superscript is applied by ctr-shift-+)* ✓ *There is no full stop at the end*	
8.	**Address (organization and address information)** **Select** the organization and address information and then click from the menu → "Springer Proceedings Macros" → Address *Please check that:* ✓ *The font is Times New Roman 9* ✓ *The organization consists of the author's institution, town, and country* ✓ *Multiple affiliations are marked with superscript Arabic numbers before the name of each author's institution (superscript is applied by ctr-shift-+)* ✓ *No academic titles or descriptions of academic positions should be included in the addresses* ✓ *There is no full stop at the end*	

9.	**E-mail** **Select** the e-mail text and then click from the menu → "Springer Proceedings Macros" → E-mail *Please check that:* ✓ *The font is Courier 9* ✓ *The email text is below the text of the corresponding affiliation* ✓ *Multiple emails of the same affiliation are separated by comma* ✓ *There is no full stop at the end*	
10.	**Abstract** **Click** on the area of the Abstract paragraph and then click from the menu → "Springer Proceedings Macros" → Abstract *Please check that:* ✓ *The font is Times New Roman 9* ✓ *There is the word **Abstract.** in front of the paragraph*	
11.	**Keywords** **Click** on the area of the Keywords paragraph and then click from the menu → "Springer Proceedings Macros" → Keywords *Please check that:* ✓ *The font is Times New Roman 9* ✓ *There is the word **Keywords:** in front of the paragraph*	
12.	**Headings (Level 1 to 4 Headings)** **Click** on the area of each Heading and then click from the menu → "Springer Proceedings Macros" → H1/ H2 /H3 / H4 (corresponding level of heading) *Please check that:* ✓ *The font is for H1:Times New Roman 12 and for H2, H3, H4:Times New Roman 10 (bold)* ✓ *Headings are capitalized (i.e.,. nouns, verbs and all other words except articles, prepositions and conjunctions)* ✓ *Headings are left aligned* ✓ *The first two levels (H1 and H2) are numbered and there is no indentation*	

13.	**Normal text (standard character style and paragraph format)**
	Click on the area of the paragraph text (or select the text) and then click from the menu → "Springer Proceedings Macros" → Normal Text
	    Please check that:
	    ✓ *The font is Times New Roman 10*
	    ✓ *If a different font style is required in some expression, please be sure that it is preserved or change it accordingly*
	    ✓ *The first standard paragraph (after headings) is not indented*
	    ✓ *Standard paragraphs have a first-line indent of 0.4 cm*
	    ✓ *Standard paragraphs are not indented after:*
	        ○ *headings*
	        ○ *captions (figure captions, table captions)*
	        ○ *lists (bullet items, dash items, num items)*	

14.	**Lists (bullet, dash, num item)**
	Select a block of items and then click from the menu → "Springer Proceedings Macros" → Bullet Item or Dash Item or Num Item
	    Please check that:
	    ✓ *The font is Times New Roman 10*
	    ✓ *Standard paragraphs are not indented after lists (bullet items, dash items, num items)*	

15.	**Figures and Tables**
	Please check that:
	    ✓ *All illustrations are clear and legible*
	    ✓ *Figures and tables are centered between the margins*
	    ✓ *Figures are numbered and have a caption under the figure*
	    ✓ *Tables are numbered and have a caption above the table*
	    ✓ *A figure or a table together with its caption remain in the same page*
	    ✓ *If a table is too big to fit in one page then header is repeated in the next page*	

16.	**Table caption, Figure caption**
	Click on a caption are and then click from the menu → "Springer Proceedings Macros" → Table caption or Figure caption
	    Please check that:
	    ✓ *The font is Times New Roman 9*
	    ✓ *The captions num is correct*
	    ✓ *If the caption is short it is centered between the margins*
	    ✓ *Longer captions, covering more than one line, are justified*
	    ✓ *Captions that do not constitute a full sentence, do not have a full stop*	

17.	**Acknowledgments**
	Click on the Acknowledgment's paragraph and then click from the menu → "Springer Proceedings Macros" → H3
	Please check that:
	   ✓ *The font is Times New Roman 10*
	   ✓ *Before the word Acknowledgments, which is bold, there is no number*
	   ✓ *After the word Acknowledgments there is a full stop and after that the text begins in the same line*	

18.	**References**
	Click on the area of the word References and then click from the menu → "Springer Proceedings Macros" → H1
	Then place the cursor at the beginning of the text and press the back-space key to delete the number of the heading
	Select a block of items and then click from the menu → "Springer Proceedings Macros" → Bullet Item
	Please check that:
	   ✓ *The font of the heading "References" is Times New Roman 12*
	   ✓ *The heading "References" does not have a number*
	   ✓ *The font of the Reference Items is Times New Roman 9*
	   ✓ *The numbering of the Reference Items is correct*
	   ✓ *There is no full stop at the end of each Reference Item*	